My Navy Assignment (MNA) User's Guide (14 FEB 2022) Version 3.0i

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0 Preface

0.1 An Introduction to MyNavy Assignment

MyNavy Assignment (MNA) is an Enlisted Distribution tool utilized by Manning Stakeholders such as Fleet Readiness Integrators (FRI), Type Commanders (TYCOM), Budget Submitting Offices (BSO), Immediate Superiors in Command (ISIC), and Commands; as well as Bureau of Navy Personnel (BUPERS) and Navy Personnel Command (NPC) such as Placement Coordinators (PC), Detailers, Rating Evaluators (RE), Enlisted Community Managers (ECM). This list is NOT all inclusive to who may utilize MNA for their work.

MNA was built to incorporate Billet Based Distribution (BBD) into the Enlisted Distribution Process. Deviating from the previous Navy Manning Plan (NMP) concept of "fair share" of distributable inventory across commands. BBD was designed to align Sailors to discrete billets onboard a command, and from there the system would determine what requisitions (also known as "jobs") onboard the command needed to be generated to fulfill the designated Manpower requirements. This should lead to better rating and skillset demand signals for the Enlisted Distribution System to fill with the appropriate Sailors.

MNA is NOT a "mustering tool", though ideally all Sailors are aligned to the jobs they are actually performing, this situation is not always possible. A YNC at a command aligned to a YN2 billet because "that's where they work" is sub-optimally utilizing that Supervisory skillset, and also may lead to the false impression that the backfill for the YNC when they depart will be another YNC. In this case, the job that will generate for the Enlisted Distribution System to fill will be a YN2.

Commands can request their Sailors be realigned onboard their commands, however the PERS-4013 Placement Coordinator serves as the "gatekeeper" to ensure that policy is being followed. Moving Sailors from valid billets to "Excess" in order to get more Sailors onboard will NOT be permitted. Every "Excess" Sailor placed onboard a command, especially at the Journeyman (E5-E6) and Supervisor (E7-E9) levels, means that there is a Funded billet at another command that will be gapped. Sailors who are sent from Sea Duty commands to Shore Duty commands for a Limited Duty (LIMDU) period or for a Pregnancy Tour will be placed in Excess at the command by policy, and these Sailors shall NOT be placed into valid billets.

This User's Guide cannot possibly delve into all situations you may encounter when utilizing MNA. If you have questions or concerns, the first place to seek guidance is from your command's PC or their Civilian or Military Lead.

0.2 MNA Roles

There are multiple Roles designating levels of relative access that are available in MNA. The level of access you require is based upon your duties and area of responsibility (AOR). Not all Roles have the same capabilities, functionality, or menu structure. Some Roles may perform additions, deletions, and edits to information, while other Roles may have only a review capability, and still other Roles may not have access to that function or data. What you can access and do in one Role, if you have multiple Roles, you may not be able to access or do in another. Most capabilities/functionality are assignable to various Roles, and capabilities/functionality can be added to or removed from various Roles based upon changes to policy or as directed by NPC.

A PSC at a command designated as the Activity Manning Manager, only needs access to that command's information, not the ship across the pier nor the entire Navy.

A PSC working in a TYCOM N1 shop would likely need access across multiple commands in that TYCOM's AOR.

A PSC working as a RE at Navy Personnel Command (NPC) would need access to the ratings under their cognizance across the entire Navy.

Headers in this guide that end in a "(T)" designate information, capabilities, and/or functionality that are limited to select Roles. This information is included in this guide so all parties are aware of the various capabilities, limitations, and functionality of MNA.

0.2.1 MNA Roles and Guidance for requesting MNA Role access

When filling out the forms for MNA system access, please keep in mind that your request for access outside of your immediate command will be reviewed and some or all of the request may be rejected. As of the time of this MNA User's Guide revision, there are 12 different Active Duty/Full-Time Support (FTS) Roles that can be requested, and another 10 Reserve User Roles. The provided guidance below is for the Active Duty/Full-Time Support Roles ONLY.

0.2.1.1 Activity Manning Manager (AMM)

This role is designed to be utilized by the person/persons at a command who are in charge of managing day-to-day manning concerns. This role allows access to additional details on individual Sailors. Examples would be the Personnel Officer, Admin Officer, or their assistants. Requests for AMM Role should typically be limited to a single command where the person is stationed.

0.2.1.2 Activity Manning Support (AMS)

This role is designed to be utilized by personnel at a command with the need to know manning issues within various departments of a command, but do not require access to additional details on individual Sailors. Requests for AMS Role should typically be limited to a single command where the person is stationed.

0.2.1.3 View Only

This Role gives basic level information at a command and does not allow for additional Sailor details to be displayed. Reasons why View Only access is needed outside a particular person's/command's AOR need to be provided.

0.2.1.4 Enlisted Command

This Role is designed to be utilized by personnel at a command to review Sailor applications to job onboard offered on MNA during the Sailor Application Phase, and provide command comment and ranking of applicants. Ranking of applicants and command comments are useful in assisting the Detailers with making distribution decisions. Requests for Enlisted Command Role should typically be limited to a single command where the person is stationed, however multiple commands may be assigned based on the specific situation.

0.2.1.5 Enlisted Command Career Counselor

This role is designed to be utilized by a command's Enlisted Command Career Counselor in assisting Sailors with viewing potential future jobs in MNA and has the ability to make selections upon a Sailor's behalf. Requests for Enlisted Command Career Counselor should typically be limited to a single command where the person is stationed, however multiple commands may be assigned based on the specific situation.

0.2.1.6 Type Commander (TYCOM)
This role is designed to be utilized by TYCOMs and BSOs for their review and action on manning concerns across their AOR. Requests for TYCOM Role should include a Type Commander Group Code (TGC) range, a specific BSO, or a list of specific UICs if access across the entire BSO is not required (ideally the provided UIC list does not exceed 100 commands). Requests for TYCOM Role of commands outside the immediate TYCOM AOR, without significant justification, will be disapproved.

0.2.1.7 Immediate Superior in Command (ISIC)
This role is designed to be utilized by commands who serve as immediate superiors to a command or group of commands, exercising cognizance of their manning. Requests for ISIC Role must provide the specific UICs the command is the ISIC for. Requests for ISIC Role of commands outside the immediate ISIC AOR, without significant justification, will be disapproved.

0.2.1.8 Manning Control Authority (MCA)
This role is reserved for Fleet Commander (USFFC, COMPACFLT) and BUPERS use only, and are only granted with express permission of the USFFC and COMPACFLT N1 organization, or PERS-4013 for BUPERS. Requests for MCA Role for personnel outside of USFFC, COMPACFLT, and BUPERS will be disapproved.

0.2.1.9 Manning Control Readiness (MC-R)
This role is reserved for Fleet Commander (USFFC, COMPACFLT) and BUPERS use only as the Fleet Readiness Integrators (FRI), and are only granted with express permission of the USFFC and COMPACFLT (FRI-F) N1 organization, or PERS-4013 for BUPERS (FRI-B). Requests for MC-R Role for personnel outside of USFFC, COMPACFLT, and BUPERS will be disapproved.

0.2.1.10 Community Management
This Role is reserved for use by the Enlisted Community Managers and BUPERS-3 organization. Requests for Community Management outside of BUPERS-3 are subject to explicit approval by BUPERS-3.

0.2.1.11 Community Management Lead
This Role is reserved for use by the Enlisted Community Managers and BUPERS-3 organization. Requests for Community Management outside of BUPERS-3 are subject to explicit approval by BUPERS-3.

0.2.1.12 Community Management Director
This Role is reserved for use by the Enlisted Community Managers and BUPERS-3 organization. Requests for Community Management outside of BUPERS-3 are subject to explicit approval by BUPERS-3.

0.2.2 **MNA Roles and Main Menu Options**
The below is the list of main menu options that are available to the Role at the time of this MNA User Guide edition. These menu items may change if decisions are made to add or remove capability/functionality to various Roles. The remainder of this guide goes into greater detail on options and immediate sub-options, as needed. The Help and Logout menu items are standard for each Role.

0.2.2.1 Activity Manning Manager (AMM)

- Home: View My User Profile, View My Area of Responsibility, Delegate My Area of Responsibility, Change Roles
- Alignment: Alignment Search, Member Realignment Request, Activity Summarization, Paygrade Summarization, Flag Review
- Activity: Activity Search
- Change Requests: Change Request Summary, Conversion Request Summary, SDIP Request Search
- Sailor Info: Active/FTS Personnel Detail
- Jobs: Job Search, Active/FTS Search by UIC
- Reports: Billet Compensation Report, Female Distribution at Sea
- Management: NEC (additions/deletions), Scoring (adjustments), Activity, Assignment Alert Message Maintenance, PMAR Maintenance

0.2.2.2 Activity Manning Support (AMS)

- Home: View My User Profile, View My Area of Responsibility, Delegate My Area of Responsibility, Change Roles
- Alignment: Alignment Search, Activity Summarization, Paygrade Summarization, Flag Review
- Sailor Info: Active/FTS Personnel Detail
- Jobs: Job Search, Active/FTS Search by UIC
- Reports: Female Distribution at Sea
- Management: NEC (additions/deletions), Scoring (adjustments), Activity,

0.2.2.3 View Only

- Home: View My User Profile, View My Area of Responsibility, Delegate My Area of Responsibility, Change Roles
- Alignment: Alignment Search, Activity Summarization, Paygrade Summarization, Flag Review
- Activity: Activity Search
- Jobs: Job Search, Active/FTS Search by UIC
- Reports: Billet Compensation Report, Female Distribution at Sea
- Management: PMAR Maintenance

0.2.2.4 Enlisted Command

- Home: View My Homepage, View My User Profile, View My Area of Responsibility, Change Roles
- Sailor Info: Active/FTS Personnel Detail, Active/FTS Personnel Search
- Jobs: Job Search, Active/FTS Search by UIC, View Community Notes
- Applications: Review Active/FTS Job Applications, View Incoming Active/FTS Job Applications, View Active/FTS Results for Previous Cycle
- Reports: Application Summary, Application Cancel, Career Intention

0.2.2.5 Enlisted Command Career Counselor

- Home: View My Homepage, View My User Profile, View My Area of Responsibility, Change Roles
- Sailor Info: Active/FTS Personnel Detail, Active/FTS Personnel Search
- Jobs: Job Search, Active/FTS Search by UIC, View Community Notes
- Applications: Review Active/FTS Job Applications, View Incoming Active/FTS Job Applications, View Active/FTS Results for Previous Cycle
- Reports: Application Summary, Application Cancel, Career Intention

0.2.2.6 Type Commander (TYCOM)

- Home: View My User Profile, View My Area of Responsibility, Delegate My Area of Responsibility, Change Roles
- Alignment: Alignment Search, Member Realignment Request, Activity Summarization, Paygrade Summarization, Flag Review
- Activity: Activity Search
- Change Requests: Change Request Summary, Conversion Request Summary
- Sailor Info: Active/FTS Personnel Detail, Active/FTS Personnel Search
- Jobs: MCA Job Search, Job Search, Active/FTS Search by UIC
- Reports: Billet Compensation Report, Female CPO Manning Gaps, Female Distribution at Sea
- Management: NEC (additions/deletions), Scoring (adjustments), Requisition, Alignment, Activity, Assignment Alert Message Maintenance, PMAR Maintenance

0.2.2.7 Immediate Superior in Command (ISIC)

- Home: View My User Profile, View My Area of Responsibility, Delegate My Area of Responsibility, Change Roles
- Alignment: Alignment Search, Member Realignment Request, Activity Summarization, Paygrade Summarization, Flag Review
- Activity: Activity Search
- Change Requests: Change Request Summary, Conversion Request Summary
- Sailor Info: Active/FTS Personnel Detail
- Jobs: MCA Job Search, Job Search, Active/FTS Search by UIC
- Reports: Billet Compensation Report, Female CPO Manning Gaps, Female Distribution at Sea
- Management: NEC (additions/deletions), Scoring (adjustments), Alignment, Activity, Assignment Alert Message Maintenance, PMAR Maintenance

0.2.2.8 Allocation Manager

- Home: View User Profile, Change Roles
- Alignment: Alignment Search, Alignment Management, Activity Summarization, Paygrade Summarization, Realign UIC(s) or Command(s), Flag Review
- Activity: Activity Search
- Change Requests:
- Sailor Info

- Jobs
- Reports
- Management

0.3 Identified issues, questions, omissions in this guide

If during your review of this document and the Roles you have in MNA you find that there is incorrect information, missing information, or you have questions regarding the information presented, please send an e-mail to the currently assigned Allocation Managers and the Lead for the PERS-4013 Marketplace Management Section:

- Matthew.s.pederson2.civ@us.navy.mil (Shore Duty Allocation Manager)
- Kevin.d.chisom1@navy.mil (Sea Duty Allocation Manager)
- Sheldon.c.ebron.civ@us.navy.mil (Marketplace Management Lead)

Your input and feedback will be vital in ensuring that this document is kept as up-to-date as possible with the most relevant information.

0.4 Summary of User Guide Changes

Under Construction

BBD User Guide V1.0

BBD User Guide V2.0 23JUL2018

MNA User Guide V3.0i 14FEB2022

- V3.0i is an interim update as additional information is added
- Update in progress up to and including MNA 4.8C

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.

- Open browser and enter URL https://mynavyassignment.navy.mil/mna/Index.action and login.
- If default user role is an Enlisted User role, navigate to *HOME* tab and change role to a non-Enlisted User role. If no other roles are available besides Enlisted User, that individual has not been granted access to use MNA in a non-Enlisted User role.
- Navigate to the *ALIGNMENT* tab and select *ALIGNMENT SEARCH* option.
- In the *UIC or COMMAND NAME* box, enter the desired UIC(s).
  - This field is **MANDATORY**.
  - The UIC/Activity name field will auto-populate as the user enters data.
  - Multiple UICs can be added individually.
  - If an "ALL UIC" search is desired, type ALL in the UIC/Activity name field.
    - The "ALL UIC" option will limit the search return all UIC's within the user's AOR
  - "ALL UIC" search results do not include alignment details information. Alignment details can be viewed by selecting the summary number hyperlink provided the summary number hyperlink is below 25,000.
- Select the desired UIC/Activity name from the pre-populated list.
- Select the *ADD* button.
- To initiate the search, select the *SEARCH* button.
  - "ALL UIC" searches will take slightly longer to return results
- Alignment search results are presented in three sections:
  - Activity Summary Results table
    - Table with Activity summary data based solely on the UIC(s) entered in initial search
    - Will not update as further criteria are entered or data drill downs occur
  - Alignment Summary Results table
    - Table with Alignment summary data based off UIC(s) entered in initial search as well as any optional search criteria
    - *Alignment Summary Results* will update if additional criteria are added or drill downs occur
  - Alignment Search Result Details table
    - Table listing individual alignment details for alignments matching search criteria or drill down selected

1.2 Advanced Search

Additional optional search criteria can be added to a basic search to perform more refined searches. Optional criteria can be selected from one of three areas:

- Alignment Status Optional Criteria
  - Use TIME PERIOD search criterion to perform alignment search projections (Note: there is NO capability in MNA to do searches in past months)
- Billet/Position Optional Criteria
- Personnel Optional Criteria

Combining search criteria from the different sections can be used to perform complex alignment searches such as selecting billets based on a particular rating and personnel from a different rating. This will essentially search for DRATEd personnel.

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

When optional search criteria are selected, the header bar for the applicable section will contain text indicating that there is optional criteria selected in that section.

The *CLEAR* button will clear all criteria and reset the main search page to its initial settings.

1.2.1 Alignment Status Optional Criteria

- Time Period, current day though P15 monthly projections
- Quality of Alignments, 1 through 7
  - Hold Ctrl key to select multiple non-contiguous QoA
  - Hold the Shift key while making multiple contiguous QoA selections
- 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)
  - Gapped NEC(s)
  - Bridged NEC(s)
  - Floating NEC(s)
  - Generated Requisitions (vacant billets or encumbered billets with a PL at P12)
  - Non-Default Alignment Score (alignments with modified scores)
  - Manually Included in Alignment Score (excess alignments included in scoring)
- Lock Status
  - Soft Locked (system applied)
  - Hard Locked (manually applied or system applied during QoA 6 process)
  - Unlocked

- Flag Status
  - Action
  - Information
  - No Flag

1.2.2 Billet/Position Optional Criteria

- Billet Classification
  - Force Structure
  - Student
  - Trainee
  - TPP&H
  - ADDU To
  - ADDU From
  - Reserved
  - Personnel Exchange Program (PEP)
  - Has Compensation
  - No Compensation
- MCA
  - BUPERS
  - Fleet
  - Other
- Type Duty
  - Sea
  - Shore
  - Sub Sea
  - Sub Shore
- CONUS
  - CONUS
  - Overseas
  - Both
- NEC
  - No NEC checkbox (searches for records where all NEC fields are blank)
  - Entering an NEC will search all billet NEC positions on the billet
- BSO (Budget Submitting Office)
- Department
- Division
- Branch

  - Active
  - FTS
  - Both
- Billet Title
- NEC Classification
  - Closed-loop NEC
  - Critical NEC
- Enlisted Management Community (EMC)
  - Hold Ctrl key to select multiple non-contiguous communities
  - Hold the Shift key while making multiple contiguous EMC selections
- Communities
  - Hold Ctrl key to select multiple non-contiguous communities
  - Hold the Shift key while making multiple contiguous community selections
- Pay Grade
  - Leaving both fields blank will search E1-E9
- MRT – Manning Requirement Type
  - Hold Ctrl key to select multiple non-contiguous MRT(s)
  - Hold the Shift key while making multiple contiguous MRT selections
- ATC – Area Type City
- Platform Type
- Location
- BSC – Billet Sequence Code
- FAC – Functional Area Code
- Manning Event
- TGC – Type Commander Group Code
- ARC – Activity Readiness Code
- OPC – Operational Code
- First Term Billet (Y for Yes or N for No)
- First Term Work (Y for Yes or N for No)

1.2.3 Personnel Optional Criteria

- Personnel Classification
  - Reservation
  - TAD Onboard
  - TAD Away
  - Under Orders (orders have been released with a DTG)
  - Critical NEC

- Closed-loop NEC
- SDAP
- SDIP
- CONSUB Pay
- Aviation Pay
- AIP
- SRB Pay

- Gain/Loss
  - PG
  - TG
  - PL
  - EDLN

- NEC
  - Selecting Any searches all 15 personnel NEC positions for either, both, or all NEC(s) entered
  - Selecting All searches all 15 personnel NEC positions for all NEC(s) entered

- DNEC
  - Selecting Any searches both personnel DNEC positions for either or both DNEC(s) entered
  - Selecting All searches both personnel DNEC positions for all DNEC(s) entered

- DNRC
  - Each field searches that specific data element only

- Actual Rating
  - Hold Ctrl key to select multiple non-contiguous communities
  - Hold the Shift key while making multiple contiguous community selections

- Assigned Rating
  - Hold Ctrl key to select multiple non-contiguous ratings
  - Hold the Shift key while making multiple contiguous rating selections

- Deployability Category (DCAT)
- Gender
  - Male
  - Female
  - Both

- Service Component
  - Active
  - FTS

  - Both

- Enlisted Management Community (EMC)

  - Hold Ctrl key to select multiple non-contiguous EMC(s)
  - Hold the Shift key while making multiple contiguous EMC selections

- Accounting Category Code (ACC)
- PRD

  - If a FROM and TO date are entered, selecting Include Blank PRDs will return all PRD(s) within the designated range as well as all blank PRD(s) meeting the search criteria
  - Leaving the FROM and TO fields blank and selecting Include Blank PRDs will return only blanks PRD(s)
  - Leaving the FROM field blank and entering a TO date will return all PRD(s) prior to the TO date including expired PRD(s)

- EDLN

  - Leaving the FROM field blank and entering a TO date will return all EDLN(s) prior to the TO date including expired EDLN(s)

- EAOS

  - Leaving the FROM field blank and entering a TO date will return all EAOS(s) prior to the TO date including expired EAOS(s)

- SEAOS

  - Leaving the FROM field blank and entering a TO date will return all SEAOS(s) prior to the TO date including expired SEAOS(s)

- EDLN Reason

  - Searching for EDLN Reason code of PFR (Prospective Fleet Reservist) will return all alignments where the member has either a pending or approved fleet reserve request. Pending fleet reserve 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 member, 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.

- C-Way Status
- Actual Pay Grade
- Assigned Pay Grade

1.3 Saving a Search

- Perform a search using either basic or advanced criteria as outlined in section 1 Basic Search or section 2 Advanced Search, above.
- Select *SAVE SEARCH* button.
- In the pop-up box, enter a Saved Search name.
  - Optionally, set the saved search as the default search using the checkbox
- Select *SAVE*.
- Select *OK* verifying that the search was saved successfully.

1.4 Restoring a Saved Search

- From the *Saved Search* dropdown box, select the desired saved search.
- Select the *RESTORE SEARCH* button

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. Setting the default search can be performed in two ways. First, while saving a search select the checkbox for Set as Default. Alternately, for a previously saved search:

- Select the SET DEFAULT button
- From the dropdown, select the desired saved search
- Select SAVE

1.6 Delete a Saved Search

- From the *Saved Search* dropdown box, select the desired saved search to delete.
- Select the *DELETE SEARCH* button
- Select *YES* to confirm deletion.
- Select *OK* verifying that the search was deleted successfully.

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

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.

- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - 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 *Alignment Search Results Details* to just the selected gain or loss alignments.
- To navigate to the PG/PL Report, in the *Alignment Search Result Details* section, *Personnel Data* section, select any PL or PG date hyperlink.
  - 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 PLs or PGs.

2.1 PG/PL Report Detail

Sorted by department and division based upon the BSC organizational hierarchy

The PG/PL Report is separated into two sections:

- Projected Loss (left hand side)
  - Identifies billet, aligned incumbent, and loss information
- Prospective Gain (right hand side)
  - Identifies PG and estimated arrival date

If more than 1 UIC was initially searched, the *UIC Viewing* dropdown in the upper left hand corner permits selecting other UICs for viewing.

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.

2.1.1 Projected Loss Section

- MRT
  - Displays the MRT of the billet/position
- BSC
  - Displays the BSC of the billet/position
- Rate (billet)
  - Displays the Rate and pay grade of the billet/position
- PNEC (billet)
  - Displays the primary NEC of the billet/position

- SNEC (billet)
  - Displays the secondary NEC of the billet/position
- Name
  - Displays the name of the aligned incumbent PL, if not vacant
- Rate
  - 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 the PRD, PCS orders, or EDLN date
- Loss Reason
  - Displays loss reasons of either PRD, orders, or EDLN for the aligned incumbent PL
- Gap
  - Displays the billet gap in manning based upon the loss date of any aligned incumbent PL and the EDA of the PG
    - If the billet is vacant, the loss date uses the current date
    - If there is no identifies PG the gap will be TBD.

2.1.2 Prospective Gain Section

- Name of gain
- Rate of gain
- Estimated Arrival Date (EDA) of gain

2.2 Prospective Gain Alignment Projections

Alignments viewed in a future projection period using the TIME PERIOD search criterion in the *Alignment Status Optional Criteria* section will display PG members who are projected to be onboard the activity at that time aligned to the appropriate billet/position. These alignments can be easily identified by the member's onboard Accounting Category Code (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.

- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Selecting Gapped NEC(s) criterion from the *Alignment Status* optional search criteria section does not navigate to the Gapped NEC Report. It merely refines *Alignment Search Results Details* to just the gapped NEC alignments.
- 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
- The Gapped NEC Report shows each gapped occurrence in NEC order, lists whether the NEC is considered critical and/or floating for the activity, shows any onboard member who is bridging that NEC as well as any prospective gain who will be aligned to the billet requiring that NEC.

3.1 View Bridged NECs

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

The Bridged NEC Report is alternate view #1 of the Gapped NEC Report. Not all Gapped NECs will be bridged; however, all bridged NECs are considered gapped.

- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Selecting Bridged NEC(s) from the *Alignment Status* optional search criteria section does not navigate to the Gapped NEC Report. If merely refines *Alignment Search Results Details* to just the bridged NEC alignments.
- 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, shows all onboard members who are bridging that NEC as well as any prospective gain who will be aligned to the billet once reporting onboard the activity.
- A member can bridge a maximum of two NEC's and only one occurrence for each NEC. This is a limitation because bridging requires a DNEC and the system currently allows only 2 DNEC's per member.

A Bridged NEC resulting from a vacant billet will not suppress the generation of a requisition for that billet.

3.2 View Filled Floating NEC

A Floating NEC is a Navy Enlisted Classification (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. SAR Swimmer; Sub Diver). A Floating NEC is considered as a separate skill independent of the billet for which it's 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 member who is aligned to the billet/position requirement.

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

- Perform a search using either basic or advanced criteria as outlined in section 1.1
- Basic Search or section 1.2 Advanced Search, above.
  - Selecting Floating NEC(s) from the *Alignment Status* optional search criteria section does not navigate to the Gapped NEC Report. If merely refines *Alignment Search Results Details* to just the floating NEC alignments.
- 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 all 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) shows each floating occurrence in NEC order, lists whether the NEC is considered critical or floating for the activity, shows all onboard members who are bridging (a bridged Floating NEC is considered filled) that NEC as well as any prospective gain who will be aligned to the billet once reporting onboard the activity.

4 Female at Sea Reporting

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 our sea going ships and commands who may embark on those ships. MNA 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 NAVPERSCOM via their respective TYCOM and Fleet Readiness Integrator-Fleet (USFFC and COMPACFLT). 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.

MNA provides several reports to be used by NAVPERSCOM and fleet activities to manage the current and projected female inventory during a member's assignment process.

4.1 Female Distribution at Sea Report

This report provides female inventory counts from the current month through P15 including any embarked activities, berthing authorized, berthing available, and female inventory and 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 Coordinator as "Limited Female Availability" are searchable on this report. If the activity is female berthing limited but does not display on this report, notify the respective TYCOM and FRI and the FRI will contact the PERS-4013 Women in Ships Coordinator.

Navigate to the Reports tab and select the Female Distribution at Sea Report.

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 P15. To reduce the results, select any of the following search criteria:

- UIC or Command Name
  - This data field will auto-populate as the user types. Multiple UIC(s) can be added as desired
- Platform Type
  - This data field will auto-populate as the user types. Multiple Platform Types can be added as desired (note: this search will return only those units in the platform type to which the user has access.)
- ATC

- This data field will auto-populate as the user types. Multiple ATC(s) can be added as desired (note: this search will return only those units in the ATC to which the user has access.)

- OPC
  - This data field will accept only one Operational Platform Code
- Time Period
  - The default is current month through P15. Contiguous projection months can be selected by holding down the SHIFT key. Non-contiguous months use the Ctrl key.
- CPO Bunks
  - If searching multiple activities, the results can be limited to those that have available CPO berthing, no available CPO berthing or both
  - This criterion can also limit the result by either the host or embarked activity
  - Default is ALL
- E1-E6 Bunks
  - If searching multiple activities, the results can be limited to those that have available E1-E6 berthing, no available E1-E6 berthing or both
  - This criterion can also limit the result by either the host or embarked activity
  - 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.

- UIC
  - Displays UIC of search activities. Embarked activities will be displayed directly beneath the host activity and the row color slightly different.
- Command Name
  - Displays the short name of the activity
- MCA
  - Displays the owning Manning Control Authority (MCA): "F" for Fleet (USFFC and COMPACFLT) and "B" for BUPERS
- Hull
  - Displays the type of platform for the activity
- Bunks Authorized
  - Displays the female berthing authorization for the activity separated by CPO and E1 thru E6 for both the host and embarked activity. The embarked activity Bunks

Authorized number is the count of female berthing units onboard the host activity set aside specifically for embarked activities.

- Bunks Available
  - Displays the number of female berthing units available at the beginning of the LPW taking into consideration Prospective Gains (PG) (and Tentative Gains (TG)) and Projected Losses (PL).
  - The Bunks Available count does not represent the number of female members that can arrive during this projection period. To determine the number of females that can be distributed during a specific projection period, refer to the *4.2 Female Assignment Options Report*.
    - 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 thru P15
  - Displays the calculated female inventory for the selected Time Period separated by CPO, E1 thru E6 and PACT Sailors for host activity defined by Active Duty (AC) and Full Time Support (FTS) and a combination of AC/FTS sailors from Embarked Activities
  - Total numbers for all embarked activities are shown in the host ship line under EMB; however, each individual unit assigned will be listed under the appropriate AC or FTS header.
  - Projection Time Periods take into consideration gains and losses but do not account for Tentative Gains (TG)
- Total Female Inventory
  - Displays the total female inventory calculated at the beginning of the LPW separated by CPO, E1 thru E6 and PACT for host and embarked activity.
  - Tentative Gains (TG) are displayed separately from the combined projected and PG inventory counts
- Percent of Female Inventory
  - Displays the percentage of females in either CPO or PACT against the total projected female inventory at the beginning of the LPW for host and embarked activity. The inventory projection takes into consideration gains, losses and TG(s).
  - Only CPO and PACT percentages are tracked per USFF/COMPACFLT direction.
- M/F Ratio
  - Displays the total projected enlisted male and female inventory and the percentage of total enlisted inventory that is female separated by CPO, E1 thru E6 and entire activity.
  - Embarked activities are listed on their own data row
  - Inventory projections take into consideration gains, losses and TG(s)

A "Total" data row is displayed at the bottom of the page with summary numbers for all selected activities. Note that total embarked information is not included in the ship totals, but is totaled under the embarked header.

Search Save/Restore/Delete capability is available of the Female Distribution at Sea Report. Refer to section *1.3 Saving a Search*.

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

4.2 Female Assignment Options Report (T)

The Female Assignment Options report displays the quantity of female berthing available for distribution action at a "Limited Female Availability" activity. In some cases, this number will differ from actual calculations of female inventory as compared to Bunks Authorized as it takes into account previous distribution actions that affect future projection months.

Distribution managers use this report to ensure the female berthing capacity of the activity is not exceeded. Additionally, this report data is used to drive the Women in Ships Application Gate for Sailors and Command Career Counselors (CCC) as well as the Women in Ships Selection Gate for Detailers, also indicating on the requisition whether or not a "Limited Female Availability" activity has available female berthing. When viewing the requisition via the Active Jobs Summary page, certain authorized users will be able to view this report by selecting the Female Berthing Available indicator hyperlink for requisitions at "Limited Female Availability" activities.

To access the report, navigate to the Reports tab, Female Assignment Options option.

- All criteria are optional; defaults will return information for all "Limited Female Availability" activities within the user's AoR
- Enter desired Activity Name or UIC
- Select either Leadership (E7 thru E9) or Non-Leadership (E1 thru E6) bunk data
  - Default is All
- Select Time Period
  - The default is current month through P12. Contiguous projection months can be selected by holding down the SHIFT key. Non-contiguous months use the Ctrl key.
- Select the SEARCH button

4.2.1 Female Assignment Options Report Results

The Female Assignment Options report results table has two presentation formats depending on the selection of Leadership/Non-Leadership or All bunks.

- Leadership/Non-Leadership – each activity row displays either just CPO or E1-E6 availability data
- All - each activity row displays CPO, E1-E6 and All availability data, which is a total of CPO and E1-E6 availability information
- UIC

- Command Name
- Projection Period
  - Displays the quantity of female berthing available for distribution action
  - To ensure that the female berthing capacity is not exceeded, each month of the Female Assignment Options report calculates the number of available bunks with consideration for the arrival of female sailors in future months. The calculation used to determine the number of female sailors that can be distributed to an activity in a projection period compares the number of female bunks available in a projection period to the number of bunks available in the next projection period
  - No projection month can have a number larger than the next higher projection month regardless of whether or not the actual calculation was higher. The resulting table will show the projection period furthest in the future as having the most female bunks available with each sooner projection period having equal to or less than the next projection month.
  - Initial job postings and PCS orders in a working status will decrement this report using the current date as the projected estimated date of arrival.
- The user has the ability to Export the Female Assignment Options report results

4.3 Female CPO Manning Gaps Report (T)

The Female CPO Manning Gaps report is a combination of four sub-reports identifying female leadership assignment issues at "Limited Female Availability" activities. "Limited Female Availability" activities with junior enlisted members (E1-E6) assigned are required to have at least one female CPO onboard in a leadership position. These reports identify those activities where female leadership manning deficiencies are or will occur within the Loss Projection Window (LPW) as well as indicating female CPO gains, potential assignment opportunities and "Limited Female Availability" activities that are at capacity for female assignments based on berthing availability.

This report is primarily used by PERS-40 during the orders negotiation process to help steer potential PCS candidates towards critical assignment opportunities.

Export capability is available to export all sub-reports in Excel format.

4.3.1 Missing Female Leadership with No PG Report

This report identifies "Limited Female Availability" activities that have no female CPO(s) currently onboard and are not projected to have any female CPO gains during the LPW. Activities on this report are of the highest priority to receive female CPO(s) and in some cases female CPO(s) may be redirected to these activities as a result of a manning action separate from the normal distribution process.

The report provides basic information about each activity:

- UIC
- Activity name
- Female bunks authorized
- Vacant CPO billets, via expandable row

- Rating and pay grade of available requisitions at the activity
- PERS-40 will strive to identify female CPO members in these communities for potential distribution action to these activities

4.3.2 Missing Female Leadership with PG Report

This report identifies "Limited Female Availability" activities that have no female CPO(s) currently onboard but are projected to gain a female CPO(s) at some point during the LPW. Activities on this report are also critical but normal distribution processes may be sufficient to solve the female leadership manning issue without the need for a separate manning action.

The report provides basic information about each activity:

- UIC
- Activity name
- Months to Next PG
  - Calculates the number of months between the current date and the date in which the next female CPO is to be gained to the activity
  - Hyperlink navigates to the PG/PL Report for the activity
- Community
  - Identifies the Rating and Pay grade of the next female CPO gain
- WIS Ratio
  - Ratio of female inventory at the time of the next female gain to the number of available female bunks
- Vacant CPO billets, via expandable row
  - Rating and pay grade of available requisitions at the activity
  - PERS-40 will strive to identify female CPO members in these communities for potential distribution action to these activities

4.3.3 Projected Missing Female Leadership Report

This report identifies "Limited Female Availability" activities that currently have female CPO(s) assigned onboard but are projected to have a female leadership gap at the beginning of the LPW.

- UIC
- Activity name
- Months to Last PL
  - Calculates the number of months between the current date and the date in which the last female CPO is to be transferred from the activity
  - Hyperlink navigates to the PG/PL Report for the activity
- Bunks Authorized at Last PL
  - Displays the number of available female bunks at the time the last female CPO is transferred from the activity

- Vacant CPO billets, via expandable row
  - Rating and pay grade of available requisitions at the activity
  - PERS-40 will strive to identify female CPO members in these communities for potential distribution action to these activities

4.3.4 Vacant Communities Report

This report displays communities with CPO requisitions at "Limited Female Availability" activities that are projected to not have female CPO(s) onboard at the beginning of the LPW. Should there be any female CPO(s) actively negotiating PCS orders from any of these communities, PERS-40 will review the member's circumstances for possible distribution action. This report is intended to be a quick view of available requisitions for potential female CPO distribution.

4.3.5 At Capacity Report

This report identifies "Limited Female Availability" activities that have reached or exceeded their female CPO berthing capacity as projected at the beginning of the LPW. Female CPO projected gains and those with working orders are included in this projection.

4.4 Women in Ships Application Gate

For all user roles that can submit an application on behalf of a female Sailor, MNA is designed to review applications to "Limited Female Availability" activities and should there not be female berthing available, reject the application. 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 Women in Ships 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 however; 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 however; there are CPO female bunks available

4.5 Women in Ships Selection Gate (T)

During the MNA 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 Women in Ships (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.

4.5.1 Women in Ships 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 Women in Ships (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 Women in Ships Selection Gate bypass, perform the following:

- Using the WIS Coordinator role, navigate to the Jobs tab, Jobs Search option
- Perform a Jobs search to locate the desired requisition
- From the desired requisition, select the Activity Name hyperlink
- On the Active Job Detail page, select the UPDATE JOB COMMENT button
- On the Job Comment Update page, select the checkbox for Bypass WIS Gate under the Application Gates section
  – If the gate is being bypassed for a specific member, the requisition can be reserved for that member by entering their name into the LAST NAME OR DODID FOR RESERVATION box below the gate bypass
  – 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.
- Select the UPDATE button to save the bypass action and any added comments

5 Determining Specific BA

BA, or Billets Authorized, 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 Loss Projection Window (LPW). 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

- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
- BA for the entire activity is displayed in the *Activity Summary Results* table under *BILLETS (BA) – REQUIREMENTS* column.
- Caution: BA totals from the *Alignment Summary Results* table under *BILLETS (BA) – REQUIREMENTS* includes optional search criteria that may have been added to the initial search
- Select the Summary Number hyperlink for *BILLETS (BA) - REQUIREMENTS* to view the individual alignments to this BA.

5.2 BA by Rating

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired rating from the Billet/Position Optional Criteria section.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- BA for the rating is listed in the *Alignment Summary Results* table under *BILLETS (BA) – REQUIREMENTS* column.
- Caution: BA totals from the *Activity Summary Results* table under *BILLETS (BA) - REQUIREMENTS* column displays BA for the whole activity only and does not include any optional search criteria such as rating.
- Select the Summary Number hyperlink for *BILLETS (BA) - REQUIREMENTS* to view the individual alignments to this BA.
  - Caution: *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

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired pay grade from the Billet/Position Optional Criteria section.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- BA for the pay grade is listed in the *Alignment Summary Results* table under *BILLETS (BA) – REQUIREMENTS* column.
- Caution: BA totals from the *Activity Summary Results* under *BILLETS (BA) - REQUIREMENTS* displays BA for the whole activity only and does not include any optional search criteria such as pay grade.
- Select the Summary Number hyperlink for *BILLETS (BA) - REQUIREMENTS* to view the individual alignments to this BA.
  - Caution: *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.

5.4 BA by NEC

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired NEC from the Billet/Position Optional Criteria section.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- BA for the NEC is listed in the *Alignment Summary Results* table under *BILLETS (BA) – REQUIREMENTS* column.
- Caution: BA totals from the *Activity Summary Results* under *BILLETS (BA) - REQUIREMENTS* displays BA for the whole activity only and does not include any optional search criteria such as NEC.
- Select the Summary Number hyperlink for *BILLETS (BA) - REQUIREMENTS* to view the individual alignments of these NECs.
  - Caution: *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 Optional Criteria will not necessarily result in viewing the entire billet inventory for the same personnel grouping.

6.1 Inventory by Activity

- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
- Inventory for the entire activity is listed in the *Activity Summary Results* table under *CURRENT ONBOARD*. This inventory number includes all assigned and aligned onboard personnel except ACC 400 personnel.
- The *CURRENT ONBOARD* inventory count does not reflect the counts for *TAD Onboard* and *ADDU Onboard* or *TAD Away* and *ADDU Away*. These numbers will need to be added/subtracted to the *CURRENT ONBOARD* count to obtain a total count of all physically onboard members for muster or command diary purposes.
- Caution: Inventory totals from the *Alignment Summary Results* table under *PERSONNEL* column includes optional search criteria that was added to the initial search.

Alignment Summary Results - *PERSONNEL* **inventory numbers include all aligned onboard personnel including ACC 400**

- Select the Summary Number hyperlink for *CURRENT ONBOARD* to view the individual alignments of these personnel.

6.2 Inventory by Rating

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired rating from the Personnel Optional Criteria section.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- Inventory for the rating is listed in the *Alignment Summary Results* table and is the summation of all inventories appearing under the *PERSONNEL* column.
- Select any of the summary number hyperlinks under the *PERSONNEL* column to view the individual alignments of these personnel.
  - Caution: *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

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired pay grade from the Personnel Optional Criteria section.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- Inventory for the pay grade is listed in the *Alignment Summary Results* table and is the summation of all inventories appearing under the *PERSONNEL* column.
- Select any of the Summary Number hyperlinks under the *PERSONNEL* column to view the individual alignments of these personnel.
  - Caution: *BILLETS (BA) - REQUIREMENTS* is a billet count of requirements aligned to this specific inventory only. There may also be billets of this pay grade aligned to inventory of another pay grade. 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

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired NEC from the Personnel Optional Criteria section.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- Inventory for the NEC is listed in the *Alignment Summary Results* table and is the summation of all inventories appearing under the *PERSONNEL* column.
- Select any of the Summary Number hyperlinks under the *PERSONNEL* column to view the individual alignments of these personnel.
  - Caution: *BILLETS (BA) - REQUIREMENTS* is a billet count of requirements aligned to this specific NEC only. There may also be billets of this NEC aligned to inventory of another NEC. 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 B 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 and refillable excess positions by rating, current day through a 15-month projection period. This display can be used to perform detailed 1-to-1 BA to inventory analysis.

- Open browser and enter URL https://mynavyassignment.navy.mil/mna/Index.action and login.
- If default user role is not a BBD role, navigate to *HOME* tab and change role to a BBD user role.
- Navigate to the *ALIGNMENT* tab and select *ACTIVITY SUMMARIZATION* option.
- In the *UIC or COMMAND NAME* box, enter the desired UIC(s).
  - This field is **MANDATORY**.
  - The UIC/Activity name field will auto-populate as the user enters data.
  - Multiple UICs can be added individually.
  - If an "ALL UIC" search is desired, type ALL in the UIC/Activity name field.
    - The "ALL UIC" option will limit the search return all UIC's within the user's Area of Responsibility (AOR)
- Select the desired UIC/Activity name from the pre-populated list.
- Select the *ADD* button.
  - Additional optional search criteria can be added at this point, if desired, from:
    - Optional Input section
- To initiate the search, select the *SEARCH* button.
  - "ALL UIC" searches will take slightly longer to return results
- *Activity Summarization* search results are presented as expandable rows by Activity (if more than one 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.
- First level row expansion presents current day (P0) through a 15-month projection period (P15) summary Activity data for:

- Billets Authorized (BA)
  - BA displayed on the *Activity Summarization* is the actual BA for current day or any projection month. This differs from the Alignment Search projections where BA projections are always at the beginning of the LPW.
- Refillable Excess Positions (REP)
- By default, Inventory (INV), count **does** include ACC 400, ADDU (To and From) and TAD Onboard personnel.
  - To exclude any of these personnel categories from the results, select the appropriate criteria from the Exclude Personnel section of the Optional Input section.
  - Excluding any of these categories of personnel has no effect on the BA or REP counts.

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 detailed Activity data by Rating, P0-P15
  - Only those 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.
- The results can be exported to Excel by selecting the Excel icon at the top right of the table.

7.2 Pay Grade Summary Search

This search is a summary of BA, inventory and refillable excess positions by paygrade and pay band, current day through a 15-month projection period. This display can be used to perform detailed 1-to-1 BA to inventory analysis.

- Open browser and enter URL https://mynavyassignment.navy.mil/mna/Index.action and login.
- If default user role is not a BBD role, navigate to *HOME* tab and change role to a BBD user role.
- Navigate to the *ALIGNMENT* tab and select *PAY GRADE SUMMARIZATION* option.
- In the *UIC or COMMAND NAME* box, enter the desired UIC(s).
  - This field is **MANDATORY**.
  - The UIC/Activity name field will auto-populate as the user enters data.
  - Multiple UICs can be added individually.

- If an "ALL UIC" search is desired, type ALL in the UIC/Activity name field.
  - The "ALL UIC" option will limit the search return all UIC's within the user's Area of Responsibility (AOR)

- Select the desired UIC/Activity name from the pre-populated list.
- Select the *ADD* button.
  - Additional optional search criteria can be added at this point, if desired, from:
    - Optional Input section
- To initiate the search, select the *SEARCH* button.
  - "ALL UIC" searches will take slightly longer to return results
- Pay Grade Summarization search results are presented as expandable rows by Activity (if more than one 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.
- First level row expansion presents current day (P0) through a 15-month projection period (P15) summary activity data for:
  - Billets Authorized (BA)
    - BA displayed on the *Pay Grade Summarization* is the actual BA for current day or any projection month. This differs from the Alignment Search projections where BA projections are always at the beginning of the LPW.
  - Refillable Excess Positions (REP)
  - By default, Inventory (INV), count **does** include ACC 400, ADDU (To and From) and TAD Onboard personnel.
    - To exclude any of these personnel categories from the results, select the appropriate criteria from the Exclude Personnel section of the Optional Input section.
    - Excluding any of these categories of personnel has no effect on the BA or REP counts.

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 detailed Activity data by Pay Band, P0-P15
  - All summary number counts are presented as hyperlinks that will display representative alignment detail in a pop-up window
- Third level row expansion presents detailed activity data by Pay Grade, P0-P15
  - Each Pay Band can be expanded separately so as to focus on one area, if desired
  - 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.
- The results can be exported to Excel by selecting the Excel icon at the top right of the table.

8 Sailor Search from Alignment Search

Individual member searches are possible using either the member’s DoD-ID, Last 4 of the SSN, or the name of the member. This permits the user to quickly locate a member alignment when the name or identification numbers are known.

************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)."

8.1 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.

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
  - When performing a Sailor search, the mandatory UIC or Command name entry becomes an optional selection
  - A specific UIC or Command Name may be entered if it is desired to only search at that activity
- Enter the member’s DoD-ID in the appropriate criterion field.
- Select *SEARCH*.
- The search return will display data matching the entered criteria in multiple formats.
  - First, a summary of that specific member’s alignment information will be displayed in the *Alignment Summary Results* table under the *PERSONNEL* column.
  - Second, the specific member alignment matching the DoD-ID entry is displayed in the *Alignment Search Result Details*

8.2 Sailor Search using SSN Last 4

A Sailor search using the SSN Last 4 will in most cases return multiple alignments and the desired member will have to be selected from the *Alignment Search Result 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, paygrade, etc).

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
  - When performing a Sailor search, the mandatory UIC or Command Name entry becomes an optional selection
- Enter the member’s SSN Last 4 in the appropriate criterion field in the Personnel Optional Criteria section.

- Additional optional criteria can be added as desired.

- Select *SEARCH*.
- The search return will display data matching the entered criteria in multiple formats.
  - First, a summary inventory of members with a matching the SSN Last 4 entry is listed in the *Alignment Summary Results* table under the *PERSONNEL* column.
  - Second, individual member alignments matching the SSN Last 4 entry are display in the *Alignment Search Result Details*
    - Member alignments are sorted by assigned activity, department and division, branch, section, and workcenter.
    - Scroll through the *Alignment Search Result Details* to locate the desired member.

8.3 Sailor Search using Name

A Sailor search using the member name will in most cases return multiple alignments and the desired member will have to be selected from the *Alignment Search Result 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, paygrade, etc). Partial name entries are permissible as a search value as well.

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
  - When performing a Sailor search, the mandatory UIC or Command Name entry becomes an optional selection
  - A specific UIC or Command Name may be entered if it is desired to only search at that activity for the member
- Enter the member's name or partial name, in the appropriate criterion field.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- The search return will display data matching the entered criteria in multiple formats.
  - First, a summary inventory of members with a matching name entry is listed in the *Alignment Summary Results* table under the *PERSONNEL* column.
  - Second, individual member alignments matching the name entry are display in the *Alignment Search Result Details*
    - Member alignments are sorted by assigned activity, department and division, branch, section, and workcenter.
    - Scroll through the *Alignment Search Result Details* to locate the desired member.

9 Sailor Search from Sailor Info Tab

For some roles, it may not be efficient to use the Alignment Search page to search for a member 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)."

9.1 Sailor Search Using Name

- Select the Sailor Info tab, View Active/FTS Personnel Detail option
- Enter the Sailor name or any portion of the name, no punctuation
- Select SEARCH
  - A pop-up box will be presented with matching options from which the user can select the appropriate name
    - Once selected, the personnel data will populate the screen
- The Sailor search details are displayed in 4 expandable sections:
  - Professional Information
    - PRD and DNEC change submissions may be available to authorized user roles from this section
  - Personal Information
  - Support Information
  - Special Pay Information
- Additional personnel details can be access via the Sailor History button
  - Platform type history
  - NEC history
  - School history
  - Physical readiness (PRIMS) history
  - Warfare designator history
  - EVAL/FitRep history
  - Request History
- SDIP request submission may be available to authorized user roles from the Active/FTS Personnel Detail page

9.1.1 Sailor Search Using SSN/DoDID

- Select the Sailor Info tab, View Active/FTS Personnel Detail option
- Enter the Sailor SSN or DoDID
- Select SEARCH

- The personnel data will populate the screen
- All other functionality is the same as above

9.2 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 Active/FTS Personnel Search 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 Active/FTS Personnel Search page:

- From the Sailor Info tab, select the Active/FTS Personnel Search option
- Enter desired search criteria
- Select the SEARCH button

General search criteria are provided as follows:

- Communities
- Pay grade
- Branch
- Type duty
- Gender
- NEC
- DNEC
- Citizenship
- UIC
- Location
- Platform type
- Command name
- PRD
- Sailors with applications
  - Any
  - Only AIP
  - Only OSA
- Sailor status
  - Not Under Orders
  - Under Orders
  - EDLN on File
  - High Year Tenure
- Spouse collocation
- Non-military spouse
- Exceptional Family Member (EFM)

- Accounting Category Code (ACC)
- Career Intention
  - Reenlist at EAOS
  - Extend onboard current duty station
  - Extension at EAOS
  - Uncertain
  - Discharge at EAOS
  - Fleet Reserve/Retire/HYT
  - No C-Way
  - No data specified
- Career Interest
  - Full Time Support (FTS)
  - Active Duty
  - Selective Reserves (SELRES)
- PACT Member
- Special Program Preferences
- Detailer nominations
- Date for Historic Assignment Tracking Indicator (ATI)
- Previously Assigned ATI
- Currently Assigned ATI
- Language
- Reading
- Speaking
- Writing
- Listening

9.2.1 Personnel Summary Search Results

The Personnel Summary search results provide significant capability from the results table. 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 being processed or Sailor nomination
- Checkboxes
  - Compare 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
    - See section 14.4 PRD Change Request (T)
    - Individual Sailor
    - Multiple Sailors
- 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

10 Alignment Search Result Details

10.1 Activity Summary Results

The *Activity Summary Results* table depicts 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 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 exportable to Excel.

10.1.1 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). Additionally, this count includes TAD Away and ADDU TO personnel but not TAD Onboard and ADDU FM personnel. The hyperlink will refresh the Alignment Search Result Details to all alignments with onboard personnel represented by the Current Onboard summary number.

10.1.2 Temporary Additional Duty (TAD)

Personnel may be assigned either to the activity or away from the activity in a temporary duty capacity. This temporary assignment is required to fill a critical skills gap and normally only last as long as it takes to distribute a replacement using normal detailing processes. To support fleet manning and readiness measures, accounting for these temporary assignments is accomplished using the Navy Standard Integrated Personnel System (NSIPS) reported by the activity's Personnel Support Detachment (PSD). Data quality and integrity relies upon accurate and timely reporting.

- Onboard (TAD To) – This is a count of personnel performing temporary work at this activity who are assigned to a different activity.
  - These personnel will be auto-aligned to a non-Refillable Excess position
  - Realignments are not permitted at the "To" activity
  - Not included in the Current Onboard count
- Away (TAD Away) – This is a count of personnel assigned to this activity who have been temporarily assigned to another activity
  - Included in the Current Onboard count
  - Can be realigned at the "away" activity

10.1.3 Additional Duty (ADDU)

Additional Duty (ADDU) manpower authorizations are assigned to billets to satisfy the need for expertise not available from within activity assets when valid workload does not support a full-time manpower requirement or to accommodate limited staff functions.

The required end strength for both ADDU TO and ADDU FM manpower authorizations is counted only against the primary supporting (ADDU TO) activity. The ADDU FM activity's authorized requirement does not require end strength compensation (one person, one funded manpower authorization). Refer to OPNAVINST 1000.16 (series) NAVY TOTAL FORCE MANPOWER POLICIES AND PROCEDURES for further information concerning ADDU manpower requirements.

The primary supporting (ADDU TO) activity is the activity at which an enlisted requisition is generated and the member is detailed. However, this is not the activity at which the member is actually performing work. The ADDU FM activity is where the member is actually performing work. The ADDU FM activity generates an unfunded enlisted requisition for the ADDU requirement. It is not intended to be advertised or filled using MNA.

When a member is aligned to a properly coded ADDU TO requirement at the primary supporting activity, the member will automatically be aligned to the unfunded ADDU FM requirement. The member cannot be realigned in the ADDU FM alignment. If the member is realigned in ADDU TO alignment, this will break the ADDU connection between the two ADDU requirements and the member will no longer be displayed in the ADDU FM alignment.

- Onboard (ADDU FM) - This is a count of personnel performing work at the activity in an ADDU FM capacity from another activity based on the billet alignment at the other activity. These members cannot be realigned at this ADDU FM activity.
  - This ADDU FM requirement is not funded and will generate an unfunded enlisted requisition
- Away (ADDU TO) - This is a count of personnel assigned to this activity physically performing work at another activity in an ADDU TO capacity based on the billet alignment at this activity. These members can only be realigned at this activity.
  - This ADDU TO requirement can be funded and will generate a funded enlisted requisition that can be advertised and filled using MNA.

10.1.4 Alignment Score

- Represents the cumulative assigned QoA score of all funded alignments i.e. QoA1 = 100 points, QoA2 = 95 points. Together their cumulative manning score would be 98 (total score divided by total score possible).

10.1.5 Tentative Gains

- Count of personnel that are projected as tentative gains to an activity within the Loss Projection Window (LPW). A Tentative Gain (TG) is a member 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. The hyperlink will refresh the Alignment Search Result Details to all alignments with a TG indicator represented by the TG summary number.

10.1.6 Held Billets

- 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 (automatically placed into the "Restricted" job status category), 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 Held Funded or Held Unfunded as appropriate. The hyperlink will refresh the Alignment Search Result Details to all held billet alignments represented by the Held Billets summary number.

10.1.7 NEC Requirements

- Total All
  - Count of all NEC requirements at an activity. Includes each NEC requirement as identified on an activity's manning document. Each NEC is counted separately even if listed on multiple billets.
- Gapped All
  - Count of gapped NEC requirements at an activity. This lists all NEC requirements not being satisfied by the aligned member 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 member and if identified, any PG.
- Total Critical
  - 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.
- Gapped Critical
  - 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 member 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 member and if identified, any PG.
- Total Bridged
  - Count of bridged NEC requirements at an activity. This lists how many gapped NECs are being bridged by another onboard member. 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.
- Critical Bridged
  - 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 member. 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.
- Total Floating
  - 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 member. Any identified PG is only filling the Rate/Rating requirement of the billet, not the Floating NEC requirement.

- Filled Floating
  - Count of filled floating NEC requirements at an activity. Lists how many floating NEC requirements are actually filled by onboard members. A member 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 members 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.

10.1.8 **QoA 1 thru QoA 7**

- 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.

10.1.9 **Requirement**

- Billets (BA)
  - 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.
- Unfunded Billets
  - 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.
- Refillable Excess
  - 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.
- Non-Refillable Excess
  - There is no requirement for Non-refillable excess positions at an activity. This count will always display N/A.
- Alignment Exempt

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

10.1.10 Personnel

- Billets (BA)
  - Count of personnel aligned to funded billets (aligned BA). 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.
- Unfunded Billets
  - 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.
- Refillable Excess
  - 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.
- Non-Refillable Excess
  - 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.
- Alignment Exempt
  - 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.
- Unaligned
  - 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.

- Totals
  - 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.

10.1.11 Vacancies

- Billets (BA)
  - 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.
- 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.
- Refillable Excess
  - 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.
- 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.
- 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.
- Unaligned
  - There is no billet or position related to unaligned so there can be no vacancy. This count will always display N/A.
- Totals
  - 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.

10.1.12 PL – Projected Loss

- Billets (BA)
  - Count of onboard personnel identified as a Projected Loss (PL) aligned to funded billets (aligned BA). 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.

- Unfunded Billets
  - Count of onboard personnel identified as a Projected Loss (PL) aligned to unfunded billets. 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.
- Refillable Excess
  - Count of onboard personnel identified as a Projected Loss (PL) 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.
- Non-Refillable Excess
  - Count of onboard personnel identified as a Projected Loss (PL) 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.
- Alignment Exempt
  - Count of onboard personnel identified as a Projected Loss (PL) 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.
- Unaligned
  - Count of onboard personnel identified as a Projected Loss (PL) 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.
- Totals
  - Count of all sub-categories in the Projected Loss (PL) column of the Activity Summary Results. The hyperlink will filter the Alignment Search Result Details to display all alignments represented by the total count.

10.1.13 PG – Prospective Gain

- Billets (BA)
  - Count of personnel identified as a Projected Gains (PG) to the activity aligned to funded billets (aligned BA). Does not include alignments to excess positions or unfunded billets. The hyperlink will filter the Alignment Search Result Details to display just the aligned PG personnel to funded billets.

- Unfunded Billets
  - Count of personnel identified as a Projected Gains (PG) to the activity aligned to unfunded billets. 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 PG personnel to unfunded billets.
- Refillable Excess
  - Count of personnel identified as a Projected Gains (PG) to the activity aligned to refillable excess positions. The hyperlink will filter the Alignment Search Result Details to display just the PG personnel aligned to refillable excess positions only.
- Non-Refillable Excess
  - Count of personnel identified as a Projected Gains (PG) to the activity aligned to non-refillable excess positions. The hyperlink will filter the Alignment Search Result Details to display just the PG personnel aligned to non-refillable excess positions only.
- Alignment Exempt
  - Count of personnel identified as a Projected Gains (PG) to the activity that 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 PG personnel.
- Unaligned
  - Count of personnel identified as a Projected Gains (PG) to the activity that 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 PG personnel.
- Totals
  - Count of all sub-categories in the Projected Gains (PG) column of the Activity Summary Results. The hyperlink will filter the Alignment Search Result Details to display all alignments represented by the total count.

10.2 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 exportable to Excel.

10.2.1 UIC or Command Name

- Allows viewing of individual UICs selected from initial search

- Initial summary information is for all UICs
- User can select from list to view a specific UIC
- Select green *REFRESH* arrows to update summary data to reflect selected UIC
- Search result details will also reflect selected UIC

10.2.2 NEC Requirements

- Filled Floating
  - Count of filled floating NEC requirements at an activity matching optional search criteria. Lists how many floating NEC requirements are actually filled by onboard members. A member 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 members 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.
- Floating
  - 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 member. Any identified PG is only filling the Rate/Rating requirement of the billet, not the Floating NEC requirement.
- Bridged
  - Count of bridged NEC requirements at an activity matching optional search criteria. This lists how many gapped NECs are being bridged by another onboard member. 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.
- Gapped
  - Count of gapped NEC requirements at an activity matching optional search criteria. This lists all NEC requirements not being satisfied by the aligned member 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 member and if identified, any PG.

10.2.3 Lock Status

- Soft
  - 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.

- Hard
  - Count of the number of alignments that have a hard lock applied. The hyperlink will filter the Alignment Search Result Details to display just the hard locked alignments.
- Unlocked
  - Count of the number of alignments that are unlocked. The hyperlink will filter the Alignment Search Result Details to display just the unlocked alignments.

10.2.4 Quality of Alignment

- QoA 1 thru 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.

10.2.5 Requirement

- Billets (BA)
  - 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.
- Unfunded Billets
  - 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.
- Refillable Excess
  - 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.
- Non-Refillable Excess
  - There is no requirement for Non-refillable excess positions at an activity. This count will always display N/A.
- Alignment Exempt
  - There is no requirement for alignment exempt positions at an activity. This count will always display N/A.
- Unaligned

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

10.2.6 Personnel

- Billets (BA)
  - 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.
- Unfunded Billets
  - 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.
- Refillable Excess
  - Count of personnel aligned to refillable excess positions category matching optional search criteria. The hyperlink will filter the Alignment Search Result Details to display just the personnel aligned to refillable excess positions only.
- Non-Refillable Excess
  - Count of personnel aligned to non-refillable excess positions category matching optional search criteria. The hyperlink will filter the Alignment Search Result Details to display just the personnel aligned to non-refillable excess positions only.
- Alignment Exempt
  - 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.
- Unaligned
  - 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.

- Totals
  - 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.

10.2.7 Vacancies

- Billets (BA)
  - 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.
- 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.
- Refillable Excess
  - 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.
- 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.
- 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.
- Unaligned
  - There is no billet or position related to unaligned so there can be no vacancy. This count will always display N/A.
- Totals
  - 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.

10.2.8 PL – Projected Loss

The inventory counts in the Projected Loss (PL) column are included in the inventory counts in the Personnel column.

- Billets (BA)

- Count of onboard personnel identified as a Projected Loss (PL) 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 PL personnel to funded billets.

- Unfunded Billets
  - Count of onboard personnel identified as a Projected Loss (PL) 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 PL personnel to unfunded billets.
- Refillable Excess
  - Count of onboard personnel identified as a Projected Loss (PL) aligned to refillable excess positions category matching optional search criteria. The hyperlink will filter the Alignment Search Result Details to display just the PL personnel aligned to refillable excess positions only.
- Non-Refillable Excess
  - Count of onboard personnel identified as a Projected Loss (PL) aligned to non-refillable excess positions category matching optional search criteria. The hyperlink will filter the Alignment Search Result Details to display just the PL personnel aligned to non-refillable excess positions only.
- Alignment Exempt
  - Count of onboard personnel identified as a Projected Loss (PL) matching optional search criteria that 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 PL personnel.
- Unaligned
  - Count of onboard personnel identified as a Projected Loss (PL) who are unaligned 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 PL personnel.
- Totals
  - Count of all sub-categories in the Projected Loss (PL) column of the Alignment Summary Results. The hyperlink will filter the Alignment Search Result Details to display all alignments represented by the total count.

10.2.9 PG – Prospective Gain

- Billets (BA)

- Count of personnel identified as a Prospective Gain (PG) to the activity aligned to funded billets (aligned BA) 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 PG personnel to funded billets.

- Unfunded Billets
  - Count of personnel identified as a Prospective Gain (PG) to the activity 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 PG personnel to unfunded billets.
- Refillable Excess
  - Count of personnel identified as a Prospective Gain (PG) to the activity aligned to refillable excess positions category matching optional search criteria. The hyperlink will filter the Alignment Search Result Details to display just the PG personnel aligned to refillable excess positions only.
- Non-Refillable Excess
  - Count of personnel identified as a Prospective Gain (PG) to the activity aligned to non-refillable excess positions category matching optional search criteria. The hyperlink will filter the Alignment Search Result Details to display just the PG personnel aligned to non-refillable excess positions only.
- Alignment Exempt
  - Count of personnel identified as a Prospective Gain (PG) to the activity matching optional search criteria that 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 PG personnel.
- Unaligned
  - Count of personnel identified as a Prospective Gain (PG) to the activity that are unaligned 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 PG personnel.
- Totals
  - Count of all sub-categories in the Prospective Gain (PG) column of the Alignment Summary Results. The hyperlink will filter the Alignment Search Result Details to display all alignments represented by the total count.

10.3 Alignment Search Result 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 member fulfilling that requirement.

Results are separated into three sections:

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

10.3.1 Alignment Search Result Details Header

10.3.1.1 Activity Identification Data

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

- Alignment score
- ARC – Activity Readiness Code
- TGC – Type Commander Group Code
- OPC – Operational Code
- Manning Event
- AMEX Score for the command will be included for appropriate commands

10.3.1.2 UIC Viewing

Each activity search result is display as a standalone result and when multiple UICs are searched, use this function to quickly move from one activity result to another.

- Displays UIC and activity name for first UIC when multiple UICs are searched
- Use dropdown to select different UIC

10.3.1.3 Alignment Updated

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

10.3.1.4 Alignment Data

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

10.3.2 Billet Data

- Alignment sort order is by department, division, branch, section, and work center based off BSC organizational hierarchy
- Organizational headers are expandable/collapsible
    - Some organizational headers may display as "TBD". This indicates that the activity needs to update their Total Force Manpower System (TFMMS) billet header records. Cognizant Budgeting Submission Office (BSO) must correct.
- Manning Requirement Type (MRT)

  - Indicates the billet/position resourcing and/or hold status
  - The hyperlink provides a pop-up window displaying additional Alignment Details. Up to 5 Alignment Details pop-up displays can be open simultaneously. As more are selected, the first selected will close.
- Billet Sequence Code (BSC)
  - The hyperlink provides a pop-up window displaying additional Billet Details. Up to 4 Billet Details pop-up displays can be open simultaneously. To open more, one will need to be closed.
- Rate
  - Displays the authorized rating and pay grade combination from the billet file
  - Hovering the computer mouse over the rating displays the Enlisted Management Community (EMC) code on the billet
- NEC(s)
  - Displays the authorized NECs from the billet file
  - Additional information within parenthesis:
    - CR = Critical NEC
    - CL = Closed-loop NEC
    - FL = Floating NEC
    - OJT = OJT awarded NEC
  - The hyperlink will navigate to the NTMPS NEC Manual data for additional NEC information
- Functional Area Code (FAC)
- Billet Title
- First Term Billet
- First Term Work
- Additional Duty (ADDU) Indicator
  - ADDU TO, funded requirement, activity where member receives PCS orders, member realignment only at this activity
  - ADDU FM, unfunded requirement, activity where member physically performs work, member realignment not permitted at this activity
- Requisition (Req) Category
  - Displays the current requisition category of the billet if that billet generated a requisition
- Applications (Apps)
  - Displays the number of member job applications for the requisition associated to this specific billet
- Compensation

  - Indicates if there is a compensation connection between this specific billet and an excess position at this activity or another

- Service Component
  - Displays the primary funding Service Component for the billet

10.3.3 Alignment Data

- Quality of Alignment (QoA)
  - Displays the QoA of the specific alignment of billet to person
  - QoA 1 equals a perfect match of rating, paygrade and NECs
  - Hyperlink provides a pop-up window displaying additional alignment details information. System display of up to five in pop-up window.
- Score
  - Displays to certain authorized users the alignment score for an individual alignment based off 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
  - None (unlocked)
    - Alignment is available for realignment during the next schedule system initiated realignment
    - Automatically assigned to QoA 4 and 5 alignments as well as Non-refillable Excess Position alignments where the aligned incumbent in not a PL or newly onboard within 90 days
  - Soft lock
    - Systemically applied to QoA 1 thru 3
    - Systemically applied to identified PL alignments regardless of QoA
    - Systemically applied to new onboard member alignments for first 90 days regardless of QoA
    - Alignment is disregarded for the next scheduled system initiated realignment
    - Can become unlocked due to data changes
    - May be manually realigned without unlocking
  - Hard lock
    - Alignment is disregarded for the next scheduled system initiated realignment
    - Can become unlocked due to data changes
    - Is manually assigned or as part of the QoA6 assignment process
    - Can be assigned to any QoA alignment
    - May be manually realigned without unlocking

- Flag
  - Indicates whether there has been a data change received by the system on the billet or the aligned member
  - See section 17 Flag Management for additional flag management information

10.3.4 Personnel Data

- Rate
  - Displays the current rating and pay grade of the member
  - Hovering the computer mouse over the rating displays the Enlisted Management Community (EMC) code of the member
- Name
  - Displays the full name of the member
  - The hyperlink provides a pop-up window to authorized users displaying additional member details
- TAD
  - Indicates if the member aligned to the billet/position is TAD To or TAD Away from the activity.
  - Member realignment is not permitted at the TAD To activity. The member is systemically aligned to an excess position for the duration of the TAD assignment
- Distributed Navy Enlisted Classification (DNEC)
  - Displays the DNEC(s) of the member as assigned by Navy Personnel Command (NPC)
  - The hyperlink will navigate to NTMPS NEC Manual data for additional NEC information
- NEC(s)
  - Displays NEC1 through NEC5 of the member. NEC6-NEC15 are viewable on Personnel Details pop-up accessed via the member name hyperlink
  - The NEC hyperlink will navigate to NTMPS NEC Manual data for additional NEC information
- Account Category Code (ACC)
  - Displays the ACC of the member'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.
- Projected Rotation Date (PRD)
  - Displays the current PRD of the member
- End of Active Obligated Service/Soft End of Active Obligated Service (EAOS/SEAOS)

- Displays the current EAOS/SEAOS of the member

- Projected Loss/Prospective Gain (PL/PG)
  - Displays the month and year of the aligned member's loss date or the prospective gain's arrival date
  - If prospective member is a Tentative Gain (TG) this column will display the TG indicator to authorized users. Additionally, authorized users may also be granted the capability to see identifying information concerning the TG via a hyperlink.
  - The hyperlink will navigate to the PL/PG Report

- Reserved
  - Provides an indication when the billet/position has been reserved for a specific member. Reserving a billet/position will prevent any other member from being posted and ultimately written PCS orders to that billet/position. Selecting the Reserved hyperlink will display the name of the reserved member to an authorized user.

- Service Component
  - Displays the member's current service component
  - MNA will not systemically cross-align members 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 member who in all respects meets the requirements of a billet except the service component, the system will evaluate the QoA as a 1.

10.4 View Personnel Detail

MNA provides the ability to view additional information concerning each enlisted member by clicking on the Sailor's name, if hyperlinked. These *Personnel Details* cover the following:

- Professional Information
  - Sailor
  - Service
  - Onboard Activity
  - Orders

- Support
  - PACT
  - Career Way Point
  - Security Data
  - Exceptional Family Member (EFM)
  - Deployability Category Code (DCAT)
  - Education
  - Language
  - ASVAB/AFCT

  - Advancement Cycle Information
  - EVAL/FitRep
  - PRIMS
- Historical
  - Career History
  - Warfare History
  - NEC History
  - School History
- Special Pay
  - SRB
  - AIP
  - SDIP
  - SDAP (PRO Pay) and Past PRO Pay
  - Flight Pay
  - Sub Pay

To access the *Personnel Details*, wherever the member name is displayed within MNA, it is hyperlinked for authorized users. When selecting the member name hyperlink, a pop-up window will be displayed containing the additional information. Multiple windows can be displayed simultaneously for easy member data comparison.

Additionally, *Personnel Details* can be viewed by accessing the Active Personnel Detail or the Personnel Summary pages via the Sailor Info tab for authorized users. Refer to section 9 Sailor Search from Sailor Info Tab for additional information concerning viewing personnel details using this method.

************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)."

10.5 View Billet/Position Detail

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

To access the *Billet Details*, wherever the Billet Sequence Code (BSC) is presented within MNA, it is hyperlinked for authorized users. When selecting the BSC hyperlink, a pop-up window will be displayed containing the additional information. A maximum of 4 BSCs can be displayed simultaneously for easy data comparison.

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

10.6 View Alignment Detail

Each alignment is based off an evaluation of several key data on the member 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*, wherever the Manning Requirement Type (MRT) is presented within MNA, it is hyperlinked for authorized users. When selecting the MRT hyperlink, a pop-up window will be displayed containing the additional information. A maximum of 5 alignments can be selected for display simultaneously for easy data comparison.

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

11 Activity Search

The Activity Search page provides the user the ability to search for general activity information, Aviation Maintenance Experience (AMEX), as well as searching activities for the purposes of LIMDU and Pregnancy placement functions. Not all Roles have the Activity Search button.

11.1 LIMDU and Pregnancy Activity Search

The user will have the ability to initiate an activity search for Pregnancy or LIMDU by selecting the Activity button. The user will be presented the Activity Search pop-up window.

11.1.1 UIC Search Criteria

- In the *UIC or COMMAND NAME* box, enter the desired UIC(s).
  - This field is **MANDATORY**.
  - The UIC/Activity name field will auto-populate as the user enters data.
  - Multiple UICs can be added individually.
  - If an "ALL UIC" search is desired, type ALL in the UIC/Activity name field.
    - The "ALL UIC" option will limit the search return all UIC's within the user's Area of Responsibility (AOR)
- Select the desired UIC/Activity name from the pre-populated list.
- Select the *ADD* button.
- Select LIMDU or Pregnancy radio button to the right of the *ADD* and REMOVE buttons.
- Select the SEARCH button
  - If optional search criteria are desired, add from list provided below before selecting the SEARCH button

11.1.2 LIMDU/Pregnancy Activity Search Criteria

- Time Period, current day though P15 monthly projections periods
- Service Component
  - Active
  - FTS
  - Both (default)
- Community
  - Hold Ctrl key to select multiple non- contiguous communities
  - Hold the Shift key while making multiple contiguous community selections
- Enlisted Management Community (EMC)
  - Hold Ctrl key to select multiple non- contiguous communities
  - Hold the Shift key while making multiple contiguous EMC selections

11.1.3 Activity Search Optional Criteria

- MCA
  - BUPERS
  - Fleet
  - MCA X
  - Other
  - If none are selected, defaults to all
- Sea/Shore
  - Sea
  - Shore
  - Sub Sea
- ATC – Area Type City
- Location
- CONUS/OCONUS
  - CONUS
  - Overseas
  - Both (default)
- Comments
  - No (default), no LIMDU/Pregnancy restricting requisition comments against the activity
  - Yes, has LIMDU/Pregnancy restricting requisition comments against the activity

11.2 LIMDU and Pregnancy Activity Search Results

When accessing the Activity Search page from either the LIMDU or Pregnancy PMAR submission form, the system will capture the type of PMAR and present results manning data for the appropriate PMAR type (i.e. LIMDU PMAR will result in LIMDU manning data in the search result). All search results are preceded with the LIMDU/Pregnancy Activity Search Criteria that was selected listed at the top of the search result table. This aids in understanding the manning data as it is driven by these particular criteria.

The number of LIMDU personnel is ascertained by whether or not the member has a DCAT code or ACC identified on the LIMDU Code Maintenance Table

The number of Pregnant personnel is ascertained by whether or not they have a DCAT code or DNEC identified on the Pregnancy Code Maintenance Table

11.2.1 Activity Information

- UIC
- Activity Long Name
- Comments

  - If this value is "Y" this indicates if there are LIMDU (or Pregnancy) restricting requisition comments associated to the activity
- LIMDU (or Pregnancy) BA% @ Loss Projection Window (LPW)
  - Percentage of LIMDU (or Pregnancy) personnel allowed to be assigned based on the total BA at the activity
- Total LIMDU (or Pregnancy) Capacity @ LPW
  - Total number of LIMDU (or Pregnancy) personnel allowed to be assigned based on the total BA at the activity
- LIMDU (or Pregnancy) TG
  - Number of LIMDU (or Pregnancy) Tentative Gains (TG) potentially inbound to the activity
- Total LIMDU (or Pregnancy)
  - Number of LIMDU (or Pregnancy) members onboard whose DCAT code or ACC match the LIMDU Code Maintenance Table (or DCAT matches Pregnancy Code Maintenance Table, for Pregnancy)
- Total LIMDU (or Pregnancy) Attributable
  - Number of onboard LIMDU (or Pregnancy) and TG members whose DCAT code or ACC match the LIMDU Code Maintenance Table (or DCAT and DNEC matches Pregnancy Code Maintenance Table, for Pregnancy)
- LIMDU (or Pregnancy) @ Px
  - Number of onboard LIMDU (or Pregnancy), TG and PG members projected to be onboard at the period specified in the Activity Search parameters whose DCAT code or ACC match the LIMDU Code Maintenance Table (or DCAT matches Pregnancy Code Maintenance Table, for Pregnancy)
- Projected Capacity Occupied @ Px
  - Percentage of onboard LIMDU (or Pregnancy), TG and PG members projected to be onboard at the period specified in the Activity Search parameters whose DCAT code or ACC match the LIMDU Code Maintenance Table (or DCAT matches Pregnancy Code Maintenance Table, for Pregnancy)
- Select
  - Used to capture the activity information to populate the LIMDU (or Pregnancy) submission form

11.2.2 Activity LIMDU (or Pregnancy) Manning Table

This table provides LIMDU (or Pregnancy) manning data for the entire activity at the period specified in the Activity Search parameters, without regard to the searched community parameter, by pay band.

- BA by pay band @ LPW
- LIMDU (or Pregnancy) TG
  - Number of LIMDU (or Pregnancy) Tentative Gains (TG) potentially inbound to the activity, by pay band
- LIMDU (or Pregnancy) INV
  - Number of LIMDU (or Pregnancy) personnel assigned to the activity, by pay band
- Attributable @ Px
  - Number of onboard LIMDU (or Pregnancy), TG and PG members projected to be onboard at the period specified in the Activity Search parameters, by pay band

11.2.3 Community LIMDU (or Pregnancy) Manning

This table provides LIMDU (or Pregnancy) manning data for the entire activity at the period specified in the Activity Search parameters, by searched community parameter and pay band.

- BA by pay band @ LPW
- INV @ Px
  - Total community onboard inventory at the period specified in the Activity Search parameters
- LIMDU (or Pregnancy) TG
  - Number of community LIMDU (or Pregnancy) Tentative Gains (TG) potentially inbound to the activity, by pay band
- LIMDU (or Pregnancy) INV
  - Number of community LIMDU (or Pregnancy) personnel assigned to the activity, by pay band
- Attributable @ Px
  - Number of community onboard LIMDU (or Pregnancy), TG and PG members projected to be onboard at the period specified in the Activity Search parameters, by pay band

When the desired activity is identified, click the SELECT button to associate the activity to the LIMDU (or Pregnancy) PMAR.

See section *30.2* Submission to complete PMAR submission process.

11.3 General Activity Search

When accessing the Activity Search using the ACTIVITY radio button, you can obtain additional information on UICs specified

11.3.1 UIC Search Criteria

- In the *UIC or COMMAND NAME* box, enter the desired UIC(s).

- This field is **MANDATORY**.
- The UIC/Activity name field will auto-populate as the user enters data.
- Multiple UICs can be added individually.
- If an "ALL UIC" search is desired, type ALL in the UIC/Activity name field.
  - The "ALL UIC" option will limit the search return all UIC's within the user's Area of Responsibility (AOR)

- Select the desired UIC/Activity name from the pre-populated list.
- Select the *ADD* button.
- Select ACTIVITY radio button to the right of the *ADD* and REMOVE buttons.
- Select the SEARCH button
  - If optional search criteria are desired, add from list provided below before selecting the SEARCH button

11.3.2 Activity Search Criteria

- MCA
  - BUPERS
  - Fleet
  - MCA X
  - Other
  - If none are selected, defaults to all
- Sea/Shore
  - Sea
  - Shore
  - Sub Sea
- ATC – Area Type City
- Location
- CONUS/OCONUS
  - CONUS
  - Overseas
  - Both (default)
- Comments
  - No (default), no LIMDU/Pregnancy restricting requisition comments against the activity
  - Yes, has LIMDU/Pregnancy restricting requisition comments against the activity

11.3.3 Advanced Activity Search Criteria

- Diary Status
  - Enlisted: None, 1, 2, 3, 7
  - Officer: None, 1, 2, 3, 7

- Platform Type
- Manning Event
- Manning Event Date
- Employment Type
- BSO (Budget Submitting Office)
- SMC (Subordinate Manpower Claimant)
- MARP (Manpower Requirements Plan)
- TGC (Type Commander Group Code)
- OPC (Operational Code)
- ARC (Activity Readiness Code)
- Placement Coordinator
- Female at Sea: Restricted, Limited, Unrestricted
- Admin Activity: Parent UIC, PPS UIC
- Plain Language Address

11.4 General Activity Search Results

Note: results from various searches can return commands that are no longer "active", do not have Enlisted Personnel assigned, or have a blank Enlisted Diary Status.

Note: Information displayed in these results CANNOT be downloaded to Excel.

11.4.1 Activity Information

Provides basic command information with one command per line, reflecting current data.

- UIC: This is a hyperlink to additional detailed information
- Command Name
- ATC
- Entitlement ATC
- Entitlement ATC Location
- MCA
- BSO
- Enlisted Diary Status
- Officer Diary Status
- Platform Type
- Platform Type Short Name
- SS: Sea-Shore Code
- # of Funded Billets
- # of Refillable Excess
- # of Assigned Personnel
- Comments (whether or not the Command has LIMDU or Pregnancy Restrictions)

11.4.2 Activity Details

By clicking on the UIC hyperlink, a pop up window will appear with additional detailed information. The window has several buttons for various sections. The following will always be displayed regardless of the button selected:

- UIC and Command Name
- Short Name
- Plain Language Address
- URL
- Hyperlink to Visit the Activity's Website

11.4.2.1 General

The window defaults to the General button selected with the following data displayed:

- UIC: Parent and Pers/Pay
- Homeport and Entitlement Homeport: ATC, GEOLOC (City, State), HP Code
- Fleet Location
- Type Duty
- Composite
- Platform Type
- MCA
- ADSN
- Resource sponsor
- Claimant
- SMC
- Ten Digit
- Manpower Requirements Plan
- Activity Mission Code
- Enlisted Diary Status
- Officer Diary Status
- Decommission Date

11.4.2.2 Berthing

This section provides Bunk Capacity for Males and Females as provided by the TYCOMs via the FRIs.

- E1-E6: AC, FTS, Ship's Company Subtotal, Embarked AC, Embarked FTS, Embarked Subtotal, Total
- E7-E9: AC, FTS, Ship's Company Subtotal, Embarked AC, Embarked FTS, Embarked Subtotal, Total
- Embarked Activities
- Hyperlink for View Female at Sea Assignment Options Report

11.4.2.3 Contact

This section provides contact information, if available or provided, for the following:

- Activity Contacts: Phone numbers and e-mails as provided by and maintained by the command for
  - Commanding Officer
  - Executive Officer
  - Command Master Chief
  - Quarterdeck/Duty Office
  - Command Sponsor Coordinator
  - Personnel Officer
  - Primary Career Counselor
- Placement Coordinators: Lists all PERS-40 personnel who are reflected as having the command under a Placement Coordinator Role
- Activity Addresses
  - Physical
  - Mailing

11.4.2.4 Restricted (only available to some Roles)

- TGC
- OPC
- ARC
- Manning Event Information
- Hyperlink to Update Manning Events Information

11.4.2.5 Comments

Provides a listing of Requisition Comment Rules that apply to the command. Some Roles have the option to Update Requisition Comment Rules

11.5 AMEX Activity Search

When accessing the Activity Search using the AMEX Score radio button, you can obtain additional information on UICs specified. AMEX Score provides an additional Search Criteria Option "AMEX Score Search Criteria" to the Activity Search Optional Criteria and Advanced Activity Search Criteria covered above.

11.5.1 AMEX Score Search Criteria

- Activity AMEX Score, or option to select No Activity AMEX Score
- Activity Pay Band AMEX Score, or option to select No Activity Pay Band AMEX Score
- Activity Rating and Pay Band AMEX Score, or option to select No Activity Rating and Pay Band AMEX Score

11.6 AMEX Activity Search Results

When entering AMEX Scores in the respective Sections of the AMEX Score Search Criteria, and any other Optional or Advanced Search Criteria, the following data will be returned:

- One UIC per line, with the ability to expand the data to Pay Band and Rating as desired.

- Current AMEX Score for the Command and, if expanded, down to Pay Band and Rating.
- Projected AMEX Scores out to 15 months in the future and, if expanded, down to Pay Band and Rating.

Clicking on the UIC Hyperlink will bring up the same information as for General Activity Search Results

12 Projected Loss (PL) Modification Rule (T)

The Projected loss modification rules are management tools to affect the timing of grouping of the requisitions based on approved business rules. These rules can either generate a requisition early or delay the generation for a set time in months.

No Modification Rules will be entered without the concurrence of the Manning Control Authority (MCA) via the applicable Fleet Readiness Integrator (FRI).

Select the Projected Loss Modification Rules tab under the Management Tab/Requisition dropdown

- To enter a new Projected Loss Modification Rule:
  - Select ADD RULE at the top of the page
  - A pop-up form will display, enter all of the options needed to define the rule:
    - A Rule Name
    - UIC
    - ATC
    - Communities
    - Sea Shore Codes
    - ACCs
    - EMC(s)
    - NECs
    - Platform Types
    - EDLN Reasons
    - Pay Grade
    - Month Adjustment: a Negative number will generate a requisition earlier; a positive number will delay the requisition from generating.
    - Rule Order: For any requisition covered by more than one rule, this options set the order to applied
    - Enter a TITLE in the Add Requisition Category Change Reason Rule Pop-up Box
    - Select the ADD button at the bottom of the page.

13 DNEC Change (T)

While the DNEC is not generally used in MNA for making an alignment, it remains important for several reasons. First, the DNEC is evaluated to make closed-loop or Floating NEC alignments. Additionally, the DNEC is used for identifying NEC Bridging opportunities as well as legacy Fit/Fill metrics in external systems being fed by MNA. Lastly, the DNEC is used in alignment tie breaking rules. For these reasons, DNEC maintenance is critical and regularly scheduled reviews are required.

Should a DNEC review identify mismatches requiring correction, MNA provides the ability to submit changes to the corporate personnel system. This is done by submitting a DNEC Change Personnel Manning Action Request (PMAR) or via Active/FTS Personnel Detail Onboard Information DNEC(s) of Assignment Update.

DNEC validation is critical to MNA functions and readiness measures. Specific guidance is provided in the Enlisted Distribution Verification Process (EDVP). Additional information can be found on the MNA website resources section at https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/ .

13.1 Submit DNEC Change Request (version #1)

This change method accesses the DNEC change pop-up via the Personnel Details pop-up window:

- From the Alignment tab, select Alignment Search
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above
- Select desired member name hyperlink
- Select the DNEC Change option from the SUBMIT PMAR button at top of Personnel Details pop-up window
- From the DNEC change pop-up window enter the proposed DNEC in the DNEC1 and/or DNEC2 fields requiring a change
  - To completely remove a DNEC, enter the value "0000"
  - If changing only DNEC2, the current DNEC1 value must be entered into the Proposed DNEC1 field
  - If attempting to zero out both DNEC1 and DNEC2, the system will only permit changing one value at a time. The second value cannot be changed until the first has been updated in the corporate personnel data system (this will require an overnight update process to run).
- Select appropriate *Authority Making Change* from dropdown
- Select appropriate *Reason for Change* from dropdown
- Select UPDATE button
  - The Clear button will reset all change fields to the default values
  - The Cancel button will close the DNEC change pop-up and return to the page where the pop-up was accessed, without making any changes

13.2 Submit DNEC Change Request (version #2)

This change method accesses the DNEC change pop-up via the View Active/FTS Personnel Detail page:

- From the Sailor Info tab, select View Active/FTS Personnel Detail
- Enter identifying data to search for member
- Select desired member from provided list
- From the *Professional Information/Onboard Information* section of the *Active/FTS Personnel Detail* page, select the UPDATE button for the DNEC field
- From the DNEC change pop-up window enter the proposed DNEC in the DNEC1 and/or DNEC2 fields requiring a change
  - To completely remove a DNEC, enter the value "0000"
  - If changing only DNEC2, the current DNEC1 value must be entered into the Proposed DNEC1 field
  - If attempting to zero out both DNEC1 and DNEC2, the system will only permit changing one value at a time. The second value cannot be changed until the first has been updated in the corporate personnel data system (this will require an overnight update process to run).
- Select appropriate *Authority Making Change* from dropdown
- Select appropriate *Reason for Change* from dropdown
- Select UPDATE button
  - The Clear button will reset all change fields to the default values
  - The Cancel button will close the DNEC change pop-up and return to the page where the pop-up was accessed, without making any changes

14 Projected Rotation Date (PRD) Management

A member's Projected Rotation Date (PRD) is critical within enlisted distribution as well as processes inside MNA. All members assigned for duty in ACC 1xx status require a PRD to be assigned that indicates their expected rotation month and year based on Navy provided rotational guidance to and from commands for that rating and type of assignment.

The PRD establishes when the member enters their orders negotiation window; identifies them as a Projected Loss (PL) at their activity; permits the system to generate a requisition for their billet and is a factor in that billet's priority compared to other billets; and is used for alignment tie breaking. Reviewing an activity's aligned personnel for accurate PRD information enables distribution processes to work effectively and provides the member with the opportunity to negotiate their next assignment as well as ensuring a timely replacement within the priority parameters set by the Fleet Readiness Integrators (FRIs).

PRD validation is critical to MNA functions, requisition generation and readiness measures. Commands are responsible for monitoring proper PRDs for Sailors at their command. Sailors identifying issues with their PRD should contact their Detailer. Activity Manning Managers identifying issues with PRDs should contact their Placement Coordinator. Specific guidance is provided in the Enlisted Distribution Verification Process (EDVP). Additional information on the EDVP can be found on the MNA website resources section at: https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/ .

14.1 Search for Expired PRD

These steps will aid in identifying members whose PRD is in the past and is considered expired:

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired PRD range from the Personnel Optional Criteria section.
  - Ensure the FROM PRD date is empty or blank
  - Set the TO PRD date to the most recent previous month
- Additional optional criteria can be added as desired.
- Select SEARCH.
- The Alignment Search Results Details will display all alignments where the member has an expired PRD

14.2 Search for Blank PRD

Permanently assigned personnel lacking a PRD create significant distribution issues and directly affect activity readiness planning. Different situations can cause a member'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 members whose PRD is blank.

- Blank PRD Search
  - Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.

- Select the Include Blank PRDs checkbox in the PRD subsection of the Personnel Optional Criteria section
- Leave the PRD From and To dates blank in the PRD subsection of the Personnel Optional Criteria section
- Additional optional criteria can be added as desired.
- Select SEARCH.
- The Alignment Search Results Details will display all alignments where the member has a blank PRD

14.3 Search for Future PRD

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired PRD range from the Personnel Optional Criteria section.
  - Set the FROM PRD date to the month following the current month
  - Ensure the TO PRD date is empty or blank
- Additional optional criteria can be added as desired
  - If 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
- Select SEARCH.
- The Alignment Search Results Details will display all alignments where the member has a future PRD. To further sort the return by PRD, it is recommended that the search return be exported by selecting the "Export to Excel" icon in the upper right corner of the table.

14.4 PRD Change Request (T)

Within MNA, there are four areas where PRD change functionality can be accessed:

- Active/FTS Personnel Detail page via the Sailor Info menu
- Active/FTS Personnel Search page via the Sailor Info menu, PRD Change button
- Personnel Details pop-up window accessed from the NAME field hyperlink in MNA
- Alignment Management page, PRD Change button

Group PRD Change Requests provide the ability to include a Group Name for tracking purposes. Group PRD changes are accessible from:

- Alignment Management page
- Active/FTS Personnel Search page

PRD Change Requests that trigger certain business rules within MNA will require a workflow before the change transaction is sent to the authoritative personnel system. The workflow cannot be bypassed. The business rules provide stability for the enlisted requisition generation process.

Once the PRD Change Request pop-up window is displayed, perform the following to submit a PRD Change Request:

- Enter new PRD in the Proposed PRD field
- Alternately, the new PRD can be changed based on a set number of months from the current PRD (i.e. extend/shorten 6 months from current)
- If submitting a group PRD change request, enter a name in the PRD Change Request Group field
- Select the Reason for Change from the dropdown menu
- Enter free text comments providing addition details concerning the change reason
- Select SUBMIT
- Additional member alignment information is displayed to aid the user in determining the appropriate action
  - Member information is not available for group requests

If the PRD Change requires further review, a PRD PMAR will be systemically initiated and will begin workflow routing.

14.4.1 PRD Change Request for Groups

PRD Change Requests can be submitted for multiple members at once using functionality on the Alignment Management or Personnel Summary pages. To access the multiple PRD Change Requests pop-up window:

- From the Alignment Management page, select the checkbox for more than one member
  - Click the PRD CHANGE button at the bottom of the page
  - Enter desired new PRD in the Proposed PRD field
    - Alternately, the new PRD can be changed based on a set number of months from the current PRD (i.e. extend/shorten 6 months from current)
  - Enter a NAME for the PRD Change Request Group
    - This allows tracking of the submission as a group however; each change request will be processed separately.
  - Select the PRD Change Request Reason from the dropdown menu
    - The same PRD Change Request Reason code will be applied to each individual request in the group
  - Enter free text comments providing addition details concerning the change reason
  - Select SUBMIT
- From the Active/FTS Personnel Search page, perform a search to include the desired population requiring a PRD change
  - From the search results, select the checkbox for more than one member
  - Click the PRD CHANGE button at the bottom of the page
  - Enter desired new PRD in the Proposed PRD field
    - Alternately, the new PRD can be changed based on a set number of months from the current PRD (i.e. extend 6 months from current)

- Enter a NAME for the PRD Change Request Group
  - This allows tracking of the submission as a group however; each change request will be processed separately.
- Select the PRD Change Request Reason from the dropdown menu
  - The same PRD Change Request Reason code will be applied to each individual request in the group
- Enter free text comments providing addition details concerning the change reason
- Select SUBMIT

Once a PRD Change Request has been submitted, no other change request can be submitted until the changed PRD is received by MNA from the authoritative personnel system, usually within 24 hours.

14.4.2 Adjudication

Once the PRD Change PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see PRD Changes awaiting their action on the Change Request Summary page in the Manager's View table under the PRD Change section. The PRD Change will appear in Reviewer's View table when it is their role's turn to adjudicate the PRD Change PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the PRD Change PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, PRD Change section, click the hyperlink number indicating the number of PRD Changes awaiting action. This displays the Action List which provides additional information for each PRD Change represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the PRD Change Details pop-up.
C. Review submitted PRD Change recommendations and comments.

- PRD Change Request Detail
  - Current and proposed PRD
  - Member information
  - Billet alignment information
  - Requisition information
  - Activity deployment status information
  - PRD Change Reason and comments
  - Reason(s) for Further Review
- Billet Manning Information
  - Rating
  - NEC

D. Comments – REQUIRED
E. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Transmit a PRD Change transaction to the corporate enlisted personnel data system
    - The transaction must be transmitted prior to 1630 CST to ensure it has updated for the following day.
    - MNA will not display the new PRD until the corporate enlisted personnel system has updated
    - Transmission errors can be viewed on the PRD Transaction Summary page
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

14.5 Projected Rotation Date (PRD) Further Review Rules (T)

All Projected Rotation Date (PRD) change requests are systemically reviewed against a rules table which identifies those change requests that require further review based on specific data within the request. If a PRD change request triggers further review, a predefined workflow is initiated.

The PRD Further Review Rules are modifiable by an authorized user. To access the PRD Change Request Further Review Rules, navigate to the MANAGEMENT tab PMAR MAINTENANCE menu option PRD Change Request Further Review Rules option.

The following three PRD Change Request Further Review Rules when toggled on (active) must have specific data codes added to provide the necessary detail for determining workflow routing. Modify specific data codes as follows:

- ACC/NEC/DNEC
  - Add/delete by selecting the PENCIL icon for the desired code
  - Add new code by entering desired code into the code entry field and clicking the ADD button. The code entry field will auto-populate as the entry is made.
  - Delete by selecting the desired code from the Component Values list and clicking the REMOVE button.
  - Select the SAVE CHANGES button
- The following PRD Change Request Further Review Rules can only be toggled on/off which affects whether the change request will be directed through the workflow.
  - Extension of a PRD not inside the Loss Projection Window (LPW)
  - Reduction of a PRD not in the LPW and the new PRD is also not in LPW

- Reduction of a PRD not in the LPW and the new PRD is inside LPW
- Extension of an aligned Projected Loss (PL) with no Prospective Gain (PG) identified
- Reduction of an aligned Projected Loss (PL) with no Prospective Gain (PG) identified
- Extension of an aligned member's PRD to billet where no funding exists at the new PRD
- Extension of an aligned member's PRD to excess position where the new PRD is beyond the excess position's end date
- Extension of PRD beyond the aligned member's SEAOS
- Extension of PRD beyond the aligned member's EDLN
- Member is currently serving on an SDIP assignment

15 Sea Duty Incentive Pay (SDIP) Management (T)

SDIP is an incentive pay program designed to harness the talent, energy, and motivation of the Navy's all-volunteer force and provide a monetary incentive to specific enlisted communities with at-sea manning challenges. SDIP is an incentive for certain sailors to voluntarily remain on sea duty past their prescribed sea tour (PST) or curtail their current shore duty to return early to sea duty.

SDIP requests can be submitted for three incentive options:

- Sea Duty Extension, allows sailors to volunteer to extend their sea duty assignment on a ship, submarine, or aviation squadron
- Back to Back Sea Duty, allows sailors currently assigned to sea duty to volunteer to accept a follow-on sea duty assignment on a ship, submarine, or aviation squadron
- Shore Duty Curtailment, allows sailors to volunteer to curtail their current shore duty assignment and return to sea duty on a ship, submarine, or aviation squadron

15.1 SDIP Request Submission

Access the SDIP submission page via the Personnel Details pop-up window by:

- Performing a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above, or by
- Performing a member search as outlined in section 5 Sailor Search
- From the Alignment Search Results Details, select the name hyperlink of the desired member to view the Personnel Details pop-up window
- Select the Submit PMAR button at the top of the pop-up window to access the SDIP request option

The SDIP Request submission pop-up allows entry of SDIP request information as well as presents member information to the submitter including assignment history to be used in evaluating the validity and eligibility of the SDIP request.

From the Submit SDIP Request section:

- Select SDIP option from the SDIP Type dropdown
  - For SDIP Extension, enter the Proposed PRD for the extended sea duty assignment
    - The PRD will automatically revert back to the previous value if a previously approved request is cancelled
  - For SDIP Curtailment, enter the Proposed PRD for the curtailed shore duty assignment
    - The PRD will automatically revert back to the previous value if a previously approved request is cancelled
  - For SDIP Back to Back, enter the number of months of SDIP requested at the follow-on sea duty assignment. Additionally, the Start Date can be adjusted to accommodate incomplete sea duty tours.
  - These entries will auto-populate the SDIP Start and Stop dates

- Select the SDIP Eligibility Rule from the dropdown
  - The dropdown contains the SDIP Eligibility Rule title. If the exact rule is not known, select the Eligibility Rule button to view all SDIP eligibility rule details
  - The Eligible Monthly Amount field will auto-populate with the appropriate value from the eligibility rule table
  - If the member does not hold the required NEC to be SDIP eligible but will be receiving enroute training for the SDIP NEC, select the SDIP Eligibility Rule for the appropriate NEC
- Enter any appropriate comments
- Select Submit
- The user also has the ability to clear the SDIP submission page entries by selecting the Clear button
- If the member has an existing SDIP request, certain authorized users have the capability to cancel the SDIP request

15.2 Request Maintenance

Submitted SDIP requests can be searched in two areas; first from the Submitter View of the Change Request Summary outlined in section 12.1.2 Submitter's View, second from the SDIP Request Search page accessed via the Change Request menu, SDIP Request Search option

15.2.1 Request Search

Navigate to the Change Request menu, SDIP Request Search option to view the SDIP Request Search page

The SDIP Request Search page provides several search criteria options for finding an SDIP request.

- By person
  - DoDID
  - Last 4 of SSN
- By community
  - Rating
  - Enlisted Management Community (EMC)
  - Pay grade
  - NEC
- By SDIP request information
  - Payment date
  - Request Type
  - Payment Indicator
  - SDIP request status
    - A SDIP Request Status of MODIFIED indicates that an approved SDIP request contains an ultimate UIC from the subsequent SDIP PCS orders

assignment that has been modified from the original. This requires the SDIP request to be routed back to the Incentive Manager for verification that the modified UIC meets the SDIP program eligibility requirements.

The initial SDIP search results are separated into three summary display categories to aid in visualizing the overall disposition of requests matching the selected search criteria.

- Request Type
- Payment Indicator
- SDIP Request Status

Each summary number is a hyperlink that allows a drilldown to the SDIP Action List displaying all requests matching the selected category. Each Action List row provides additional drilldown capability for the following:

- Expand and collapse capability to view the workflow information and status
- Name hyperlink to view the Personnel Details pop-up window
- MRT hyperlink to view the Alignment Details of the member's current assignment
- Status hyperlink that provides drilldown to the SDIP Request Details.

15.2.2 Request Details

The SDIP Request Details page displays data concerning the request and provides functionality to the user based upon their role or participation in the request workflow process. Regardless of the role, the SDIP Request Details provides SDIP Request information, Personnel information and Assignment History information.

15.3 Adjudication

The Incentive Manager role has the ability to update SDIP requests. This role can approve/disapprove with comments, enter the SDIP Assignment Agreement Date, perform data edit overrides, edit the SDIP Start Date for Back-to-Back requests to accommodate incomplete sea duty tour lengths or cancel the request. Other workflow participants have the ability to approve/disapprove and may have request cancel capability, if assigned.

Once the SDIP request has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see SDIP requests awaiting their action on the Change Request Summary page in the Reviewer's View table under the SDIP section. The SDIP request will appear when it is their role's turn to adjudicate the request.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the SDIP request, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, SDIP section, click the hyperlink number indicating the number of SDIP requests awaiting action. This displays the Action List which provides additional information for each SDIP represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.

B. From the Action List page, click the STATUS column hyperlink to access the SDIP Details pop-up.
C. Review submitted SDIP recommendation.

- SDIP Information
  - Status
  - Eligible Monthly Amount
  - SDIP Type
  - Agreement Date
  - Start Date
  - Payment Date
  - Lump Sum
  - Months of SDIP
  - Payment Indicator
  - End Date
  - Eligibility Rule (with hyperlink)
  - Eligible Indicator
  - SDIP Eligibility rule manning data (for Extensions)
  - Ultimate Activity information (for Curtailment and Back-to-back)
- Requisition Information (only visible for SDIP Extensions)
  - Requisition Category
  - Number of Applications Submitted
- Personnel Information
  - Name
  - Current Rate
  - Prospective Rate
  - Assigned Rate
  - EAOS/SEAOS
  - PRD
  - PRD Reason
  - Projected PRD
  - Orders Status (for Curtailment and Back-to-back)
  - DNEC1/2
  - EDLN
  - EDLN Reason
  - SDCD (for Extension and Back-to-Back)
  - SHDCD (for Curtailment)
  - NEC1 thru NEC5
- Assignment History
  - Rate

  - UIC
  - Activity
  - Sea/Shore code
  - Received Date
  - Transfer Date
  - ACC

D. Comments – REQUIRED
E. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Systemically submit a PRD change transaction for SDIP types Extension and Curtailment
  - Pre-stage the approved SDIP for payment authorization by DFAS
  - For SDIP type Extension, any requisition will be withdrawn and associated applications will be set to CANCELED
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

Once the SDIP request has been approved, depending upon the type of request, other actions are required to complete the entire SDIP assignment process and ultimately authorize DFAS to pay the member.

- For SDIP type Curtailment and Back-to-back, PCS orders must be issued for the member and then fully executed.
- For SDIP type Extension, the member must reach their original PRD.

Finally, when the member is onboard their new ultimate activity or has executed their extension, they must submit their signed SDIP agreement to the NPC Incentive Manager to complete all SDIP steps. The below data edits will be system validated before the approved SDIP request will be sent for payment authorization to DFAS.

- The SDIP Assignment Agreement Date must be entered once proof of signature is provided to the Incentive Manager
- The Payment Date must be a date that is in the current month or a past month
  - This date is initially established by the SDIP Start Date
- The ultimate UIC from the subsequent SDIP PCS orders assignment must match the onboard UIC of the member's new assignment
  - The Incentive Manager has the ability to override this edit, see below

- If the SDIP eligibility rule required an NEC(s), the member's NEC inventory must also contain at least one of the required NEC(s) before payment can be authorized
  - The Incentive Manager has the ability to override this edit, see below

When these four data are validated, the SDIP request will be forwarded to DFAS for payment authorization. DFAS will provide feedback as follows:

- Updated Payment Date that reflects the actual scheduled payment date
- Payment Indicator of PAID, indicates payment authorization is approved
- Payment Indicator of ERROR, indicates that the payment authorization failed to comply with DFAS edits. When this occurs, the Incentive Manager will work with PERS-3 to adjudicate the error and manually resubmit the request to DFAS.

15.3.1 Overrides

SDIP overrides can only be performed on SDIP requests that have been approved but have yet to be sent to DFAS for payment.

15.3.1.1 UIC Matching Override

Of the four data validations that must occur in order to authorize SDIP payment to DFAS, the requirement of the SDIP PCS orders UIC matching the eventual onboard UIC of the member may be overridden. This override is necessary to accommodate occasional diverts to fill critical skills gaps at other activities. The divert activity may still be an eligible SDIP activity so the member should not be penalized in these cases. If the UIC Matching Override is warranted, the authorized user can perform the override from the request detail page. The page will indicate whether the UIC Matching Override is enabled or bypassed.

15.3.1.2 NEC Matching Override

If the SDIP Eligibility Rule used on the request was defined using an NEC, then the system will validate that the member's NEC inventory contains at least one of the rule NEC's before authorizing payment to DFAS. This validation can also be overridden by the authorized user. There are business scenarios whereby the member may proceed to the SDIP activity without having first gained the rule NEC, at no fault of their own. If the NEC Matching Override is warranted, the authorized user can perform the override from the request detail page. The page will indicate whether the NEC Matching Override is enabled or bypassed.

15.3.2 Agreement Date Update

After the SDIP request has been approved and the member has either negotiated PCS orders or executed the extension, they must sign an agreement dictating the terms of the SDIP assignment, in order to receive the SDIP payment. Once the agreement has been signed, they forward to the Incentive Manager at NPC who then updates the member's SDIP request with the agreement sig date. This is one of the four data validations required in order to authorize SDIP payment to DFAS.

To update the SDIP Agreement Date, using the Incentive Manager role navigate to the Change Request tab, SDIP Request Search menu option. From the SDIP search criteria select:

- Indicator = NOT SENT

- Status = APPROVED
- Select any additional criteria desired
- Select the SEARCH button

The SDIP search results will display an action list matching the search criteria. See Section *16.2 Action List* View for additional information concerning the Action List.

A. From the Action List page, click the STATUS column hyperlink to access the SDIP Request Details pop-up.
B. In the Select an Agreement Date field, enter the date the member signed the SDIP agreement.
C. Select UPDATE

If the other three data validations are complete, the system will authorize payment to DFAS, otherwise nothing will occur until all four data validations are complete.

15.3.3 Back-to-Back Start Date Update

When a member requests an SDIP Back-2-Back, the SDIP Start Date is set to the member's current PRD however, occasionally the member may not have completed their full sea duty tour at the PRD. In these cases, the SDIP Start Date requires adjustment to ensure SDIP benefits are provided only for the actual SDIP assignment period. The Incentive manager can adjust the members SDIP Start Date on the SDIP Request Details page.

To update the SDIP Start Date, using the Incentive Manager role navigate to the Change Request tab, SDIP Request Search menu option. From the SDIP search criteria select:

- Request Type = Back-to-Back
- Indicator = NOT SENT
- Status = APPROVED (or REQUESTED if not yet adjudicated)
- Select any additional criteria desired
- Select the SEARCH button

The SDIP search results will display an action list matching the search criteria. See Section *16.2 Action List* View for additional information concerning the Action List.

A. From the Action List page, click the STATUS column hyperlink to access the SDIP Request Details pop-up.
B. In the Select a Start Date field, enter the new SDIP Start Date.
C. Select UPDATE

If the SDIP Start Date was set by the system and not adjusted by the Incentive Manager then once PCS orders have been issued, the SDIP Start Date will be systemically updated to match the Estimated Date of Arrival (EDA) of the orders. If the SDIP Start Date was manually adjusted by the Incentive Manager, then it will not be updated when PCS orders are issued.

15.4 Pending SDIP Request Exception Rule

SDIP request types Curtailment and Back-to-back remain in a pending status until the member has reported onboard the SDIP activity and their SDIP request is marked as PAID. Under normal circumstances this could cause conflicts during the subsequent PCS job selection process if other PMAR types are triggered (i.e. rating substitution, pay grade substitution, etc). Normally only one PMAR can be in a pending status at a time however, with these two SDIP types, certain other PMAR types are allowed while in a pending status. Below are the PMAR types allowed to be initiated while an SDIP Curtailment or Back-to-back request are still pending:

- Divert
- Component Substitution
- Rating Substitution
- Pay Grade Substitution (PAYSUB)
- Orders Modification (ORDMOD)
- Operational Hold (OPHOLD)
- Orders Cancellation
- Alignment Change
- Member Realignment Request (MRR)

16 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.

16.1 Summary View

The Summary View provides three differing displays depending upon the assigned capabilities of the user role and their function in the change request process. For all roles granted access to these tables, the visibility of individual actions will be based upon the established Area of Responsibility (AoR) for the role currently being used, as applicable.

16.1.1 Manager's View

This view provides visibility into the processing status of the request. The list is presented in a sequenced order with the highest priority PMAR listed first. 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. Change request processing status is defined as either:

- In Work
- Delayed
- Overdue
- Completed
- Canceled

The time frame thresholds defining each of these statuses are set by managers based on business best practices. The time frame thresholds are adjustable by PMAR type. The summary numbers are hyperlinked to permit access to the Action List View. See section *25.1 Manager's View of Change* Requests for further information on the Manager's View.

If a role has been granted PMAR Cancel or Workflow Override capability, they will also be provided visibility of the Manager's View table however, only those PMAR's they have been granted this capability for will appear.

16.1.2 Submitter's View

This view provides each submitter an actionable queue to manage change requests they've submitted via the current active role, that are still processing through a workflow or to retrieve completed requests for up to 14 days post completion. Refer to section *16.4 PMAR Completion* Status for more information concerning PMAR completion. PMAR completion is dynamic based on PMAR type. The summary numbers are hyperlinked to permit access to the Action List 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 submitted by that user, in that role, awaiting user review
- Completed
  - The number of change requests submitted by that user, in that role, that are in Completed status
  - For up to 14 days post completion of the requested action (which may differ from the completion of the PMAR itself)
- Canceled
  - The number of change requests submitted by that user, in that role, that are in Cancelled status
- Total
  - The total number of change requests in the 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.

16.1.3 Reviewer's View

The Reviewer's View provides a visual indication of PMAR types that potentially require the user's attention. The view will only display PMAR types where the workflow participant entry matches the role in which the user is currently logged in (i.e. if user is logged in as Placement Coordinator, all PMAR types that have the Placement Coordinator listed as a participant in the workflow, will appear in the Reviewer's View, restricted to that user's designated Area of Responsibility (AoR)).

If the user action is required, a hyperlinked number will indicate which PMAR type and how many are awaiting the user's attention.

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.

There is the possibility that a Reviewer may have to adjudicate a specific request more than once. Some PMAR workflows have a "Gaining" and "Losing" participant entry and there are some scenarios where this may be the same user role based on AoR settings.

User Roles that provide recommendations for the PMAR can also submit comments or edits to comments for their role using the "Pencil" icon located to the left of the "Time Held" area, without providing a final recommendation. This is useful to notify other personnel involved in the PMAR chop chain if additional information is being requested causing delay in recommendation, or to provide amplifying information to comments previously provided when a recommendation was already made.

Best practice is to date stamp the addition by leading the update with the date and ending with the name of the individual making the edit or addition to the comment in case there are additional questions.

16.2 Action List View

When a hyperlink from the Summary View is selected, the user is presented the Action List View which permits viewing identifying information for all change requests including workflow processing, processing status, the reason for 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.

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
- Member name
- UIC
- Threshold status: All, In Work, Delayed, Overdue
- Request Reason
- Final Disposition: All, Approved, Disapproved, Cancelled

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
  - Responsibility is the workflow participant role in the request process
  - The name of workflow participant
  - The rating of workflow participant
  - The role of the workflow participant in MNA
  - The workflow participant's recommendation
  - The date/time of the recommendation
  - The workflow participant's comments
  - A "Pencil" Icon to input comments without providing a recommendation, or to edit comments made when a recommendation was previously provided or to provide amplifying information prior to a recommendation being provided.
  - The time a request has been in a participants queue
- Available action list data columns vary depending upon the PMAR type
- Selecting the Name hyperlink will present the user with the Personnel Details pop-up window
- MRT is the MRT of billet that the member 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 in 3 different formats:

- Show no workflows
  - Exports only the header row data, no workflow data
- Show Expanded Workflows
  - Exports header row data and all data from any currently expanded workflow rows
- Export All Workflows
  - Exports all header row data and all workflow data regardless of whether it has been expanded or not

16.3 Detail View

The Change Request Detail view is dynamic based on the PMAR type. Each PMAR 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 member and their skill set.

When accessing the PMAR Details as a reviewer, a recommendation with comments can be entered and submitted. When accessing as a manager or submitter, the PMAR Details page is view only, except for roles that have been assigned the Cancel or Override capability.

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

See section *33 Personnel Manning Action Requests (PMAR)* for further information on each PMAR type.

16.4 PMAR Completion Status

Depending on the PMAR type, the final disposition of the change request may or may not determine the completion status of the PMAR. The following section defines the Completion status of each PMAR type:

- Complete upon the change request’s final disposition
  - Orders Cancellation
  - Operational Hold (OPHOLD) that resulted in cancelled orders
  - Operational Hold (OPHOLD) that did not result in orders action
  - Alignment Change Request
  - Safety Assignment
  - Excess Position
- Complete when change request Payment Indicator is set to PAID
  - SDIP Curtailment
  - SDIP Back-to-back
  - SDIP Extension
- Complete upon orders release from the Order Writing system
  - Divert
  - Crossdeck

  - COMPTOUR
  - Order Modification (ORDMOD)
  - Service Component Substitution
  - Rating Substitution
  - Pay Grade Substitution (PAYSUB)
  - Operational Hold (OPHOLD) that results in orders action
  - Limited Duty (LIMDU)
  - Pregnancy
  - Humanitarian Assignment (HUMS)
- Complete when the change request transaction is accepted by the Navy Standard Integrated Personnel System (NSIPS)
  - Projected Rotation Date (PRD)

16.5 Determining whose queue a PMAR is in

Unfortunately, it is not possible to specifically determine exactly whose individual queue a particular PMAR may be in at a specific review level. This is due to multiple personnel possibly having that Role and level of access to take action on the PMAR and the fact that Sailors can be detailed to billets outside of their rating. This can cause confusion and failure to take action in a timely manner in providing recommendations, since a Rating different than the ones they normally see are in their PMAR queue.

The following are general guidelines for determining whose queue a PMAR may be in:

- The Gaining BILLET'S Rating, NOT the Sailor's Rating, determines the Detailer or Rating Evaluator/Specialist queue.
  - Example: A COMPTOUR PMAR for a BM1 to go to a FAC G FC1 billet will be with the FC Detailer and Rating Evaluator/Specialist for chop, NOT the BM Detailer and Rating Evaluator/Specialist.

17 Flag Management

MNA alignments and the generation of the enlisted requisition rely heavily on accurate and timely data both on the member record as well as the billet file. Changes to any of this data can have a direct and immediate impact on alignments and requisition generation. To draw user attention to these data changes, MNA employs data change flags. These flags are generated whenever alignment specific data changes on the member record or the billet file. Member data changes are received by MNA daily and billet changes weekly. All flags persist between system initiated realignment cycles and then are reset upon realignment.

17.1 Flag Types

All flags can be designated as either an Action or Information flag, or both. The designation is driven by the role assignment to the flag. A list of all flags can be viewed in Appendix A – Supporting Information.

17.1.1 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.

17.1.2 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.

17.2 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.

17.2.1 Flag Search from Alignment Search

- Initiate a search using advanced criteria as outlined in section *1.2 Advanced Search* above.
- Select the desired Flag Type from the Alignment Status Optional Search criteria section, Flag Status.
  - Additional optional criteria can be added as desired.
- Select *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

17.2.2 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 Area of Responsibility (AoR) will be displayed. The user can select the following criteria:

- UIC or Command Name
- Communities (ratings)
- Pay Grade
- Enlisted Management Code (EMC)
- Flag title

To perform a flag search:

- Select the desired optional search criteria
- Select 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 flag category, either member, billet, activity or alignment
  - 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 paragraph 17.2.1 *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 paragraph 17.2.1 Flag Search from Alignment Search

17.2.3 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 will be listed
- Flag details contain
  - Flag title, description of flag
  - Flag reason, provides detail of the changed data
  - Flag category, either Person, billet, or activity
  - Flag type, action or information

17.2.4 Action Flag Adjudication (T)

When viewing the flag details, if the user is assigned a role identified as the action role for that particular flag, then additional options will be displayed on the flag details pop-up window. This enables the authorized user to adjudicate the flag based on the data change. The authorized user can do one of the following:

- Hard lock the alignment, meaning the alignment should persist regardless of the data change
- Realign the member to another billet/position
- Take no action. This option will result in the system performing the default action as assigned in the Flag Maintenance Table during the next scheduled system initiated realignment.
- When taking action on a flag, the authorized user must:
  - Select the desired action from the ACTION dropdown
  - Select a Change Reason from the dropdown
  - Enter a comment providing further clarification of action
  - Select UPDATE

In some cases, an alignment may have multiple action flags where the action role assigned for one flag is not the same as the other flag. In these cases, neither role can adjudicate both action flags. The Allocation Manager must intervene as this role has the authority to adjudicate all flags.

If multiple action flags are generated for an alignment and all are assigned to the same action role, then adjudicating any one action flag will clear all action flags.

When an action flag has been adjudicated, any corresponding information flags will remain so that other users have the opportunity to acknowledge the flag.

17.3 Flag Management (T)

To maintain data change flags, navigate to the Management menu, Alignment/Flag Maintenance option to view the Flag Maintenance page. On this page each flag can is designated an action role, an information role(s), and is assigned a default system action.

- Action role
  - The action role identifies the role that can perform an action on the alignment based upon the data change flag information. Only one role can be designated as the action role for a flag.

- From the Flag to Modify dropdown menu, select the desired data change flag
- From the Action Flag Assignment section, select the desired action role from the Chosen Role dropdown menu
  - A role cannot be added as the Action and Information role
- If no other changes are desired, select the Save Changes button

- Default action

  - If no action is performed by the action role user, then the system can be instructed to take a default action.
  - From the Action Flag Assignment section, select the desired default action from the Default Action dropdown menu
  - Default actions can be one of the following:
    - Unlock a soft lock
    - Unlock a hard lock
    - Unlock any lock
    - No action
  - If no other changes are desired, select the Save Changes button

- Information role

  - A data change flag can be sent to multiple roles as an information flag.
  - From the Information Flag Assignment(s) section, select the desired information roles from the Available Roles selection box
    - Multiple roles can be selected by holding the Ctrl key while making selections
  - Click the right arrow to add the selected information role(s) to the Chosen Roles box
    - Click the left arrow to remove selected roles from the Chosen Roles box
  - If no other changes are desired, select the Save Changes button

18 Alignments (T)

An alignment is the pairing of a billet/position to a member. The pairing is defined, classified and scored using various criteria and parameters to establish the quality of the alignment. The following sections outline these different definitions, classifications and scores.

18.1 Quality of Alignment

Each member to billet/position alignment is evaluated by the system and assigned a Quality of Alignment (QoA) that measures how well the member matches the billet/position in terms of rating, pay grade and NEC(s). While these factors are the only measures used to assign the QoA, other measures are used to determine alignment tie breakers.

18.1.1 QoA Evaluation

Basic alignments are assigned a QoA of between 1 and 5, where 1 is a perfect match between the member and the billet/position and a 5 is rating match only with missing NEC's.

A QoA of 6 is assigned by the authorized user when making alignments that result in a pay grade or rating substitution. Additionally, a QoA 6 can also be assigned when manually changing the QoA score to a value other than the default score. All QoA 6 alignments are hard locked.

A QoA 7 is assigned by the system when a data change on either the member or the billet results in an alignment other than a QoA 1 thru 5. QoA 7 alignments are unlocked and will automatically realign during the next scheduled system-wide realignment. However, the authorized user can perform a manual realignment at any time. Should they desire to retain the QoA 7 alignment, it must be assigned a QoA 6 and be hard locked.

See *Table 5 - Quality of Alignment* Descriptions in Appendix A for further QoA information.

18.1.2 Exempt

Another alignment category is Exempt. Certain members are exempt from all alignments due to their personnel diary accounting status onboard the activity. All personnel who have an Accounting Category Code (ACC) beginning with anything other than "1" will be assigned to this category automatically. These members are considered to be in a transient personnel accounting status and do not align to billets/positions.

18.1.3 Unaligned

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. Realignment of these members is critical to present the correct demand signal for the Enlisted Distribution process and actions should be taken quickly by the appropriate role.

18.2 Tie Breakers

Each alignment involves one member and one billet/position only. A member cannot align to more than one billet/position and a billet/position cannot have more than one member aligned at a time (no double-stuffing). A member can be aligned to one billet and also be a TG or PG to another billet and can also bridge an NEC requirement. These cases are not considered double alignments or double-stuffing.

The system performs scheduled realignments prior to generating requisitions. All unlocked alignments and unaligned members will be considered for realignment during this action. At times there may be multiple members eligible for a particular billet/position alignment based solely on rating, pay grade and NEC(s). Tie breakers are applied to separate equally qualified members and align the best matching member to the billet/position. The following tie breaker sections are applied by the system in the order they are listed.

18.2.1 Billet NEC Position

The system will first align to the primary NEC of the billet before the secondary NEC. This means that if two members are otherwise equally qualified, the member who holds the NEC matching the primary NEC will align before a member who only holds the secondary NEC.

18.2.2 Component NEC Before Principal NEC

The system will secondarily align to the component NEC of the billet before the principal NEC. This allows the member holding the principal NEC to align elsewhere.

18.2.3 DNEC

The system will next align using the DNEC assignment of the member evaluated against the NEC(s) of the billet/position to separate the tie. The following tables list how the different combination of DNEC(s) and member NEC inventory compare against the NEC requirements of the billet.

Table 1 Alignment Precedence for Single NEC Requirement

	Single NEC Requirement		Priority
Enlisted Member Attributes	DNEC	NEC	1
		NEC	2
	DNEC		3

Table 2 Alignment Precedence for Dual NEC Requirement

	Billet Requires Dual NEC Codes				
	PNEC		DNEC		Priority
Enlisted Member Attributes	DNEC	NEC	DNEC	NEC	1
	DNEC	NEC		NEC	2
		NEC	DNEC	NEC	3
		NEC		NEC	4
	DNEC	NEC	DNEC		5
	DNEC		DNEC	NEC	6
		NEC	DNEC		7
	DNEC			NEC	8
	DNEC	NEC			9
			DNEC	NEC	10
		NEC			11
				NEC	12
	DNEC		DNEC		13
	DNEC				14
			DNEC		15

18.2.4 Member NEC Inventory Count

The system will next align the member who has fewer NEC(s) in their inventory when all other factors are qual. The assumption is that the member holding more NEC's in their inventory will have more chances to align elsewhere.

18.2.5 Member with Greater Time Remaining Onboard

The system will next align the member who has more time left before their PRD, SEAOS or EDLN whichever occurs first, when all other factors are equal.

18.2.6 Member Report Date

When all other factors are equal and all the previous tie breaker rules have been processed, the system will next align the member who has the later report date to the activity.

18.2.7 PG Displacement of PL

While not truly a tie-breaker rule, a Prospective Gain (PG) will displace a Projected Loss (PL) upon the activity gain when the PL is aligned to the same billet/position that the PG is inbound to. This prevents the need to realign a PL merely to generate a requisition and create a vacancy for the PG.

18.3 Supervisor Pay Band Rule

The main function of the Supervisory Rule is to prevent a member in the designated pay band (usually the Supervisor pay band) from aligning to a lower pay band to fill an NEC requirement when there are vacancies in the supervisor (higher) pay band, even if the lower pay band alignment would result in a higher QoA. In a supervisor designated pay band the alignment priority is the rank whereas the NEC/skill requirement is the priority in non-supervisor designated pay bands.

This ensures that leadership vacancies are aligned prior to lower pay band NEC requirements, which generates a requisition demand signal for the appropriate pay grade and NEC requirement. In general, lower pay band requirements are easier to fill than supervisor requirements due to distributable inventory limitations.

i.e. OS1 w/AICS NEC makes OSC. At next alignment (if member was unlocked), member would be realigned to fill a vacant OSC job even if it became a QoA of 5, due to lack of required NEC.

To apply this rule, the pay band must be marked with the Supervisor Rule designation on the Pay Band Maintenance Table. Should leadership decide to create additional pay bands, this rule can be applied to multiple pay bands, as desired.

18.4 Realignment

Person to billet alignments represent the work/skill requirement at the activity to which the member is actually assigned. As such, when work assignments change, realignments of personnel may be required to properly reflect the impact to the requisition demand signal.

Alignment changes consist of the following actions:

- Realignment, a change in the physical alignment of a person to billet
  - This may or may not initiate an Alignment Change PMAR
- Alignment lock status change
- Alignment score change
- Billet/position reservation
- Hold a billet
- Compensation Connection

Alignment changes are only permitted by the Placement Coordinator and Placement Coordinator Lead roles.

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.

*****NOTE***** When doing an alignment search using a projection period, navigating to the Alignment Management page from the Alignment Search page will reset the search to current month

- Identify the person to be realigned in the Alignment Search Result Details and select the ALIGN button.
  - Alignment changes are person focused. Sailors are realigned, not billets.
  - The identified member is displayed at the top of the pop-up page
  - Available billets within the identified member's community are displayed

  - Optional search criteria are available for finding billets outside the member's community
- Identify the billet to which the member is to be realigned and select ALIGN button
  - Alternately, the member can be realigned to an Excess Position by selecting the Align to Excess Position button
- Select the Alignment Change Reason from the dropdown menu
- Select pre-defined Custom Comments or enter Reason for Alignment comments
- Select ALIGN button (this completes realignment action unless changing to a QoA6)
  - Any alignment change that does not meet the alignment rules of the system will result in a QoA 6, hard locked alignment (see below)
  - If an alignment change resulted in the displacement of a previously aligned member, the displaced member will be viewable in the Unaligned section at the bottom of the Alignment Management page
  - All members displayed in the Unaligned section require realignment into valid billets/positions
- If the realignment action will create a QoA6 alignment due to a pay grade, rating or component substitution, then an Alignment Change PMAR will be initiated.
  - Select Yes to continue with the Alignment Change PMAR submission or No to cancel the realignment action.
  - Select the PMAR Change Reason from the dropdown menu
  - Enter free-text comments explaining the need for this realignment action
- Select SUBMIT button
- Select OK
  - Submitting the Alignment Change PMAR initiates the workflow
  - The member and the billet/position cannot be used in another PMAR until final adjudication of the Alignment Change PMAR
  - The Alignment Change PMAR will be visible on the Change Request Summary page for the Submitter, Reviewer and Manager views
- Realignment of Prospective Gains (PG) is performed in the same manner except functionality is accessed via the PG/PL Report page vice the Alignment Management page

18.4.1 Adjudication

Once the Alignment Change PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Alignment Change's awaiting their action on the Change Request Summary page in the Reviewer's View table under the Alignment Change section. The Alignment Change will appear when it is their role's turn to adjudicate the Alignment Change PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Alignment Change PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Alignment Change section, click the hyperlink number indicating the number of Alignment Change's awaiting action. This displays the Action List which provides additional information for each Alignment Change represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Alignment Change Details pop-up.
C. Review submitted Alignment Change recommendations and comments.

- Sailor Identification Information
  - Name
  - Rate
  - Service component
  - Personnel flags
  - Prospective rate
  - Assigned rate
  - EAOS
  - SEAOS
  - DNEC(s)
  - NEC(s)
  - PRD
  - ACC
  - Projected Loss indicator
  - EDLN
  - EDLN Reason
- Current Job
  - UIC
  - Activity name
  - Service component
  - Alignment Details button
  - Rate
  - BSC
  - QoA
  - MRT
  - NEC(s)
  - FAC(s)
  - Requisition category
  - Number of applications

- Proposed Job
  - Service Component
  - Department
  - MCA
  - Rate
  - BSC
  - MRT
  - QoA
  - Hard Lock indicator
  - NEC(s)
  - FAC(s)
  - Requisition category
  - BIN
  - Number of applications
  - Billet Flags
  - Division
  - Deployment status
  - Type Duty
  - Platform short name
  - Distribution comment

D. Comments – REQUIRED if recommending disapproval
E. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Complete the actual alignment change
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

18.5 Lock Status Change

Each billet/position alignment is assigned a lock status of None (Unlocked), Soft, or Hard. Vacant billets/positions and Alignment Exempt personnel are not assigned a lock status.

A soft lock status is assigned by the system to QoA1 thru 3 alignments and any other alignments where the aligned incumbent is identified as a Projected Loss (PL) or a newly reported member has been onboard less than 90 days. A soft locked alignment will not be considered for realignment during a realignment cycle and provides a stable enlisted distribution demand signal.

A hard locked alignment is one in which the authorized user has determined that the alignment should persist regardless of data changes or alignment rules. A hard lock must be manually assigned to an alignment. All hard locked alignments are exempt from system processes that would permit realignment or unlocking and must be managed by the authorized user. All QoA 6 alignments are automatically assigned a hard lock status.

An Unlocked status allows the system to continually review the alignment for a better option and is usually assigned to QoA 4/5 and excess position alignments provided the aligned member is not a PL.

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.
- Identify the desired alignment in the *Alignment Search Result Details* and select the current lock status hyperlink.
  - Soft locks can be unlocked or hard locked
  - Hard locks can be unlocked
  - Unlocked alignments can be hard locked
- Select the Alignment Lock Change Reason from the dropdown
- Select Custom Comments or provide Reason text
- Select desire Lock Status button

18.6 Alignment Score Change

In some instances, it may be desired to change the alignment score for a particular alignment based on a business need or situation. If changing the alignment score of a QoA 1 thru 5, the system will automatically change the alignment to a QoA 6 alignment. This action WILL NOT initiate an Alignment Change PMAR. Additionally, the user can change the score assigned by default to an individual QoA 6 alignment to better represent the business situation.

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.
- Identify the desired alignment in the *Alignment Search Result Details* and select the current QoA hyperlink.
- From the QoA pop-up display, select the SCORE button
- To deviate from the default QoA 6 alignment score, uncheck the Use Default Alignment Score checkbox
  - Enter desired Alignment Score in the Default Manual Alignment Score box

- Select the Alignment Change Reason from the dropdown
- Select Custom Comments or provide Reason text
- Select Recalculate QoA button

18.7 Billet/Position Reservation

A billet/position may be reserved for a specific member without having to initiate orders. This capability assists in identifying a billet alignment for a specific Sailors when the intermediate school assignment is greater than 120 days or when making assignments to pre-commissioning activities. A reserved billet's corresponding requisition SHOULD NOT be assigned to anyone other than the member for whom it is reserved.

A reservation can be considered either restricted or unrestricted. Visibility of the identifying member information is an assignable capability to the authorized user role. Unrestricted reservations are created by default. Restricted reservations must be so indicated during the Excess Position creation or modification process or via the MAKE A BILLET/POSITION RESERVATION process.

Unrestricted and restricted reservation viewing are both assignable capabilities but can be managed separately. This allows most management roles to be assigned viewing capability for unrestricted but more tightly controlled viewing of restricted.

To add a reservation to an existing billet/position:

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section *1.1* Basic Search or section *1.2* Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.
- Identify the desired billet in the *Alignment Search Result Details* and select the checkbox.
- Select the MAKE A BILLET/POSITION RESERVATION button at the bottom of the page
- From the Make A Billet/Position Reservation pop-up window either:
  - Enter the SSN of the desired member, or
  - Enter a name to search on in the Name field
  - Select RESERVE POSITION button
  - Select OK button
    - If the user role has been granted the capability to restrict a reservation, the system will prompt the user to restrict the viewing of the reservation
    - Select YES to restrict the viewing of the reservation
    - Select NO to create a normal unrestricted reservation

A reservation to an excess position can also be made during the creation process. This aids in streamlining the excess position creation process so that a separate action need not be taken to reserve the position for a specific member. See section *19.2.1 Single Excess Position* Submission for further information.

The Women in Ships (WIS) Coordinator can reserve a billet/position for a member during the process of bypassing the Women in Ships Section Gate. This prevents another member from being selected for the billet/position that is being bypassed for a specific female member. See section *4.5.1 Women in Ships Selection Gate Bypass* for further information.

When a Pregnancy or LIMDU PMAR is approved, the system will automatically create an Excess Position for the member's assignment and reserve (unrestricted) the position for that specific member.

To remove a reservation from a billet/position, repeat the steps above. When the Make A Billet/Position Reservation pop-up window is presented, select the REMOVE RESERVATION button, then select OK.

18.8 Hold a Billet

Due to a business requirement or situation, it may become necessary to place a billet in a HELD status. Putting a billet in a HELD status will prevent the realignment of a member into that billet as well as prevent the billet's requisition from being advertised. The corresponding requisition will be automatically moved into the Restricted Requisition Category. If the billet is aligned at the time the HOLD is applied, the authorized user has the option to either lock the member in the HELD billet or realign them to another billet/position.

A HELD billet can still generate a requisition, as appropriate, and will be prioritized with other HELD billets of the same Prioritization Category. The HELD designation must be removed if the billet is to be advertised or aligned.

18.8.1 HELD Billets with Gains

When a billet is HELD that has a PG aligned, the PG will be systemically realigned to the UNALIGNED MRT. This action will draw the attention of the Placement Coordinator to the PG so that the PG can be realigned to a valid billet/position requirement. Additionally, their EAIS PCS order record will be updated to reflect no billet alignment.

When a billet is HELD that has a TG aligned, the TG will be removed from the billet, their working PCS orders will be cancelled in EAIS and the posting deleted from MNA. Additionally, the appropriate Detailer will be notified of the cancelled working PCS orders so that the member can reenter the orders negotiation process.

18.8.2 Place Billet on HOLD

The following outlines the steps to place a billet in a HOLD status. Additionally, the same procedures can be followed to modify an HOLD date on a previously HELD billet.

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 <u>Basic </u>Search or section 1.2 <u>Advanced Search</u>, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.
- Identify the desired billet in the *Alignment Search Result Details* and select the checkbox.

- Select the HOLD POSITION button at the bottom of the page
- From the Hold Position pop-up window:
  - Select the Hold Until Date from the calendar (**mandatory**)
  - Select Custom Comments or provide Reason text
  - Select HOLD POSITION button
  - Select OK button

When setting the HOLD end date, the authorized user must understand that requisitions are generated in the future at the beginning of the LPW.

As an example, if it was January 2021 and a hold for 12 months is desired to be placed on a billet to prevent actions for filling that job during that time frame (i.e. not advertising the job in MNA for Sailor application until starting in January 2022), the Hold Until Date should be January 2023. If January 2022 was utilized, the system would see the billet as no-longer held starting in February 2022 and would generate a valid requisition in February 2021 for prioritization and potential advertisement as soon as the Feb-Mar 2021 MNA cycle.

All requisitions generated from a HELD billet are assigned to an unadvertised Requisition Status Category of RESTRICTED.

18.8.3 **Remove HOLD on Billet**

To remove the HELD designation from a billet, repeat the steps above. When the HOLD Position pop-up window is presented, select the REMOVE HOLD button. The user will be prompted for a reason, then select OK.

If there is a compensation connection associated to the held billet, the system will alert the user and prompt to continue. If the user continues, the system will identify the compensated excess position and prompt the user to either delete or not.

- If the excess position is not deleted, the billet hold and compensation connection are removed and the excess position is retained.
- If the excess position is deleted, the billet hold and compensation connection are removed and the excess position is deleted.

18.9 Realign Floating NEC

A Floating NEC alignment appears as a bridging of the Floating NEC skill requirement on the billet. As it is with bridging, the bridged member must hold the NEC in their inventory and be assigned the DNEC. When these conditions exist, the system will automatically look to align that member via bridging, to the vacant Floating NEC requirement during the next scheduled alignment cycle. The only actions required to manage a Floating NEC alignment are to ensure that the desired member holds the Floating NEC in inventory and is properly DNEC'd.

A member aligned to a Floating NEC can also be aligned to another billet/position within the activity based on other NEC's in their inventory. As stated earlier, the Floating NEC alignment is merely a bridging of the NEC skill.

18.10 Phased Billet Alignments

A phased billet is a billet whose funding is changing during the Future Years Defense Plan (FYDP). Many times funding is changed when a requirement definition on the billet changes (i.e. defund at the E6 level and refund at the E5 level). When these changes occur in the execution year (current fiscal year), the generated requisition may differ from the current billet definition as displayed in the Alignment Search Result Details. Billet changes occurring during the Loss Projection Window (LPW) create a dynamic distribution demand signal which can be challenging to fulfill.

MNA specifically identifies billets with a funding loss within the execution year as well as a billet funding loss within the Loss Projection Window (LPW), which may cross a fiscal year boundary, when there is a PG or incumbent aligned to the billet. In these situations, the MRT of the billet will be PHASED.

All Phased billet alignments will be counted as Non-Refillable Excess alignments as the Phased billet requirement is not currently sourced and is considered in excess of BA. Other Alignment Summary Result table fields will display summary information relevant to the actual alignment (i.e. QoA, Lock Status, NEC Requirements, etc).

Aligned Phased billets will be counted in the Alignment Score for the activity based on the assigned QoA. Changes to the Phased billet Alignment Scores can be made by following procedures covered in section *18.6 Alignment Score* Change.

Phased billet realignments are permitted by authorized users using procedures covered in section *18 Alignments (T)*.

There are two methods of viewing Phased billets using the Alignment Search function. Depending on which method used, vacant Phased billets may or may not be visible.

18.10.1 Phased Billet Search by "ALL"

When performing an alignment search using "ALL" in the UIC or Command Name field, Alignment Search Result Details are not initially displayed. A selection must be made from a hyperlink in either the Activity or Alignment Summary Results tables. Because of this functionality, when performing an "ALL" Phased billet search, the Alignment Search Result Details will ultimately display only aligned Phased billets. Vacant Phased billets will not be displayed.

- Initiate a search using advanced criteria as outlined in section *2* Advanced Search.
  - Enter "ALL" in the UIC or Command Name field
    - The "ALL" UIC option will limit the search return all UIC's within the user's Area of Responsibility (AOR)
- Select MRT of PHASED from the Billet/Position Optional Criteria section.
  - Additional optional criteria can be added as desired.
- Select *SEARCH*.
- Inventory for Phased billet alignments is listed in the *Alignment Summary Results* table under the *PERSONNEL* column for Non-Refillable Excess.

- Select the summary number hyperlink for Non-Refillable Excess under the *PERSONNEL* column to view the individual alignments of personnel aligned to Phased billets.
- The Alignment Search Result Details are displayed as covered in section 10 Alignment Search Result Details

All Phased billet alignments will display an MRT of Phased.

To determine specifics concerning the phasing of the billet, select the BSC hyperlink to view the Billet Details.

If a current phase billet also has a future phase that occurs within the Loss Projection Window (LPW), the Billet Details pop-up will display both the current and future phase data side by side.

18.10.2 Phased Billet Search by UIC

It may be desired to view vacant in addition to aligned Phased billets. To view vacant Phased billets, a specific UIC or multiple UIC's must be used when performing an alignment search. To view all Phased billets at an activity, perform the steps as listed above with the exception of entering a specific UIC(s) in the UIC or Command Name field vice "ALL". Performing this type of search will return the Alignment Search Result Details displaying both aligned and vacant Phased billets.

18.10.3 Phased Billet Search Projections

A Phased billet by definition is a billet that is gaining funding at some point during the LPW. This means that realignments and PG/TG alignments can be made, and a requisition can be generated and advertised. As such, viewing alignment projections that include Phased billets is paramount in maintaining a stable enlisted distribution demand signal.

When performing alignment search projections, the BA displayed is always the BA as it is at the beginning of the LPW, regardless of projection month selected. This is the same with Phased billets. All Phased billet alignment search projections will display the Phased billet status as it is at the beginning of the LPW and will have an MRT of FUNDED.

19 Excess Position Management (T)

In MNA, excess personnel can be identified by the member's alignment to an excess position. This may or may not indicate that the member is in excess of BA. Rules for alignment can cause a member to be aligned to an excess position even though there may be a vacant billet for that member's rating and paygrade (i.e. closed-loop NECs). Additionally, excess positions include those that are intended for a temporary alignment (non-Refillable, MRT of EXCESS) and those that are to be refilled over a period of time (refillable, MRT of REFILLABLE). In either case, analysis should be conducted on all excess positions.

19.1 Excess Personnel Categories

When a member is aligned in pure excess to BA (funded requirements only), there are several reasons that this can occur.

- Pure Excess
  - Aligned to a billet outside of Rating and pay grade with no available alignment opportunities in Rating or pay grade
    - i.e. OS aligned to a GM billet. No OS billets available at any level. This would be identified easily as a QoA6 alignment for DRATE purposes. This alignment would only occur manually and does not include FAC G alignment situations.
  - Aligned to non-refillable excess position with no available alignment opportunities in Rating
    - This does not include non-refillable excess position alignments where the aligned member is identified as a Projected Loss (PL)
  - Aligned to a refillable excess position regardless of available alignment opportunities within Rating
    - All refillable excess positions are considered to be requirements above BA
- Pay Grade Excess
  - Aligned to a billet within Rating but outside of pay grade with no available alignment opportunities in pay grade
    - i.e. 2 CPO's, only 1 CPO BA. Excess CPO rolls down to a Journeyman billet within Rating

19.2 Create Single Excess Position

When creating an excess position, the authorized user has the option to create the position using existing billet or personnel information or the position can be created from the beginning using custom information. Regardless of the method used, the user is navigated to the same Excess Position Management pop-up window; however, the creation method dynamically pre-populates information for the user or billet based on the method selected.

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.

  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page
- Identify either the billet or the member in the *Alignment Search Result Details* from which the excess position will be created and select the checkbox.
  - If creating the excess position from the beginning, do not select any checkbox from the *Alignment Search Result Details*
- Select the CREATE EXCESS POSITION button at the bottom of the page
  - Select the button for the desired excess position creation method

19.2.1 Single Excess Position Submission

The Excess Position Management pop-up window is presented to the authorized user when creating or modifying and excess position. The window is presented with 4 dynamically populated sections:

- Required
  - UIC at which the excess position will be created*
  - Community assigned to the excess position*
  - Pay grade assigned to the excess position*
  - Service Component assigned to the excess position*
  - Option to manually include the excess position in the alignment score
  - Option to create a refillable excess position
    - Create one or more (all created will be exact copies)
    - Start and stop dates (see section 19.5 Refillable Excess Position)
- Optional (all billet centric information)
  - Sailor billet/position reservation entry
  - Organizational assignment (department/division/etc) *
  - Primary and secondary NEC*
  - Primary and secondary FAC*
  - Billet title*
  - Required security clearance
  - NEBC*
  - EMC*
  - Language Code
  - Fleet and Distribution comments
  - Option to reserve excess position for a specific member
- Compensation Connection, See section 19.8 Billet Compensation for details.
  - Create connection
  - UIC
  - BSC
- Read-Only (activity centric information)

- Platform type*
- Deployment Stats*
- TGC/ARC/OPC*

Items marked with * will be dynamically pre-populated based on the excess position creation method. The UIC is always pre-populated with the activity from the Alignment Management page however it is editable. This permits creating excess positions at one activity that resemble billets from another.

During the excess position creation process for either refillable or non-refillable, the excess position can be reserved for a specific member. Doing this identifies that position exclusively for that member and no other member may be selected and posted to the position in the advertisement system. This function can be used to identify a future desired alignment when the prospective member may have extended transient time that precludes PCS order writing to that position.

- Select additional data as desired to describe the excess position.
- Select the CREATE EXCESS POSITION(s) button at the bottom of the page
- Pop-up alert Stating that an Excess Position PMAR is required
- Excess Position PMAR displays on Change Request Summary

19.3 Create Multiple Excess Positions

When creating multiple unique excess positions based on the billet or a person, the user can only create one copy at a time of each excess position selected. This differs from the process outlined above whereby all the created excess positions were identical copies. If creating excess positions from existing billets where all selected billets are HELD, then the user will also be given the option to create compensation during the creation process. The system will automatically create the compensation connection between the existing held billet and the new excess position.

To create multiple unique excess positions, perform the following:

- Navigate to the Alignment tab, Alignment Management menu option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page
- Select the desired billet/person alignment rows
  - Multiple selections are required to create unique copies of each selection
  - If only one selection is made, all created copies will be identical
- Select the Create Excess Position button

19.3.1 Multiple Excess Position Submission

When creating multiple unique excess positions, the Excess Position Management pop-up window that is presented to the user is different from the one presented for a single excess position creation. Fewer data fields are available for position definition as each one is unique. To add more definition to the excess positions, the user will need to wait until the Excess Position PMAR has been approved and then modify each excess position individually, which may trigger an additional Excess Position PMAR as well depending on what is modified.

- From the available information, define the excess positions (affects all excess positions equally)
  - Manually Included in Alignment Score
  - # to Create
  - Refillable Excess?
  - Start Date
  - End Date
  - Excess Position Request Reason
  - UIC
    - Excess positions can be created at the same activity (default) or another
  - Create Compensation (if all selected billets are HELD, otherwise not available)
- Select the Create Excess Position(s) button
- Pop-up alert Stating that an Excess Position PMAR is required
- Excess Position PMAR displays on Change Request Summary

19.4 Excess Position Adjudication

Once the Excess Position PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Excess Positions awaiting their action on the Change Request Summary page in the Reviewer's View table under the Excess Position section. The Excess Position will appear when it is their role's turn to adjudicate the Excess Position PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Excess Position PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Excess Position section, click the hyperlink number indicating the number of Excess Position's awaiting action. This displays the Action List which provides additional information for each Excess Position represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Excess Position Details pop-up.
C. Review submitted Excess Position recommendations and comments.

- Manning Details
  - Displays activity information
  - Provides billet/position and personnel manning data for the activity
  - Provides the total number of Excess Position being created
    - Clicking the hyperlinked number will display the Activity Summarization Search result for the activity where the excess is being created

- Manning data is reflected as of the current date but the time period can be adjusted to a future date using the SEARCH BY TIME PERIOD dropdown

- Excess Position Details
  - If more than one Excess Position is being created for a specific community group, the user must make Rate selection using the radio button to see specific data for that position
  - Fleet comments
    - Viewable on the requisition to all users who can view jobs
  - Distribution comments
    - Viewable on the requisition to distribution managers only

D. Comments – REQUIRED

- If adjudicating an Excess Position PMAR for a modification, ensure comments are entered that clearly state which data fields have changed

E. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Systemically create/modify the Excess position(s)
    - If compensation connection was selected, the system will create the connection between the new Excess Position and the Held billet
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

19.5 Refillable Excess Position

A Refillable Excess Position is the same as a Non- Refillable Excess Position except that the position has an end date at some point in the future and is intended to persist over time as well as potentially be advertised for distribution action. A Refillable Excess Position will be assigned a MRT of Refillable upon creation.

If the intent is to advertise the Refillable Excess Position for distribution action, the end date must be set to at least the beginning of the LPW in order to generate a requisition. If multiple requisition cycles are desired ensure the end date is set far enough in the future to accomplish this action (i.e. if 3 requisition cycles are desired, set the end date 6 months past the beginning of the LPW, inferring a 2-month requisition cycle).

19.6 Modify Excess Position

To modify an existing excess position, follow the procedures listed for excess position creation with the exception that when the desired excess position is identified on the Alignment Management page, select the MODIFY EXCESS POSITION button.

At this point the Excess Position Management pop-up window is presented and the desired changes can be made.

When modifying an Excess Position, only certain data fields will trigger the Excess Position PMAR. These fields are listed in the Maintain Excess Position Workflow maintenance table. On this table each data field can individually be annotated as to whether its modification will require further review, thus requiring a PMAR.

A compensation connection can be created during the Excess Position modification process.

- To add/modify a connection, select the Modify Connection checkbox, add the UIC and BSC of the HELD billet providing the compensation.
- To delete a connection, the Excess Position must be deleted or the Held billet must be Un-Held.

Adjudication procedures for the Excess Position PMAR for modification are the same as Excess Position Creation noted above.

19.7 Delete Excess Position

Before deleting an excess position, ensure that it is vacant, has no Prospective Gain (PG) or Tentative Gain (TG) aligned, and does not have a reservation.

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page
- Identify the excess position to be deleted in the *Alignment Search Result Details* and select the checkbox.
- Select the DELETE EXCESS POSITION button at the bottom of the page
- Select the Alignment Change Reason from the dropdown
- Select Custom Comments or provide Reason text
- Select DELETE EXCESS POSITION button
- Select OK
- If there is a compensation connection, the system will alert the user
- If the user continues with the delete action, the system will prompt the user to remove the Hold from the compensated Billet
  - The compensation connection can be removed without removing the Hold from the billet, if desired

19.8 Billet Compensation

Billet compensation is a method for distribution managers to connect a held billet to an excess position that is to be aligned. This connection allows for a manager to "compensate" for filling an unfunded excess position by not filling a billet under their AoR.

Billet compensation connections can be made using pre-existing refillable/non-refillable excess positions and held billets or during the excess position creation or modification process. During this process, the excess position may also be reserved for a specific member. A reservation identifies that position exclusively for a member and no one else may be selected and posted to the position in the advertisement system. See section *18.7 Billet/Position* Reservation for further information concerning the reservation process.

It is not necessary that the held billet and excess position be located at the same activity to establish a compensation connection, nor is it necessary that the billet and excess position be vacant; however, normally held billets are vacant by design.

There are several methods for creating the compensation connection between the held billet and the excess position. These methods differ depending upon the pre-existence of the billet and excess position as well as whether establishing a single connection or multiples. The following sections cover each method in detail.

19.8.1 Single Connection - Existing Held Billet and Excess Position

When a single compensation connection is desired between an existing held billet and excess position, perform the following:

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.
- From an Alignment Management search results, select the check box for the desired held billet to be used as compensation
  - Alternately, the connection can be initiated from the excess position provided the held billet already exists
- Select the CREATE COMPENSATION CONNECTION button at the bottom of the page
- On the Connection Type pop-up select UIC/BIN if the details of the excess position are known and select CONTINUE
  - If initiating from the excess position, the BSC of the held billet vice the BIN must already be known to use the UIC/BSC option
- Enter the UIC and BIN of the excess position in the fields
- Select SUBMIT

If the BIN for the connecting excess position is unknown:

- On the Connection Type pop-up select Search for Billet
- At the Create Compensation Connection search pop-up the user will be able to search by multiple criteria to find an available excess position; the default return provided will be excess positions at the held billet's command that match the billet's rating (paygrade is not factored into the default options)
- When the desired excess position is found, select the check box for the position and select the Create Compensation Connection box at the bottom of the pop-up

To confirm that the connection has been established, there will be a Yes indicator in the Compensation column on the Alignment Search or Alignment Management pages for the Held billet and the connected excess position.

Additionally, this connection will be found on the Billet Compensation Report found under the Reports tab.

19.8.2 Single Connection - Existing Held Billet and New Excess Position

When the billet compensation connection action is part of the excess position creation process, the following procedure may be followed.

Creation of an excess position will initiate an excess position PMAR see section *33.11 Excess Position PMAR (T)* for further information concerning the Excess Position PMAR. This PMAR must be approved before the position will be created, but will be created simultaneously with the required compensation connection.

The UIC and BSC of the connecting held billet must be known prior to creating the excess position. Perform the following:

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.
- Select CREATE EXCESS POSITION button
  - To create an exact duplicate of the held billet, first select the check box next to the desired held billet
  - Although it is not necessary to create an exact duplicate of the held billet, it is likely to be the process used. However, the user can create a new excess position if needed by simply selecting the CREATE EXCESS POSITION button
- On the Excess Position Management pop-up make any necessary updates to the parameters of the position to be created
- In the Compensation Connection section:
  - Select Create Connection check box
  - Enter the UIC of the held billet to be used as compensation
  - Enter the BSC of the held billet to be used as compensation

- Select Create Excess Position(s) button

19.8.3 Multiple held billets, create new excesses – create connection

MNA provides managers with the ability to select multiple held billets and create exact replicas of the billets (excess positions) while simultaneously establishing compensation connections for the group. The intent of this capability is to support establishment of Pre-Commissioning UICs (PCUs) using the billet structure of the ultimate activity. There may be other uses for this capability and it is only restricted by authorized managers.

While this procedure was created for creating compensation while creating multiple excess positions, it is not required to make the compensation connections, and it is possible to use this procedure to simply create multiple "cloned" excess position without a connection.

Regardless of the reason for following this procedure, an excess position PMAR will be created as a result. A comment stating "Compensation Connection" will automatically be added to the submitter's comments on the PMAR, when created, if it is selected as part of the procedure.

To create a compensation connection during the creation of multiple excess positions, perform the following:

- Navigate to the ALIGNMENT tab ALIGNMENT MANAGEMENT option
- Perform a search using either basic or advanced criteria as outlined in section 1.1 Basic Search or section 1.2 Advanced Search, above.
  - Alternately, navigate to the Alignment Management page from the bottom of the main Alignment Search page. This option is unavailable when doing ALL searches.
- Select the checkboxes next to the desired Held billets in the search return
  - Ensure more than one held billet is selected
  - Compensation connections can only be made against held billets
- Select CREATE EXCESS POSITION button
- On the Excess Position Management pop-up make any necessary updates to the parameters of the position to be created
- In the Create Compensation section:
  - Select Create Connection check box
- Select Create Excess Position(s) button

To reiterate, this process is designed for creating multiple unique excess positions however, a compensation connection can be created for each new excess position during the creation process if multiple held billets are selected first. The system will create an excess position matching each selected held billet and then create the compensation connection between that held billet and the matching excess position.

19.8.4 Remove Hold from a Billet with a Compensation Connection

There is no method to manually remove a compensation connection between a held billet and excess position without removing the billet hold or deleting the excess position.

The connection will be systemically removed at the end date of the Held Billet and when a non-refillable excess is deleted during the overnight update processes, if the position is unencumbered. If the end date of a refillable excess position involved in a connection is reached, it will become a non-refillable excess position if encumbered by a sailor. At this point, it will act as a non-refillable excess position as described above. See section *18.8.3 Remove HOLD on Billet* for details of removing a billet hold.

19.8.5 Delete Excess Position with a Compensation Connection

There is no method to manually remove a compensation connection between a held billet and excess position without removing the billet hold or deleting the excess position.

The connection will be systemically removed at the end date of the Held Billet and when a non-refillable excess is deleted during the overnight update processes, if the position is unencumbered. If the end date of a refillable excess position involved in a connection is reached, it will become a non-refillable excess position if encumbered by a sailor. At this point, it will act as a non-refillable excess position as described above. See section *19.7 Delete Excess* Position for details of deleting an excess position.

19.8.6 Billet Compensation Report

A Billet Compensation Connection is a method for distribution managers to link a Held billet with an excess position that is to be filled. This connection allows for a manager to "compensate" for filling an unfunded position by not filling a billet under their Area of Responsibility (AoR). It is not necessary that the held billet and excess position be located at the same activity to establish a compensation connection.

The Billet Compensation Report provides an authorized user with the ability to review all existing Compensation Connections that are linked to their AoR by allowing a search via a single activity, a group of activities, or for all activities within their AoR. The report will show both the held billet and the excess position involved in the connection.

- Navigate to the REPORTS tab, Active/FTS Reports sub menu, Billet Compensation Report option
- In the *UIC or COMMAND NAME* box, enter the desired UIC(s).
  - This field is **MANDATORY** unless a BSC is entered as well
    - The BSC can be used in conjunction with the UIC or alone
  - The UIC/Activity name field will auto-populate as the user enters data.
  - Multiple UICs can be added individually.
  - If an "ALL UIC" search is desired, type ALL in the UIC/Activity name field.
    - The "ALL UIC" option will limit the search return all UIC's within the user's Area of Responsibility (AOR)
- Select the desired UIC/Activity name from the pre-populated list
- Select the *ADD* button.
- To initiate the search, select the SEARCH button.

The search result displays each held billet and compensated excess position matching the selected criteria.

MRT and BSC links are provided to access the Alignment and Billet Details respectively.

The Billet Compensation Report can be exported to Excel by selecting the icon in the upper right of the table results.

20 Requisition Management (T)

Under construction

21 Restricted Posting Rules (T)

The Restricted Posting Rules is a tool used to limit the number of Detailer(s) who are able to post to a defined group on requisitions, usually defined by UIC and/or communities. A restricted posting rule can pertain to numerous UICs and a UIC may have multiple rules that apply to it.

Select the Restricted Posting Rules tab under the Management Tab / Requisition menu option

21.1 Add a Restricted Posting Rule:

- Select ADD RULE at the bottom of the page
- Enter a RULE NAME in the Add a Rule Pop-up Box
- Select the SAVE button at the bottom of the page.
- Select the Restricted Rule Name from the list of RULE using the drop-down window.
- Select the MRT Type of the Requisition by using the >>>> arrows on the left side of the screen.
- Select the Branch under the Branch Section.
- Select the Pay Grade range under the Pay Grade Section.
- Select the Deck Code of the Detailer who will be allowed to complete the postings.
- Select the EMCs under the EMCs section by using the >>>> arrows.
- Select the Activities covered by the Rule by entering a list of UIC(s) at the bottom left of the screen.
- Select the Communities covered by the Rule by entering a list of NECs and/or Communities (ratings) at the bottom right of the screen.
- Once all steps have been completed and checked, Select SAVE CHANGES at bottom of screen.

The Restricted Posting Rules maintenance table can be exported to Excel by selecting the icon at the upper right corner of the table.

22 Requisition Category Rules (T)

The Requisition Category Rules is a MNA management tool that will automatic direct generated requisitions into predetermined Requisition categories or zones (Placement, Unadvertised , etc...) based on defined rules. The effect of these rules is to cut down on errors and requisition review (scrub) time for the Rating Evaluator during the setting of MNA.

22.1 Add a Requisition Category Rule

- Select the Requisition Category Rules tab under the Management Tab/Requisition dropdown.

CHECK FOR EXISTING RULES:

- If new rule would affect just one activity; enter activity's UIC in View Categories on Specific UIC field

The system will return a list of all Requisition Category Rules for that UIC.

Do not enter a new rule that is already covered by an existing rule.

To enter a New Rule:

- Selected Add Rule from the bottom on the Screen
- Enter Name of new rule in pop-up window. Save, OK.
- Enter the Category for the requisitions to be directed into
- Enter the Communities covered by the Rule
- Enter the Pay Grade range covered by the Rule
- Enter the FACs covered by the rule
- Enter NEC information if rule is to include a NEC value
- Enter Branch (FTS, ACTIVE, Both)
- Enter any Funded months restrictions
  - This allows a user to restrict advertisement of billets that will be losing funding (authorization) with less than a specified time frame
- If needed Enter EMCs restrictions
- Enter List of UIC to be covered by Rule, IF rule is not limited to a list of UICs, then leave UIC list blank.
- Enter MRT restrictions by selection the MRT type to which the rule will be applied.
- Enter Rule Type. Cycle – Only used during monthly requisition load. Mid-Cycle – applies to requisitions generated during the month. (USE MID-CYCLE WITH CAUTION)
  - Select the SAVE Changes button at the bottom of the page.

The Requisition Category Rules maintenance table can be exported to Excel by selecting the icon at the upper right corner of the table.

23 Requisition Comment Management (T)

Requisition comments are a management tool which provides additional information to the Detailer and/or the Sailor displayed on the Job Detail page. These comments are intended to point out additional guidance or requirements of the requisition or position (example: Distribution Guidance Memorandum (DGM)).

Having comments display on a requisition requires two separate actions within MNA:

1) Enter a basic comment.
2) Set up a rule to apply the basic comment to a requisition set.

23.1 Add a Requisition Comment

To establish a new Requisition Comment

- Select the Requisition Comments tab under the Management Tab/Requisition dropdown
- To enter a New Requisition Comment:
  - Select ADD at the bottom of the page
  - Enter a Comment name in the Comment Name Pop-up Box
  - Enter additional comments about the new Requisition Comment in the COMMENT Pop-up Box
  - Select the SAVE button at the bottom of the page.
- To Change a Requisition Comment:
  - Select the Comment name from the SELECT A COMMENT selection drop-down
  - From this screen the user can adjust the COMMENT NAME and/or the COMMENT itself.
  - Select the SAVE CHANGES button at the bottom of the page.

23.2 Add Requisition Comments Rule

Requisition Comment Rules help distribution managers place helpful information on requisitions that identify additional guidance for personnel attempting to assign a member to the requirement. By selecting a UIC, a user will be able to see which requisition comment rules are assigned to the activity. By selecting a rule from the Rule drop down menu, a user can determine which UICs have been assigned to a specific rule.

Two factors of note are the check boxes under "Requires Pregnancy Workflow" or "Requires LIMDU Workflow" which, if checked, will force a PMAR for these PMAR types if attached to the activity.

To enter a Requisition Comment Rule

- Select the Requisition Comment Rules tab under the Management Tab / Requisition dropdown
- To enter a New Requisition Comment Rule:
  - Select ADD RULE at the bottom of the page
  - Enter a RULE NAME in the Add a Rule pop-up box
  - Select the SAVE button at the bottom of the page.

- Select the comments from the list of Available COMMENTS list to use in the rule.
- Once the user has selected the comment to add to the rule, the users must select who will see the rule. If the comment is to be seen by the Sailor, then select ADD FLEET at the left of the Available Comments list. If the comment is to be seen by the Detailer, then select ADD DISTRIBUTION at the left of the Available Comments list.
- Next select the UIC or UICs for which the rule applies under the UIC or COMMAND NAME section. If comment is for all UICs, then select ALL in the right side of the screen.
- Next Select the COMMUNITIES AND / OR NEC(s). The rule can be entered for one community or a group by selecting the communities from the Available Communities list and assigning them by using the >>>> arrows.
- If the Rule is not for a community but for a NEC, then enter the NEC in the selection box at the left side of the screen.
- Next select the range of pay grades under the Pay Grade section of the screen.
- Next select the Branch, either Active, FTS, or Both.
- Next select the MRTs to apply the rule by selecting for a list of MRTs and using the >>>> arrows to assign.
- Once all steps have been completed and checked, select SAVE CHANGES at bottom of screen.

- To Change a Requisition Comment Rule:
  - Select the rule name from the RULE selection drop-down
  - Location the section to be changes or adjusted. Make the change.
  - Select the SAVE CHANGES button at the bottom of the page.

The Requisition Comment Rule maintenance table can be exported to Excel by selecting the icon at the upper right corner of the table.

24 Maintenance Table Management (T)

In order for MNA to work effectively, the system must be agile enough to stay in sync with the dynamic nature of the business processes it supports. Legacy systems require a lengthy, complicated process to update programming to support the business when policies and guidance change. MNA uses maintenance tables for those data that could potentially change based on new policies. These tables are user modified and once updated, affect the system processes immediately. This eliminates the time consuming System Change Request (SCR) process and allows the system to effect immediate changes as the business flexes. Table 6 - Maintenance Tables, provides an inclusive list of maintenance tables.

24.1 Search capability

Some maintenance tables provide the ability to search values within the table. Optional search criteria are displayed appropriate to the data within the table.

24.1.1 Historical Table Settings

Some maintenance tables provide the ability to view past table settings. For those that provide this capability, a dropdown for Historical View is presented with the past 12 months' table settings available for viewing.

24.2 Adding Values

Adding a new value entry is accomplished by selecting the ADD button. Depending on the table, differing entry options will be displayed to the user.

24.3 Deleting Values

Delete a table entry by selecting the red X on individual row

24.4 Modifying Values

Modifying or editing a table entry varies depending on the table format.

- Delete and re-enter method
- Individual row modification
- Selecting a value/rule/comment first, edit and save changes to save all changes or select green checkmark to save the changes to an individual line

25 Workflow Management (T)

The processing of change requests within MNA is controlled based on the type of change request, or Personnel Manning Action Requests (PMAR). After submission of the change request by the authorized user, a specific processing workflow will be followed until a final recommendation is made. The workflow processing can be modified for each type of change request. If a change request is being routed when a modification to the workflow is made, the existing workflow will continue to be followed and all new change requests will follow the new workflow.

To create a new change request workflow or modify and existing workflow, navigate to the Create/Maintain Workflows page in MNA under the *MANAGEMENT* tab, *PMAR MAINTENANCE*, *CREATE/MAINTAIN WORKFLOW* option.

Prior to performing any workflow maintenance, the user must select the desired Change Request Type from the dropdown. The page auto-refreshes to display the current workflow status for that request type.

25.1 Manager's View of Change Requests

The Manager's View of change requests displays information concerning processing efficiency of the PMAR workflow. A PMAR workflow's processing efficiency is defined as "In Work", "Delayed", "Overdue" or "Completed". The time frames for these categories are pre-defined on the Change Request Threshold page by the authorized user.

Access to view the Manager's View of change requests is an assignable capability by the MNA Administrator based off a valid business need for this information as documented on the user's SAAR-N form. All roles having access to the Manager's View of a particular change request type can be viewed in the Request Manager – Assigned box on the Create/Maintain Workflows page.

The Manager's View is limited to those change requests within the users AoR. At times, the Manager's View will not list every change request. This is due to the fact that the user's role has not been assigned the capability to view the Manager's View table but has been given the capability to Cancel that PMAR type. The ability to cancel a PMAR is provided via the Manager's View table. In these cases, only those PMAR's that the user has been granted Cancel capability will appear in the Manager's View.

25.1.1 Change Request Thresholds

The PMAR processing time thresholds for each request type can be adjusted independently. This allows for a more complex PMAR type to process longer before being identified as delayed or overdue. Each PMAR type will have its own thresholds. These thresholds begin counting at the time of PMAR submission and account for each day regardless of weekends and holidays.

To adjust the PMAR processing thresholds, navigate to the MANAGEMENT tab, PMAR Maintenance, Request Threshold menu option to access the Request Threshold Management table. The PMAR's are displayed in alphabetical order with an In Work and Delayed row for each type. When adjusting the threshold label for In Work, the Days Since Submission entry will establish how many days after PMAR submission the request moves from In Work to Delayed. The Delayed label entry will establish how many days since PMAR submission before the request moves from Delayed to Overdue.

To edit the Days Since Submission:

- Click in the Days Since Submission field for the desired PMAR request type and Label
- Enter the appropriate number of days
- Select the green checkmark icon at the beginning of the row to save the edit
  - If multiple edits are made, the SAVE CHANGES button at the bottom of the page will save all edits at one time
- If a new entry correction is required prior to saving, use the orange back arrow at the beginning of the row to return to the previous value
  - Once the save action has occurred, this function no longer works

25.2 Change Request Submission Permission

Not all user roles will have the ability to submit a change request. This ability is determined by the request type and the role of the user. Change request submission permissions are assigned by request type. A user would not normally request the "change request submission" capability upon establishing their account. Change request submission permission is established by PERS-4 policy.

To manage change request Submission permissions:

- On the Create/Maintain Workflows page, select the desired change Request Type from the dropdown
- In the Submit area, from the Available area select the desired role
- Select the right arrows to add role to the Assigned area
  - This will remove the role from being listed in the Available area
  - Roles can be removed from the Assigned area by selecting the left arrows
- Select the SAVE button

25.3 Change Request Cancel

Some roles will be provided the ability to cancel a change request even though that role is not a participant in the change request workflow. This enables management personnel to maintain oversight and process control when the reason for the PMAR request has significantly changed making the completion of workflow processing unnecessary or rendering an approved PMAR invalid. Comments concerning the reason for change request cancellation are mandatory and the cancel action will not complete if comments are not entered. All cancelled change requests are maintained in the member's change request history.

25.3.1 Pre-Approval Cancellation

The authorized user can cancel any PMAR prior to the final disposition. This action will force a final disposition of CANCEL and bypass any remaining workflow participants. Once cancelled, the PMAR will be considered complete and any association between the member and a billet/position will be removed. Requisition selection and application records will be reset as well returning the system to the previous state, prior to PMAR initiation.

To manage change request Cancel permissions for Pre-Approval:

- Navigate to the MANAGEMENT tab, PMAR Maintenance, Create/Maintain Workflow menu option
- Select the desired Change Request Type from the dropdown
- In the Pre-Approval Cancel section, from the Available area, select the desired role
- Select the right arrows to add role to the Assigned area
  - This will remove the role from the Available area
  - Selected roles can be removed from the Assigned area by selecting the left arrows
- Select the SAVE button

25.3.2 Post-Approval Cancellation

Cancellation of a PMAR after it has been approved is also permitted in certain situations. The cancellation must take place under reasonable conditions. After the data changes, based on the approval decision, have taken place, there is a point of no return because interfacing systems are involved. Therefore, this section defines for each PMAR the outer limit at which cancellation of an approved request would be allowed.

- Cancellation not allowed after approval:
  - Orders Cancellation
  - OPHOLD that resulted in cancellation of orders
  - Alignment Change Request
  - Safety Assignment
  - Excess Position
  - OPHOLD that did not result in orders action
- Cancellation allowed only if Payment Indicator is equal to "Not Sent" or "Incomplete":
  - SDIP Curtailment
  - SDIP Back-to-back
  - SDIP Extension
- Cancellation allowed only if PMAR is still in Pending status, meaning that the orders approved in the PMAR have not yet been released from the order writing system:
  - Divert
  - Crossdeck
  - COMPTOUR
  - ORDMOD
  - Service Component Substitution
  - Rating Substitution
  - PAYSUB
  - OPHOLD that results in orders modification
  - LIMDU

  - Pregnancy
  - HUMS

- For PRD Change Requests, cancellation is allowed if:
  - the request has not yet been sent to Navy Enlisted System (NES) for processing
  - the request was rejected by NES and is available to resubmit on the transaction page, it can either be resubmitted or canceled

To manage change request Cancel permissions for Post-Approval:

- Navigate to the MANAGEMENT tab, PMAR Maintenance, Create/Maintain Workflow menu option
- Select the desired Change Request Type from the dropdown
- In the Post-Approval Cancel section, from the Available area, select the desired role
- Select the right arrows to add role to the Assigned area
  - This will remove the role from the Available area
  - Selected roles can be removed from the Assigned area by selecting the left arrows
- Select the SAVE button

25.3.3 Perform Change Request Cancel

To perform a PMAR cancellation, navigate to the Change Request tab, Change Request Summary menu option. If the user has been granted cancel capability, it does not matter which view the PMAR details is accessed from (i.e. Reviewer, Submitter, or Manager view).

Additionally, if the Enlisted Detailer role has been granted Post-Approval Cancel access, a PMAR cancellation may be made from the Detailer's Action Management Queue (DAM-Q) from the Processing Status link.

For Pre-Approval cancel, access the desired PMAR type from the In-Work column (In Work, Delayed or Overdue from the Manager's View).

For Post-Approval cancel, access the desired PMAR type from the Completed column in all views.

Once the desired PMAR type has been selected from the appropriate Change Request Summary view, the Action List will be displayed for that PMAR type. For either Pre or Post Approval cancel, perform the following to cancel the PMAR:

- From the Action List, select the desired PMAR record by clicking in the STATUS column
- From the PMAR Details pop-up window, enter comments MANDATORY
- Select the CANCEL REQUEST button

25.3.3.1 Pre-Approval Cancel Actions

When a Pre-approval cancel is performed on a pending PMAR, several system actions occur to close out the PMAR and reinstate personnel, billet and selection records to their previous state. For all PMAR types other than Orders Modification (ORDMOD), no actions are required in the order writing system. The following system actions are taken upon a Pre-approval cancel:

- Job selection statuses updated
  - Status is dependent upon whether action occurs in the same or different requisition cycle
- Requisition released
- Billet released
- Member released
- PMAR marked as Completed-Cancelled
- Working orders deleted in the order writing system (for ORDMOD only)

25.3.3.2 Post-Approval Cancel Actions

Post-approval cancel actions are not permitted on all PMAR types. See section *25.3.2 Post-Approval Cancellation* for a list of allowed Post-approval PMAR's. The following system actions are taken upon a Post-approval cancel:

- SDIP requests
  - Member released
  - Member's PRD reset to previous value
  - PMAR marked as Completed-Cancelled
- Allowed PMAR's
  - Job selection statuses updated
    - Status is dependent upon whether action occurs in the same or different requisition cycle
  - Requisition released
  - Billet released
  - Member released
  - PMAR marked as Completed-Cancelled
  - Working orders deleted in the order writing system (where applicable)
- PRD Changes
  - Member released
  - PMAR marked as Completed-Cancelled

25.4 Change Request Workflow Maintenance

Each Change Request/PMAR Type will have a custom workflow involving differing user roles as workflow participants. Once a change request enters the workflow process, it will complete the process using the workflow as it was when the change request was initiated. Any changes to the workflow will only affect subsequent change requests.

Some PMAR types will have more than one workflow based on maintenance table factors.

25.4.1 Change Request Workflow Terms

- Responsibility is the term used to identify the position a role performs as a participant in the workflow process. Any user role can perform in any participant responsibility.
  - Primary Reviewer – when the reviewer is part of a reviewer group, the Primary Reviewer is the participant whose recommendation and comments are recorded for the group when all reviewers in that group concur.
  - Reviewer – as part of a reviewer group or standalone participant, the reviewer is the main participant in a workflow process who makes recommendations and comments.
  - Mediator – as part of a reviewer group, this participant only engages when there is disagreement among group reviewers. When the Mediator makes a recommendation and comment, they are recorded as the reviewer group's recommendation.
  - Some PMAR types, such as a COMPSUB, only involve a gaining activity which is the result of an assignment to the activity. As such, only roles pertaining to that activity are involved in the workflow. However, many PMARs involve a gaining and losing activity and the workflow will have a losing/gaining aspect. If the losing/gaining role resides with the same user based on their AoR, that user may be required to provide a recommendation for both roles in the workflow.
- Role is used to identify the user role that is acting as a participant in the workflow. All system roles are available for selection during the creation/modification of a workflow.
- Depending upon the Change Request Type, certain workflow participants' disapproval recommendation of a change request will stop the processing of the change request workflow. This provides a gateway to vet the validity of the change request prior to expending resources and/or reserving requisitions.
- Reviewer Groups act as a single workflow participant encompassing multiple individual reviewers who ultimately provide a consolidated recommendation. This allows a complex routing scheme without hindering a linear workflow.

25.4.2 Create New Workflow

In the event that a new Change Request Type is defined and no workflow has been described, then a new workflow will need to be created from an empty workflow maintenance table. In most cases, modifications to existing workflows will be the most common method.

To create a new change request workflow, perform the following:

- Select the desired Change Request Type from the Workflows dropdown on the Create/Maintain Workflows page under the Management tab and in the PMAR Maintenance section
  - A blank workflow table is displayed with no reviewers or participants

- Select the Insert Reviewer button to add a workflow participant
- From the new Reviewer row, select the desired user role by clicking in the Role field identified by "Pick a Role".
  - Repeat as necessary to add appropriate number of reviewers
- All unsaved changes are indicated by a red triangle in the data field upper corner
- Select Save Changes button

25.4.3 Modifying Existing Workflow

To modify an existing change request workflow, perform the following as necessary:

- Select the desired Change Request Type from the Workflows dropdown on the Create/Maintain Workflows page under the Management tab and in the PMAR Maintenance section.
- To insert new reviewer
  - Select the radio button for the row immediately above the desired location
  - Select the Insert Reviewer button
  - Select the desired user role by clicking in the Role field identified by "Pick a Role"
  - Select Save Changes button
- To changing the role of an existing participant
  - Select the desired user role by clicking in the Role field identified by "Pick a Role"
  - Select Save Changes button
- Deleting a reviewer
  - Select the red "X" for the row containing the reviewer to be deleted
    - Reviewers that are part of a Reviewer Group can be deleted individually as long as the remaining group participants are the Primary Review, Reviewer and Mediator. These are the minimum participants for a Reviewer Group.
  - Select Save Changes button
- If it is desired that the change request stops workflow processing with a certain participant's disapproval, select the check box in the Disapprove Stops Request column next to the desired participant
- To change a reviewer row to a reviewer group
  - Select the radio button for the desired reviewer
  - Select the Change to Group button
    - Add additional group reviewers as desired by selecting the Insert Reviewer button
  - Select the desired user role by clicking in the Role field identified by "Pick a Role"
  - Select Save Changes button
- Change group to reviewer (change to row)

- Select the radio button for the desired group
- Select the Change to Row button
- Select the desired user role by clicking in the Role field identified by "Pick a Role"
- Select Save Changes button

- Change a group reviewer to sub-group (group in a group)
  - Select the radio button for the desired group reviewer
  - Select the Change to Group button
    - Add additional group reviewers as desired by selecting the Insert Reviewer button
  - Select the desired user role by clicking in the Role field identified by "Pick a Role"
  - Select Save Changes button

- Cancel changes
  - If at any point in the modification process, it is desired to cancel all changes, select the Cancel Changes button to revert back to the original state

- Save changes
  - All unsaved changes are indicated by a red triangle in the data field upper corner
  - To save all changes, select the Save Changes button

If workflow contains a reviewer role that has no one assigned to that AoR, the workflow will bypass that participant and route to the next participant in order.

25.4.4 Deleting Workflow

If leadership decides that a certain Change Request Type no longer requires workflow processing, system changes are not required to accommodate this decision. To delete the workflow, simply delete all reviewers from the workflow. Deleting the reviewers will result in an empty workflow table for this Change Request Type and ultimately the change request will process as approved upon submission.

25.5 Workflow Override

The PMAR workflow override provides the ability for the authorized user to access a pending PMAR mid-workflow and either approve or disapprove the request. The workflow override bypasses any remaining workflow participants. This capability is required to satisfy emergent requests where immediately system actions are required. In most cases a workflow override will only be authorized by the MCA. Additionally, the final disposition of a request may be a forgone conclusion based on events and the request submission is merely an administrative tracking of said event, in which case a lengthy workflow is neither required nor desired.

25.5.1 Grant Workflow Override

The ability to override a PMAR workflow is an assignable capability. When granted this capability, the authorized role will have this capability on all PMAR's.

- Navigate to the MANAGEMENT tab PMAR MAINTENANCE option
- Select MAINTAIN WORKFLOW OVERRIDE option

- From the Roles Available box on the left, select the desired role to have the override capability
- Select ADD to move the role to the Roles Assigned box on the right
- Select SAVE CHANGES
- The list of Roles Assigned can be downloaded into an Excel file if desired by selecting the Excel icon at the top right of the screen

25.5.2 Perform Workflow Override

For the authorized user, performing a workflow override is accomplished from the PMAR details pop-up. To access the PMAR details, perform the following actions:

- Navigate to the CHANGE REQUEST tab CHANGE REQUEST SUMMARY option
- From the available Change Requests views, select the desired PMAR type to access the PMAR Action List
- On the PMAR Action List, select the Status hyperlink of the desire record to access the PMAR Details
- Search capability is also available on the Action List
- On the PMAR Details pop-up, enter comments in the Reviewer Comment section
- This is a required entry
  - Mandatory for disapprovals
- On the PMAR Details pop-up, in the Override Recommendation section, select either Approve or Disapprove

26 User Management (T)

User records are created in MNA via two separate methods depending upon whether the user is an Active Duty Enlisted service member or a civilian. Officer users are added in the same manner as civilians. All Active Duty Enlisted service members are automatically added to the system with the default role of Enlisted User. Additional capability can be added by updating their assigned roles. Civilian and officer users do not have an automatic user record and must be added manually. User role assignment is independent of the assignment of privileges or Area of Responsibility (AoR).

The AoR assignment is critical for the MNA roles to function as intended and control the processing of requests. Roles in MNA are grouped into three categories and are not modifiable:

- Unrestricted View – Unrestricted Action (UVUA)
  - Assigned to very few roles. Allows widest viewing capability and ability to take action on most alignments.
- Unrestricted View – Restricted Action (UVRA)
  - Assigned to most corporate level roles. Wide viewing capability but with restrictions on what actions can be taken in the system based on assigned AoR.
- Restricted View – Restricted Action (RVRA)
  - Assigned to most fleet level roles. Limited viewing and action capabilities based on assigned AoR.

Adding, modifying or deleting a user record can only be performed by the MNA Administrator role. A list of all MNA user roles can be found in Table 7 – User Roles

26.1 Create New User Record

Requests for MNA access must be submitted to (PERS-455). Access request procedures are located on the MNA web page at https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/. The request must provide sufficient justification for data access.

Perform these steps when adding a user record for a civilian or officer user.

- Navigate to the *MANAGEMENT* tab *SYSTEM MANAGEMENT* and select *ADD USER RECORD* option.
- A blank User Record page is displayed to be filled in with the new user data
- Account Info
  - Identifying information about the new user, from the access request form
- Roles
  - Copy from another, allows the copying of role assignments from another user record which can be useful when having a user turnover.
  - Move roles from the Available Roles section to Assigned Roles section using arrows.

- Account Status
  - Either enable or disable accounts. This does not delete the account.
- Send Email Notification, provides an email to the user when changes have been made to their account. The user must have entered an email address on their profile for this option to work. When establishing new user accounts, no email has yet been entered so checking this box has no effect.
- Select UPDATE

26.2 Assign Role

MNA roles are classified as one of the following:

- Unrestricted View/Unrestricted Action (UVUA)
  - i.e. MNA Admin, Allocation Manager, Assignment Manager
  - No AoR restrictions on viewing or workflow
- Unrestricted View/Restricted Action (UVRA)
  - i.e. MCA, Placement Coordinator, Detailer
  - No AoR restrictions on viewing but AoR does restrict workflow
- Restricted View/Restricted Action (RVRA)
  - i.e. TYCOM, ISIC, Activity Manning Manager
  - AoR restricts viewing and workflow

Viewing restrictions limit both the personnel and/or activity/billet information that is displayed to the user. Sensitive activity and community information must be separately assigned to each individual user. Unlike the normal AoR, the sensitive activity and community assignment is user-based not role-based. See *Appendix A Table 7 – User* Roles for additional information.

To assign a role to a user, perform the following:

- Navigate to the MANAGEMENT tab SYSTEM MANAGEMENT and select SEARCH USER RECORDS option.
- Enter desired search criterion. Multiple criteria can be entered at one time for a refined search result.
- Select *SEARCH*
- From the displayed *User Query* search results, select the SSN hyperlink for the desired user record. The first selection action will de-mask the SSN. Select the SSN hyperlink a second time to navigate to the *Update/Delete User* page.
- Perform the desired updates to the user record
  - User information
  - Role assignment
    - Ensure Role is identified on the approved SAAR-N form
  - Account Status

  - Excluded Activities and Communities. See section 26.5 Manage Excluded Activities and Communities
  - Manage AoR. See section 26.3 Assign Area of Responsibility (AoR)
  - Delete account

26.3 Assign Area of Responsibility (AoR)

The AoR of a user record can be managed by several roles depending upon the Role being updated. The primary difference between the processes is the navigation path to the AoR management page.

- Using the MNA Administrator role, navigate to the *MANAGEMENT* tab *SYSTEM MANAGEMENT* and select *SEARCH USER RECORDS* option.
  - Using either the Placement Coordinator Lead or Rating Specialist Lead roles, navigate to the *MANAGEMENT* tab *SYSTEM MANAGEMENT* and select *AoR MANAGEMENT* option.
- Enter desired search criterion. Multiple criteria can be entered at one time for a refined search result.
  - When using the Placement Coordinator Lead or Rating Specialist Lead roles, the only search criterion presented is the user Name
- Select *SEARCH*
- From the displayed *User Query* search results, select *MANAGE AoR* for the desired user record to navigate to the *Area of Responsibility* page.
- Select the desire Role for which the AoR updates are to be made.
  - The format of the *Area of Responsibility* page will differ depending upon the role selected as AoR information is dynamic based on role.
  - Some roles are presented with an "AVAILABLE" and "ASSIGNED" section; others merely have a data entry field.
  - The MNA Administrator and Allocation Manager should not assign an AoR for any role where the UIC entry field is presented in the "AVAILABLE" and "ASSIGNED" format. Management of AoR using this format is for roles that govern the access of a subordinate role (i.e. Placement Coordinator Lead governs Placement Coordinator, Rating Specialist Lead governs Rating Specialist, Allocation Manager governs Placement Coordinator and Rating Specialist Leads).
  - All roles have the ability to copy an AoR from another user via their SSN.
- Select SAVE CHANGES

26.4 Manage Detailer's Homepage AoR

The Detailer user-role is an Unrestricted View/Restricted Action (UVRA) role. The restricted action is controlled by the settings of their Area of Responsibility (AoR). For the Detailer role, there are 2 AoR's:

- Main AoR
  - Established by the approved SAAR-N

  - Controls the display of member records on the DAM-Q
  - Controls the display of PMAR's on the Change Request Summary
- Homepage AoR
  - AoR is user-managed
  - Controls the display of the Detailer Homepage

The Main AoR is not user-managed and will not be discussed here.

To control the display of information on the Detailer Homepage, the Detailer must establish their Homepage AoR within the confines of their Main AoR. The Homepage AoR is controlled by AoR rules and one or more rules can be applied and any given time. If no Homepage AoR has been applied, the system will prompt the Detailer to create one before accessing the homepage.

26.4.1 Add Homepage AoR Rule

For a new user assigned the Detailer role, there will be no Homepage AoR rules defined. At least one rule must be defined and applied in order to access the homepage.

To add an AoR rule, perform the following:

- From the HOME tab, select the View My Area of Responsibility menu option
- From the My Area of Responsibility pop-up window, select the ADD RULE button
- Enter a rule name in the box labelled "Please Enter a Rule Name"
  - Check the Use for Homepage box if this new rule is desired to be used immediately for the homepage
  - The rule must still be applied in order to affect the homepage display
- From the available criteria, select the parameters desired for the rule
  - The only parameters available will be those defined on the user's main AoR for the Detailer role
- For the NEC criterion, several options are available:
  - All NEC(s), listed NEC(s) can be in any position of the member's NEC inventory
  - First NEC of Sailor, listed NEC(s) must be in the first position of the member's NEC inventory
  - No NEC(s), the member's NEC inventory is blank or empty
- When all parameters have been set, select the SAVE CHANGES button
- When update is successful, select the OK button

The new Detailer Homepage AoR Rule is now available to be applied to the homepage. See the following section to apply a rule to the Detailer homepage.

To create additional rules, repeat the steps above as many times as needed.

26.4.2 Apply Homepage AoR Rule

Once a rule has been created, it must be separately applied to the homepage. Merely checking the Use for Homepage box doesn't actually apply the AoR rule to the homepage.

If any changes are made to a rule, the SAVE CHANGES button must be selected prior to applying the rule. This includes checking and unchecking the Use for Homepage box.

The Apply AoR button will only be active for rules where the Use for Homepage box has been checked. Each rule must be selected from the dropdown to determine if the Use for Homepage box has been selected.

To apply an AoR rule to the homepage:

- Select each rule and make any necessary changes, including checking and unchecking the Use for Homepage box
- Select the SAVE CHANGES button
- Lastly, select the Apply AoR button
  - The system will redirect the user to the homepage screen where all checked rules have been applied
  - If multiple rules were applied, the homepage may take a few moments to completely load

26.4.3 Delete Homepage AoR Rule

Detailer Homepage AoR Rules can be individually deleted using the Delete Rule button or all rules can be deleted at once using the Delete All Rules button. To delete an individual rule, select the rule from the dropdown menu and select the Delete Rule button. No rule must be selected to delete all rules, merely select the Delete All Rules button.

Additionally, if any aspect of the Detailer's main AoR is changed, all Detailer Homepage AoR rules will be systemically deleted as well. This ensures that there are no conflicts between the main AoR and a homepage rule caused by a changed AoR parameter.

26.5 Manage Excluded Activities and Communities

The MNA Administrator is the only role that can assign Excluded Activities and Communities.

Certain activities and communities have been designated as sensitive and as such viewing billet and personnel data is controlled, at the user level, and must be specifically assigned. The activity and/or community MUST be specified on the users approved SAAR-N form. Users may not be familiar with the term "Excluded Activities/Communities," nor do they need to be. When a user submits a SAAR-N with an approved AoR, the MNA Administrator will need to determine whether requested Activities and/or Communities are on the Excluded list, as these are assigned separately from those that are not. These activities and communities cannot be delegated between user roles.

Assigning access to Excluded Activities and/or Communities is unique and several things must be considered. The designation of Excluded Activities and Communities is managed separately from this process. The term Community encompasses Rating, Enlisted Management Code (EMC) or NEC, or any combination.

The assignment of Excluded Activities and Communities can be separated into four scenarios:

- Scenario 1: All Communities (excluded and non-excluded) at an Excluded Activity(s)
  - Navigate to the MANAGEMENT tab SYSTEM MANAGEMENT and select SEARCH USER RECORDS option.
  - Enter desired search criterion. Multiple criteria can be entered at one time for a refined search result.
  - Select SEARCH
  - From the displayed User Query search results, select Excluded Access ACTIVITY for the desired user record to navigate to the Grant Excluded Activity Access page.
  - Select the desire Role for which the AoR updates are to be made.

Excluded Activity and Community combinations can be added either by UIC – EMC (left side of page) or by UIC – Community (right side of page).

  - Select all EMC's (or communities)
  - Select ADD (from the side of the page that data is selected)

- Scenario 2: Excluded Community(s) at Excluded Activity(s)
  - Same as Scenario #1 except select only the Excluded Communities desired
- Scenario 3: Non-Excluded Community(s) at Excluded Activity(s)
  - Same as Scenario #1 except select only the Non-Excluded Communities desired
- Scenario 4: Excluded Community(s) at Non-Excluded Activity(s)
  - Navigate to the MANAGEMENT tab SYSTEM MANAGEMENT and select SEARCH USER RECORDS option.
  - Enter desired search criterion. Multiple criteria can be entered at one time for a refined search result.
  - Select SEARCH
  - From the displayed User Query search results, select Excluded Access COMMUNITY for the desired user record to navigate to the Grant Excluded Community Access page.
  - Select the desire Role for which the AoR updates are to be made.

Excluded Community information can be added either by Excluded Community, Excluded NEC or combinations of Excluded Community and NEC or Excluded NEC and Community depending upon the level of access authorized on the SAAR-N form. These actions will permit viewing excluded communities' information at Non-Excluded Activities.

- If overall access to an Excluded Community or Excluded NEC is required:

- Select the appropriate community/NEC from the Excluded Communities Granted section
- Select ADD, the selected information will populate the Granted section
- Select SAVE CHANGES

- If access to an Excluded Community or Excluded NEC is required in combination with Non-Excluded communities or NECs:

  - Select the appropriate community/NEC combination from the Communities – NECs section from one of three options:
    - Excluded Communities and Non-Excluded NECs
    - Excluded NECs and Non-Excluded Communities
    - Combinations of predefined Excluded Communities and NECs
  - Select ADD, the selected information will populate the Granted section
  - Select SAVE CHANGES
  -

26.6 Disabled MNA Account

Military records with no privileged roles: When last login > 60 days ago, account is disabled automatically (no change from previous version). These records do not need an Expiration Date assigned.

Military record with privileged roles: At 0600 on the Expiration Date, the account is disabled, but elevated roles and comments remain for 60 days after Expiration Date so that the help desk does not have to rebuild the whole account. To re-enable the account, you will have to assign an Expiration Date in the future. After 60 days from the Expiration Date, the system removes roles and comments, but leaves basic user access.

Created record (CIV, CTR, etc.) - At 0600 on the Expiration Date, the account is disabled, but elevated roles and comments remain for 60 days after Expiration Date so that the help desk does not have to rebuild the whole account. To re-enable the account, you will have to assign an Expiration Date in the future. After 60 days from the Expiration Date, the system deletes the account.

27 Community Mapping

The Community Mapping function displays additional job options to the Sailor during their job search. These additional options can be either in rating or other ratings or FAC G (no rating restriction). Distribution managers want to encourage Sailors to apply for jobs that are not part of their normal distribution focus (i.e. 3MC, FAC G, female opportunities, other within rating NEC jobs).

The Community Mapping maintenance table allows the setting of which jobs will be displayed to which ratings during the Sailor's job search.

To define a community map:

- Select the ADD MAPPING button
- From the Create Community/NEC Mapping pop-up, Enter a Community/NEC Mapping description (name)
- Enter the associated NEC
- Select the desired communities, or select the ALL checkbox
- If the jobs are considered FAC G (no rating restriction) select the FAC G checkbox
  - FAC G mappings will be displayed to all defined ratings
  - Non-FAC G mappings will only be displayed to the selected rating
- Select the SAVE button

A dropdown for Historical View is presented with the past 12 months' table settings available for viewing.

All table values can be exported to Excel by selecting the Excel icon at the top right of the table.

28 DCAT Maintenance table

Deployability Category (DCAT) codes are used to identify a member's world-wide deployability based on their health status. These codes do not identify specific health issues, merely the member's status and an overarching category. The DCAT categories range from limited duty and pregnancy to in-patient hospitalization and dental readiness to fully deployable.

The DCAT Maintenance table (located under the Management tab, in the PMAR Maintenance section) lists all DCAT codes and displays a hierarchical order as some members may have more than one DCAT code assigned and the higher code takes precedence.

When the DCAT Maintenance table requires updating, a separate all-encompassing list must be provided to the system administrators to be loaded independently.

DCAT codes and corresponding descriptions are displayed in the Personnel Details, Support Information section. If the member has more than one code assigned, all codes will be displayed.

Additionally, DCAT codes are used to:

- Provide a Yes/No indicator on the member's record for LIMDU and Pregnancy. This indicator is also displayed on the Sailor Qualifying Data (SQD) pop-up on all PMAR's.
- Drive the LIMDU and Pregnancy Code Maintenance tables which identify which DCAT codes describe LIMDU or pregnancy so that the system knows how to set the indicator.
- Drives which codes are used to calculate the LIMDU and Pregnancy capacity at an activity to be used in LIMDU and Pregnancy placement functions

Review section *30 LIMDU/Pregnancy Placement PMAR* for LIMDU and Pregnancy placement procedures.

29 Detailer Action Management Queue (T)

The Detailer Action Management Queue (DAM-Q) is a work-list queue for the Enlisted Detailer of all orders within their AoR either awaiting detailer action to initiate, modify or cancel orders or already resident in the order writing system in a working status.

There are four tabs to the DAM-Q separating the order types to focus attention on records requiring detailer action. All working orders in the order writing system will be listed on one of the tabs in the DAM-Q. However, not all orders on the DAM-Q will be in the order writing system.

Orders will be removed from the DAM-Q once the Date-Time-Group (DTG) is assigned to the orders. When the orders have been assigned the DTG and are considered released, they can be accessed from the Orders Information Detail (OID) for viewing, modification or cancellation.

All PMAR's and orders listed on the DAM-Q are sorted by the member's rating, pay grade and then member name.

Summary data is provided concerning the total record count across all DAM-Q tabs.

- Total – A total count of all tabs summed together
- Action Required – A count of all PMAR's listed on the default tab 1 CMS Order, Action Required
- Action Not Required – A count of all working orders on tabs 2, 3 and 4

These summary counts will update based on the inclusion of any optional search criteria.

29.1 MNA Order, Action Required

This tab is the default display and contains a list of approved PMAR's that require the detailer deskcode in order to proceed to the order writing system. These PMAR's could be initiating, modifying or canceling orders. To initiate the orders in the order writing system, select the SUBMIT button.

If there is a communication interruption between MNA and the order writing system, the submit button will turn grey until the transaction is accepted. Once accepted, the PMAR record will move from the MNA Order, Action Required tab to the MNA Order, Action Complete tab.

The list of approved PMAR's is presented in a similar fashion as the Action List accessed from the Change Request Summary. Each record is expandable to view the workflow and the request details are viewable by selecting the Processing Status hyperlink.

29.1.1 Orders Search

Basic search criteria are provided to narrow the results in order to focus in on a particular PMAR type or specific member.

- Request Type
  - Default is all PMAR types
  - One, many or all can be selected
- Selected Date

  - Default is blank
  - Specific date or date range

- Personnel Criteria
  - Default is all personnel
- Billet/Position Criteria
  - Default is all billets/positions

The user also has the ability to save, restore and deleted previously saved searches. See section *1 Search for Activity Alignments* for additional information.

29.2 MNA Order, Action Complete

When the approved PMAR is sent to and accepted by the order writing system from the MNA Order, Action Required tab, it appears on this this tab. Additionally, any approved PMAR that was submitted by the Detailer will automatically appear on this tab. This provides the Enlisted Detailer a clear visual display of actions they have recently processed.

These PMAR's now actually represent working orders at various stages of processing within the order writing system, short of being released and assigned a DTG.

If for any reason working orders from this tab need to be recalled from the order writing system, a legacy UNPOST action is not permitted because the working orders are associated to an approved PMAR. To recall working orders associated to an approved PMAR, the PMAR must be Cancelled After Approval by the authorized user. This action will delete the working orders; update the PMAR from Approved to Cancelled; restore to their previous state the member and billet record.

If it is desired to merely recall the PMAR from the order writing system without cancelling the PMAR, use the RECALL button. Selecting the RECALL button will just delete the working orders and restage the PMAR on tab #1 of the Detailer Action Management Queue. No action against the PMAR will be taken.

The list of approved PMAR's is presented in a similar fashion as the Action List accessed from the Change Request Summary. Each record is expandable to view the workflow and the request details are viewable by selecting the Processing Status hyperlink.

29.2.1 Orders Search

Basic search criteria are provided to narrow the results in order to focus in on a particular PMAR type or specific member.

- Request Type
  - Default is all PMAR types
  - One, many or all can be selected
- Orders Status
  - W – Work
  - C – Chop

- R – Released – No DTG (Once DTG is assigned, orders are no longer displayed on DAM-Q. Must view on OID)
- NONE

- Posted Date
  - Default is blank
  - Specific date or date range
- Personnel Criteria
  - Default is all personnel
- Billet/Position Criteria
  - Default is all billets/positions

The user also has the ability to save, restore and deleted previously saved searches. See section *1 Search for Activity Alignments* for additional information.

29.3 EAIS Order, Action Not Required

- These orders were initiated solely in the order writing system and are not resident in MNA
- Examples are accession or ACC 342 orders
- View only
- No Detailer action is required

29.3.1 Orders Search

Basic search criteria are provided to narrow the results in order to focus in on a particular PMAR type or specific member.

- Orders Status
  - W – Work
  - C – Chop
  - R – Released – No DTG (Once DTG is assigned, orders are no longer displayed on DAM-Q. Must view on OID)
  - NONE
- Date Received
  - Default is blank
  - Specific date or date range
- Personnel Criteria
  - Default is all personnel

The user also has the ability to save, restore and deleted previously saved searches. See section *1 Search for Activity Alignments* for additional information.

29.4 MNA Order, Action Not Required

- These are MNA initiated orders that did not trigger a PMAR
- Orders are awaiting Detailer action in the order writing system
- If a recall or unpost action is required, the action must be taken from the application history or jobs page
- No Detailer action required

29.4.1 Orders Search

- Orders Status
  - W – Work
  - C – Chop
  - R – Released – No DTG (Once DTG is assigned, orders are no longer displayed on DAM-Q. Must view on OID)
  - NONE
- Posted Date
  - Default is blank
  - Specific date or date range
- Personnel Criteria
  - Default is all personnel
- Billet/Position Criteria
  - Default is all billets/positions

The user also has the ability to save, restore and deleted previously saved searches. See section *1 Search for Activity Alignments* for additional information.

30 LIMDU/Pregnancy Placement PMAR

The LIMDU and Pregnancy PMAR submission and adjudication processes are very similar and will be outlined together below. Differences will be noted where applicable.

LIMDU actions are taken when members are temporarily moved to shore duty due to a personal medical issue to allow time for treatment and convalescence.

Pregnancy actions are taken when a member becomes pregnant while serving on sea duty or in a remote area without proper medical care and are given an assignment to shore duty for the duration of their pregnancy and up to 12 months, post-partum.

When an AVAIL is externally received for a member requiring an assignment for the reason of LIMDU or pregnancy, the user can manually initiate a PMAR that will not only permit the workflow but also allow the identification and selection of the assignment location.

When identifying the assignment location, the system will present manning numbers for the entire activity as well as the LIMDU or pregnancy personnel population. This data will aid in selection of the appropriate activity for the member while trying not to create an overwhelming administrative burden for the management of this population at the activity.

30.1 Maintenance Tables

There are several maintenance tables that control how LIMDU and pregnancy PMAR's are handled and routed within the system.

- LIMDU Capacity Maintenance Table
  - Sets the maximum LIMDU personnel capacity percentage for activities based on their Billets Authorized (BA) count at the start of the LPW
  - The capacity percentage is established by the governing MCA
  - Placement actions that would exceed an activities capacity percentage will route a PMAR through workflow
- Pregnancy Capacity Maintenance Table
  - Sets the maximum Pregnancy personnel capacity percentage for activities based on their Billets Authorized (BA) count at the start of the LPW
  - The capacity percentage is established by the governing MCA
  - Placement actions that would exceed an activities capacity percentage will route a PMAR through workflow
- Pregnancy Code Maintenance Table
  - Identifies which DCAT codes define a Pregnancy status
  - Drives the SQD and Personnel Details indicator
  - Determines which personnel records are counted against an activity's pregnancy capacity, as displayed on the Activity Search Results
  - Use of the wildcard (%) links those entries. Deleting any entry that is associated to that particular wildcard (%) will delete all of that wildcard's entries.

    - Example: Deleting 1% - 100 will delete all 1% entries

- LIMDU Code Maintenance Table
  - Identifies which DCAT codes define a LIMDU status
  - Drives the SQD and Personnel Details indicator
  - Determines which personnel records are counted against an activity's LIMDU capacity, as displayed on the Activity Search Results
  - Use of the wildcard (%) links those entries. Deleting any entry that is associated to that particular wildcard (%) will delete all of that wildcard's entries.
    - Example: Deleting 1% - 100 will delete all 1% entries
- Requisition Comment Rules Maintenance Table
  - Certain requisition comments can require that a LIMDU or Pregnancy workflow be routed regardless of capacity for the activity assigned the comment
  - Identify the appropriate comment and check the box for Requires LIMDU (or Pregnancy) Workflow

30.2 Submission

The LIMDU or Pregnancy PMAR is manually initiated by the authorized user. The authorized user roles are an assignable capability based upon user SAAR-N form approval.

To initiate a LIMDU/Pregnancy PMAR, perform the following:

- Navigate to the CHANGE REQUEST tab, SUBMIT LIMDU (or PREGNANCY) REQUEST menu option to view the request submission page
- Search for member
  - Enter SSN or,
  - Enter member Name, partials are permitted, or DoDID
  - The system will display a list of names matching the search parameter including DoD-ID for each member record
  - Select the desired member record
- Click the Sailor Search button
  - The system populates the Sailor Identification Information section with the selected member's data
- Sailor Identification Information
  - Identifies the member and their current onboard activity
  - Sailor Qualifying Data (SQD) button
  - Orders Information Detail (OID) button
- Request History
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details

- LIMDU (or pregnancy) PMAR Request Information
  - Activity search (see Section 11 Activity Search for activity search procedures)
  - AVAIL Received Date
  - Proposed PRD
  - Estimated Date of Arrival (EDA)
  - Estimate Date of Delivery (for Pregnancy PMAR)
  - PMAR Reason – REQUIRED
  - Comments - REQUIRED
- Select SUBMIT button

30.3 Adjudication

All LIMDU and pregnancy placement actions initiate a PMAR however, not all will route through a workflow. In the event that a LIMDU or Pregnancy assignment exceeds the allowable capacity at the selected activity or the activity has a LIMDU or Pregnancy associated requisition comment, the PMAR will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see PMAR's awaiting their action on the Change Request Summary page in the Reviewer's View table under the LIMDU or Pregnancy section. The PMAR will appear when it is their role's turn to adjudicate the PMAR. If the PMAR does not route through a workflow, it is automatically approved and predefined system actions take place as outlined in section "E" below.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, LIMDU or Pregnancy section, click the hyperlink number indicating the number of PMAR's awaiting action. This displays the Action List which provides additional information for each PMAR represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the PMAR details pop-up.
C. Review submitted recommendation and comments.
   - Activity Search parameters
     - Lists the criteria used in the Activity Search for Rating, EMC, Projection Period and Service Component (Branch)
   - Sailor Identification Information
     - Identifies the member and their current onboard activity
     - NAME hyperlink provides access to the Personnel Details pop-up
     - Sailor Qualifying Data (SQD) button
     - Orders Information Detail (OID) button
   - Proposed Activity

- Provides information concerning the activity the member was selected for
- The Display Comment Rules button will present a pop-up with all the requisition comment rules associated to the activity
- All LIMDU and Pregnancy assignments are made to excess positions so no billet information is provided

- LIMDU (or Pregnancy) Capacity

  - Provides LIMDU (or pregnancy) personnel manning data for the proposed activity at the beginning of the Loss Projection Window (LPW) and the projection period used during the Activity Search. See details in section *11.2 LIMDU and Pregnancy Activity Search* Results
  - Two tables, one for Activity and one for Community matching the Activity Search parameter for Community
  - All counts at projection period or LPW include onboard personnel, Prospective Gains (PG) and Tentative Gains (TG)
  - The term "Attributable" includes onboard personnel and Tentative Gains (TG), and includes Prospective Gains (PG) if at a projection period or LPW

D. Enter Reviewer comments, REQUIRED.
E. Approve or Disapprove request.

- A final adjudication of Disapproved will:

  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR

- A final adjudication of Approved will:

  - Create an Excess Position
  - Reserve the excess position for the member
  - Select the member for the requisition
  - Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer posting action
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

30.4 Manning Details

When accessing the Activity Search page from either the LIMDU or Pregnancy PMAR submission form, the system will capture the type of PMAR and present results manning data for the appropriate PMAR type (i.e. LIMDU PMAR will result in LIMDU manning data in the search result). See section *11.2 LIMDU and Pregnancy Activity Search* Results for additional information concerning the manning data.

31 NEC Validation Maintenance Table

Navy Enlisted Classification Codes (NEC) are used extensively throughout the system on requisitions, billets, personnel, in comment rules, requisition category rules, restricted posting rules, to identify sensitive communities and other areas as well. The use of an NEC anywhere is the system is dependent upon that NEC being validated as a real NEC value with an associated description. The NEC being on the NEC Validation maintenance table confirms that validation and allows the NEC value and description to be used in the system. This validation is critical as the NEC may be used to control rules as well as alignment functions and establish requisition priority.

An NEC will only be visible in dropdowns and data entry fields if it resides on this table. This table is essentially an NEC look-up table for the system. NEC updates are provided every quarter that will add, change and delete NEC's.

To add, change or delete NEC information, navigate to the MANAGEMENT tab, NEC (Additions/Deletions), NEC Validation menu option to access NEC Validation maintenance table.

31.1 NEC search capability

Basic search functionality is provided to quickly find an NEC on the table that may be several pages deep in the table. To perform an NEC search:

- Enter NEC value into NEC field
- Select SEARCH button

31.2 Updates

The quarterly NEC updates can add new NEC, edit an existing NEC or delete an obsolete NEC. These changes must be made in order to keep the system functions working properly.

31.2.1 Add

- Select Add NEC button
- In the Update NEC pop-up box, enter NEC value
- Enter NEC description
- Select SAVE button

31.2.2 Change

- Select the pencil icon at the beginning of the desired NEC row
- Make edits in Update NEC pop-up box
- Select SAVE button

31.2.3 Delete

- Select red X circle icon at beginning of the desired NEC row
  - If the NEC is present on any system tables, the user will be presented with an alert listing the affected tables
  - The user is given the option to proceed with the delete or cancel the action
  - If desiring to proceed, select YES, otherwise NO

- If the NEC is present on other system tables and is deleted, several actions occur:
  - Immediate deletion from standard maintenance tables
  - On rules tables:
    - If the deleted NEC is the only NEC listed and no other criteria is defined, the entire rule is deleted
    - If multiple NEC's are listed or other criteria is defined, only the NEC is deleted and the rule remains
- If the NEC is not present on any other system tables, the NEC is deleted

A dropdown for Historical View is presented with the past 12 months' table settings available for viewing.

The table values can be exported to Excel by selecting the Excel icon at the top right of the table.

32 Orders Information Detail (OID)

The Orders Information Detail (OID) pop-up displays all released orders and any modifications. It also displays working orders that have been released to CHOP in the order writing system. The default display is the most currently released set of orders, in the absence of any working orders in CHOP, in which case the default display will be the working orders.

The OID is accessible in several locations within the system. It can be viewed from all PMAR's, the Personnel Details pop-up and the Active/FTS Personnel Detail page.

The OID contains information concerning the member's PCS transfer from one activity to another. The data includes:

- Orders Information Detail (this section is persistent regardless of which tab is selected)
  - Member Rate
  - Name
  - Date Time Group (DTG)
  - Originator (detailer)
  - ORDMOD #
  - Obligated Service date (Obliserv)
  - Delayed Reporting
  - Assignment Reason
  - Orders Status
  - Move Type
  - Customer Identification Number (CIC)
  - Number of Dependents Costed
  - O&MN Funds
  - MPN/RPN Funds
  - OPTAR Deskcode
  - Control Number
  - Detaching UIC
  - Detaching Activity Name
  - Estimated Date of Departure (EDD)
  - Ultimate UIC
  - Ultimate Activity Name
  - Estimated Date of Arrival (EDA)
  - Order modification button, for authorized users
  - Order cancel button, for authorized users
- Detaching Activity Tab
  - First Term Billet
  - First Term Billet Description
  - First Term Work

  - First Term Work Description
  - ACC
  - MCA
  - ATC
  - Geographic Location
  - Billet Title
  - MRT
  - BSC, with link to Billet Details
  - Rate
  - NEC(s)
  - FAC(s)

- Intermediate Activity Tab
  - Start Date
  - End Date
  - ACC
  - UIC
  - Activity name
  - ATC
  - GEOLOC
  - ENEC, Earned NEC
  - Course Name
  - Class #
  - CDP

- Ultimate Activity Tab
  - First Term Billet
  - First Term Billet Description
  - First Term Work
  - First Term Work Description
  - SSC
  - MCA
  - ATC
  - Geographic Location
  - Billet Title
  - MRT
  - BSC, with link to Billet Details
  - Rate
  - NEC(s)
  - FAC(s)
  - Assigned Rate
  - DNEC1

- DNEC2
- ACC of Orders
- PRD of Orders
- Assigned Rate Reason
- DNRC1
- DNRC2

Updates to the OID occur when status changes occur in the order writing system, beginning with CHOP. Each status change after that will transmit the update to the OID until final release.

If the status change reverts rather than proceeds forward, a signal will be sent to the OID to revert back to the previous state, which in most cases will delete any modification data and reset to the last released set of orders.

The OID will display all orders data that is resident in the order writing system, whether the orders initiated in MNA or the order writing system provide final release has not occurred and no DTG is assigned. This includes:

- MNA initiated orders
- Accession orders (no MNA associated selection/posting)
- ACC 342 orders (no MNA associated selection/posting)
- Retirements/Separations orders (no MNA associated selection/posting)

The OID information can be exported in Excel format by selecting the Excel icon in the upper right corner of the pop-up. This does not produce the same formatted orders as is displayed in officially released message format.

33 Personnel Manning Action Requests (PMAR)

Personnel Manning Action Requests (PMAR) are system or user initiated requests used to process enlisted manning actions though a system workflow. In some cases, a system action will initiate the PMAR (systemic) or the user can initiate (manual). Once submitted the PMAR must also be fully adjudicated in order to complete the action.

If a PMAR is approved the system will take a pre-defined action based on the PMAR type. PMAR's can also be disapproved or repealed (canceled after approval) in certain circumstances. A repeal action will not be permitted should the action result in a canceled set of PCS orders.

Systemic initiation occurs when specific user actions are taken and the system recognizes pre-established parameters surrounding the action and initiates the correct PMAR.

Manual initiation can either be from the billet or member perspective, depending on the PMAR type. Billet initiation is from the Billet Details pop-up and Member initiation is from the Personnel Details pop-up or Active/FTS Personnel Detail page.

The PMAR types that will be available are determined by the status of the billet or member (i.e. if the member is not under orders, no Divert would be permitted)

Once a PMAR has been submitted, the associated member and billet cannot be used in any other PMAR type until the pending PMAR has been fully adjudicated.

There is a scenario whereby the billet associated to a PMAR can be withdrawn while the PMAR is still in a pending status. Should this occur, the PMAR will be routed to the next workflow participant who will only have the option to cancel the PMAR. System generated comments will be attached to the PMAR indicating the reason for the forced cancellation. Upon cancellation, the member's record will be released and further manning actions can be taken.

The timely processing of PMARs by all stakeholders is highly desired so that the period of uncertainty for the Sailor, the Losing Command, and the Gaining Command are minimized. The expectation is that any stakeholders resident at Navy Personnel Command (Detailer, Placement Coordinator, Rating Specialist/Evaluator, Placement Coordinator Lead) review and provide recommendation on PMARs in their queue on a daily basis, and should not exceed three days (including weekends and holidays) in any stakeholders queue. Type Commanders/Budget Submitting Offices and Manning Control-Readiness reviews should not exceed five days (including weekends and holidays). Type Commands/Budget Submitting Offices who exceed 5 days with a PMAR in their queue will be bypassed with a default "Approve" and a comment to the effect of "Approved for routing purposes only". Additional after-the-fact comments can be provided by the Type Commander/Budget Submitting Office for the PMAR record and review by follow-on stakeholders by using the pencil icon on the respective row the right hand side of the PMAR. Once a stakeholder provides their recommendation, it CANNOT be changed.

33.1 Safety Assignment PMAR (T)

When concerns for the safety and well-being of Service members and/or their dependents dictate a permanent change of station (PCS) transfer prior to normal projected rotation date, a safety move or expedited transfer may be authorized. To prevent disclosure of the Sailor's ultimate UIC to those without "need to know," orders for this type of assignment are handled manually. System support is required for identifying (tagging) Sailors for safety transfer, identifying a billet to which the Sailor will be assigned, and routing the request for Safety Assignment to those who are responsible for expediting the transfer. The underlying principle is that information about the transfer must be strictly guarded until the member is received onboard the new activity.

The process for making a safety assignment begins with tagging a Sailor who has been identified as requiring a safety move. When a job match is proposed for a tagged Sailor, the system automatically generates a PMAR that will be routed according to the Safety Assignment PMAR workflow that is in effect at the time of the selection. The tag ensures that the Sailor's assignment is not displayed in MNA to those without "need to know" and that information about the assignment is not sent to the order writing system. The tag also prevents the Sailor from being included in any subsequent manning actions.

33.1.1 Safety Tag Application

To initiate a safety assignment action, begin with tagging the affected member's record.

- From the Personnel Details pop-up or the Active/FTS Personnel Details page, select the TAG SAILOR button
- On the Personnel Tag Submission form, select the Type Safety
- Select a reason from the dropdown
- Enter free text comments
- Select the SAVE button
- Select OK when notified of successful tag submission

Applying the Safety tag does not initiate a Safety PMAR. The tag identifies the member as being a safety assignment candidate and restricts access to their information as well as actions that can be done against their record. The member's record will now be visible on the Safety Tag List, where all member records with a Safety tag are managed.

To view the Safety Assignment Tag List, navigate to the Change Request tab, Safety Assignment Tag List menu option. The list will display all members who currently have a Safety tag applied to their record. The tag list performs similarly to the PMAR Action List. To review functionality, refer to section *16.2 Action List* View. If the member record has a Safety PMAR initiated the Action List row can be expanded to view the workflow.

To remove the Safety tag, from the Safety Assignment Tag List:

- Select the red "X" to the left of the member record
- Enter free text comments
- Select the SUBMIT button

33.1.2 Submission

The Safety Assignment PMAR is initiated during the job selection process. That being the case, the only roles that would have the capability to initiate a Safety Assignment PMAR would be those roles that can select a member for a job.

The Safety Assignment PMAR is automatically triggered when a member tagged for Safety Assignment is selected for a requisition. The user will be prompted with a warning that a Safety Assignment PMAR is required with the option to continue or not. If the user opts to continue the system will display the Safety Assignment PMAR submission form in a pop-up window.

Most Safety Assignment job selections will occur from a Placement requisition (blue Job category) where no sailor application is required and the selection process is not dependent upon the system phase.

33.1.2.1 Submission Form

To finish the Safety Assignment PMAR submission process, review and complete the following sections:

- Sailor Identification Information
  - Identifies the member and their current onboard activity
  - Safety Assignment PMAR reason – this is from the tagging action
  - Enter free text comments
- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- Proposed Job Information
  - Provides information concerning the billet for which the member was selected
  - The BSC provides access to the Billet Details pop-up
- Sailor Qualifying Data (SQD)
  - Provides additional member data to assist in PMAR adjudication
- Orders Information Detail (OID) button
  - Provides access to existing orders information
- Select SUBMIT button

33.1.3 **Adjudication**

Once the Safety Assignment PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Safety Assignments awaiting their action on the Change Request Summary page in the Reviewer's View table under the Safety Assignment section. The Safety Assignment will appear when it is their role's turn to adjudicate the Safety Assignment PMAR.

Safety Assignment PMAR's will only appear on the Change Request Summary Reviewer's View and Submitter's View tables. They no not display on the Manager's View table. Safety Assignment PMAR's must be managed from the Safety Assignment Tag list.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Safety Assignment, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Safety Assignment section, click the hyperlink number indicating the number of Safety Assignments awaiting action. This displays the Action List which provides additional information for each Safety Assignment represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Safety Assignment Details pop-up.
C. Review submitted Safety Assignment recommendation and comments.

- Sailor Identification Information
  - Identifies the member and their current onboard activity
  - NAME hyperlink provides access to the Personnel Details pop-up
- Proposed Job
  - Provides information concerning the billet for which the member was selected
  - The BSC provides access to the Billet Details pop-up
- Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
- Orders Information Detail (OID) button – provides access to any existing orders information

D. Enter comments, REQUIRED.
E. Approve or Disapprove request.

- A final adjudication of Disapproved will:
  - Deselect the member for the requisition
  - Move the PMAR to the COMPLETED column on the Change Request Summary Submitter's view table
  - Historically record the disapproved PMAR
  - Safety Assignment tag will persist. Must be removed manually if no longer desired
- A final adjudication of Approved will:
  - Reserve (restricted reservation) the job for the member
  - Move the PMAR to the COMPLETED column on the Change Request Summary Submitter's view table
  - Safety Assignments are not processed to the order writing system so the approved PMAR will not be displayed on the DAM-Q
  - Historically record the approved PMAR

Once a member's record has been tagged for a Safety Assignment, any subsequent job selection and PMAR record are strictly controlled by the system. Users must be given specific permissions to view these records. No information is sent to the order writing system upon PMAR approval. Systemically, the PMAR is for tracking purposes only. Eventual PCS orders will be managed external to the system. Once the member is gained to full duty at the UIC identified in the PMAR, the Safety Assignment tag will be systemically removed from their record. The member will be aligned to the job in the approved PMAR based on the reservation.

Managers can access the approved PMAR to enter PCS costing estimates. This aids in future reporting and analysis. To enter costing information:

- Navigate to the Change Request tab, Safety Assignment Tag List menu option
- For the desire record, select the Completed status hyperlink
- In the Proposed Job section, enter the appropriate costing information in the FUNDING field
- Select the SUBMIT FUNDING button

This action will add this additional information to the historical PMAR record based on the PCS cost associated to the externally generated orders.

33.2 Humanitarian (HUMS) Assignment PMAR (T)

A reassignment for humanitarian reasons (HUMS) provides a Sailor time away from operational commitments to manage unexpected non-financial hardships that require the member's presence and cannot be alleviated during a period of earned leave. Examples include the severe illness of a family member, death of a spouse or child, or a divorce in which the member is awarded custody of minor children and must arrange for their care.

The HUMS process begins with a user tagging Sailors who have been identified for the program. When tagged members are selected for a job, the system automatically generates a PMAR that will be routed according to the HUMS PMAR workflow that is in effect at the time of the selection. The tag prevents the Sailor from being included in any subsequent manning actions.

33.2.1 HUMS Tag Application

To initiate a HUMS assignment action, begin with tagging the affected member's record.

- From the Personnel Details pop-up or the Active/FTS Personnel Details page, select the TAG SAILOR button
- On the Personnel Tag Submission form, select the Type HUMS
- Select a reason from the dropdown
- Enter free text comments
- Select the SAVE button
- Select OK when notified of successful tag submission

Applying the HUMS tag does not initiate a HUMS PMAR. The tag identifies the member as being a HUMS assignment candidate and restricts the actions that can be done against their record. The member's record will now be visible on the HUMS Tag List, where all member records with a HUMS tag are managed.

To view the HUMS Tag List, navigate to the Change Request tab, HUMS Tag List menu option. The list will display all members who currently have a HUMS tag applied to their record. The tag list performs similarly to the PMAR Action List. To review functionality, refer to section *16.2 Action List* View. If the member record has a HUMS PMAR initiated the Action List row can be expanded to view the workflow.

To remove the HUMS tag, from the HUMS Tag List:

- Select the red "X" to the left of the member record
- Enter free text comments
- Select the SUBMIT button

33.2.2 Submission

The Humanitarian Assignment PMAR is initiated during the job selection process. That being the case, the only roles that would have the capability to initiate a Safety Assignment PMAR would be those roles that can select a member for a job.

The Humanitarian Assignment PMAR is automatically triggered when a member tagged for Humanitarian Assignment is selected for a requisition. The user will be prompted with a warning that a Humanitarian Assignment PMAR is required with the option to continue or not. If the user opts to continue the system will display the Humanitarian Assignment PMAR submission form in a pop-up window.

Most Humanitarian Assignment job selections will occur from a Placement requisition (blue Job category) where no sailor application is required and the selection process is not dependent upon the system phase.

33.2.2.1 Submission Form

To finish the Humanitarian Assignment PMAR submission process, review and complete the following sections:

- Sailor Identification Information
  - Identifies the member and their current onboard activity
  - Humanitarian Assignment PMAR reason – this is from the tagging action
  - Enter free text comments
- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- Proposed Job Information
  - Provides information concerning the billet for which the member was selected
  - The BSC provides access to the Billet Details pop-up
- Sailor Qualifying Data (SQD)
  - Provides additional member data to assist in PMAR adjudication
- Orders Information Detail (OID) button
  - Provides access to existing orders information
- Select SUBMIT button

33.2.3 Adjudication

Once the Humanitarian Assignment PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Humanitarian Assignments awaiting their action on the Change Request Summary page in the Reviewer's View table under the Humanitarian Assignment section. The Humanitarian Assignment will appear when it is their role's turn to adjudicate the Humanitarian Assignment PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Humanitarian Assignment, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Humanitarian Assignment section, click the hyperlink number indicating the number of Humanitarian Assignments awaiting action. This displays the Action List which provides additional information for each Humanitarian Assignment represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Humanitarian Assignment Details pop-up.
C. Review submitted Humanitarian Assignment recommendation and comments.
    - Sailor Identification Information
        - Identifies the member and their current onboard activity
        - NAME hyperlink provides access to the Personnel Details pop-up
    - Proposed Job
        - Provides information concerning the billet for which the member was selected
        - The BSC provides access to the Billet Details pop-up
    - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
    - Orders Information Detail (OID) button – provides access to any existing orders information
D. Enter comments, REQUIRED.
E. Approve or Disapprove request.
    - A final adjudication of Disapproved will:
        - Deselect the member for the requisition
        - Move the PMAR to the COMPLETED column on the Change Request Summary Submitter's view table
        - Historically record the disapproved PMAR
        - Humanitarian Assignment tag will persist. Must be removed manually if no longer desired
    - A final adjudication of Approved will:

- Move the PMAR to the COMPLETED column on the Change Request Summary Submitter's view table
- Display on the appropriate Detailer's DAM-Q for action
- Historically record the approved PMAR

Once a member's record has been tagged for a Humanitarian Assignment, any subsequent job selection and PMAR record are strictly controlled by the system. Users must be given specific permissions to view these records. Once the member is gain to full duty at the UIC identified in the PMAR and their ACC changes to either 104 or 354, the Humanitarian Assignment tag will be systemically removed from their record. The member will be aligned to the job in the approved PMAR based on the reservation.

33.3 Pregnancy Assignment PMAR (T)

All pregnancy placement decisions will generate a Pregnancy PMAR, however; only those placement decisions that exceed the pregnancy capacity of the activity or are to activities with requisition comments limiting pregnancy assignments will be routed through the workflow. If the pregnancy capacity is not exceeded and there are no limiting comments, then the Pregnancy PMAR is auto-approved upon submission for historical tracking. Pregnancy placement is covered in section *30 LIMDU/Pregnancy Placement PMAR*.

33.4 LIMDU Assignment PMAR (T)

All Limited Duty (LIMDU) placement decisions will generate a LIMDU PMAR, however; only those placement decisions that exceed the LIMDU capacity of the activity or are to activities with requisition comments limiting LIMDU assignments will be routed through the workflow. If the LIMDU capacity is not exceeded and there are no limiting comments, then the LIMDU PMAR is auto-approved upon submission for historical tracking. LIMDU/Pregnancy placement is covered in section *30 LIMDU/Pregnancy Placement PMAR*.

33.5 Divert PMAR

A Divert PMAR is required when modifying the ultimate activity on a set of released PCS orders. While a Divert is merely an MCA directed order modification, because of the change in UIC, awareness from the original activity chain of command is necessary for planning purposes.

33.5.1 Submission

A Divert PMAR can be either systemically or manually initiated. Systemic initiation is triggered by the subsequent selection of a member currently under released PCS orders to another requisition at a different UIC. A subsequent selection is not required if only changing the billet alignment at the ordered activity. In this case perform member realignment as outlined in section *18.4* Realignment.

Manual Divert submission can be either member or billet focused. Access to the submission form if submitting from the member perspective is via the dropdown menu on the Personnel Details pop-up or the SUBMIT PMAR button on the Active Duty/FTS Personnel Detail page. From the billet perspective access is via Billet Details pop-up SUBMIT PMAR button.

- When initiating the PMAR manually from the member perspective, the member information will be pre-populated on the submission form. A search must be done to identify the desired billet for the PMAR or request an excess position.
- When initiating the PMAR manually from the billet perspective, the billet information will be pre-populated on the submission form. A search must be done to identify the desired member for the PMAR.
- When initiating the PMAR from a subsequent job selection, both the member and billet data will be prepopulated on the submission form.

33.5.1.1 Billet Initiation

A Divert PMAR is initiated from the billet perspective when system navigation is on the billet. This prevents having to navigate away from active pages.

- From the billet BSC hyperlink, select the SUBMIT PMAR button
  - Wherever this BSC hyperlink is presented, the authorized user can initiate a Divert PMAR
- From the presented dropdown, select Divert
  - The system presents the Divert submission form with the billet data prepopulated
- Search for member
  - Enter SSN or,
  - Enter member Name (partials are permitted) or DoDID
  - The system will display a list of names matching the search parameter including DoD-ID for each member record
  - Select the desired member record
- Click the Add Sailor button
  - The system populates the Sailor Identification Information section with the selected member's data
- Sailor Identification Information
  - Member's identifying information
  - Orders status
  - EDA – Estimated Date of Arrival - REQUIRED
    - Enter the date that the member will be required to report to the Divert activity
  - PMAR Reason - REQUIRED
    - Enter the reason for this Divert action from the provided responses
  - Comments – REQUIRED
    - Enter amplifying information concerning the reason for the Divert action
- Request History Details
  - Provides a list of all previous requests for the member

- VIEW button provides access to the request details if authorized

- Job Information
  - UIC
  - Activity Name
  - MRT
  - BSC
  - Rate
  - NEC(s)
  - FAC(s)
  - Service Component
  - Alignment Status
- Sailor Qualifying Data (SQD) button
- Orders Information Detail (OID) button
- Select the SUBMIT button

33.5.1.2 Member Initiation

A Divert PMAR is initiated from the member perspective when user focus is on the member's Personnel Details information. This prevents having to navigate away from active pages.

- From the Personnel Details pop-up or the Active/FTS Personnel Details page, select the SUBMIT PMAR button
- From the presented dropdown, select Divert
  - The system presents the Divert submission form with the billet data prepopulated
- Search for Billet
  - In the *Enter UIC or ACTIVITY NAME* box, found in the Job Information section, enter the desired UIC or Activity name
  - The UIC/Activity name field will auto-populate as the user enters data
  - Select the desired UIC/Activity name from the pre-populated list
  - In the Enter BSC box, enter the desired BSC
    - Alternatively, the user may select the Create Excess Position option
  - Select the Billet Search button
  - The system presents the user with a pop-up displaying the search billet info
  - In the billet info in correct, click the SELECT button. If not, exit the pop-up and re-enter a different UIC and/or BSC as needed.
  - The system populates the billet data on the Divert submission form
- Sailor Identification Information
  - Member's identifying information
  - Orders status
  - EDA – Estimated Date of Arrival - REQUIRED

    - Enter the date that the member will be required to report to the Divert activity
  - PMAR Reason - REQUIRED
    - Enter the reason for this Divert action from the provided responses
  - Comments – REQUIRED
    - Enter amplifying information concerning the reason for the Divert action

- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details, if authorized
- Job Information
  - UIC
  - Activity Name
  - MRT
  - BSC
  - Rate
  - NEC(s)
  - FAC(s)
  - Service Component
  - Alignment Status
- Sailor Qualifying Data (SQD) button
- Orders Information Detail (OID) button
- Select the SUBMIT button

33.5.1.3 Job Selection Initiation

The Divert PMAR will be initiated automatically during the job selection process if the member currently has a set of released PCS orders and is selected for another job at a different UIC. The system will present the user alerts indicating this condition and prompt to continue. If the user continues, the Divert PMAR submission form will be presented prepopulated with the billet and member information. The user is required to complete the EDA, PMAR Reason and Comment fields as outlined above, before submitting.

33.5.2 Adjudication

Once the Divert PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Diverts awaiting their action on the Change Request Summary page in the Reviewer's View table under the Divert section. The Divert will appear when it is their role's turn to adjudicate the Divert PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Divert PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Divert section, click the hyperlink number indicating the number of Diverts awaiting action. This displays the Action List which provides additional information for each Divert represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Divert Details pop-up.
C. Review submitted Divert recommendations and comments.

- Sailor Identification Information
  - Member information
  - Member's onboard activity information
  - Member's current orders status
- Sailor's Original Orders
  - Rate
  - Service Component
  - MRT
  - EDA
  - UIC
  - Activity Name
  - BSC
  - NEC(s)
  - FAC(s)
  - TUM
  - Current Deployment Action
  - Current Deployment Action Start Date
  - Next deployment Action
  - Next deployment Action Start Date
- Proposed Job
  - UIC
  - Rate
  - Activity Name
  - BSC
  - MRT
  - NEC(s)
  - FAC(s)
  - Service Component
  - Requesting New Excess Position
  - Current Deployment Action
  - Current Deployment Action Start Date
  - Next deployment Action

- Next deployment Action Start Date
- Rating Mismatch
- Pay Grade Mismatch
- Service Component Mismatch
- TUM
- Proposed Arrival Date

- Manning Details
  - Provides personnel manning data for the ordered and proposed (Divert) activities at the beginning of the Loss Projection Window (LPW) assuming the Divert PMAR is approved
  - Two sets of manning data, Activity Duty and Full Time Support (FTS)
  - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
  - Orders Information Detail (OID) button – provides access to existing orders information

D. Reviewer Comments – REQUIRED, if recommending disapproval
E. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Release the member and the billet
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer posting action
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

33.6 Crossdeck PMAR

A Crossdeck is the transferring of a member from one sea duty activity to another, outside of their orders negotiation window and with no PCS order on file, to fill a critical vacancy and improve overall mission capability at the gaining activity.

33.6.1 Submission

A Crossdeck PMAR can be either systemically or manually initiated. Systemic initiation is triggered by the selection of a sea duty member not currently in their orders negotiation window to a sea duty requisition.

Manual Crossdeck submission can be either member or billet focused. Access to the submission form if submitting from the member perspective is via the SUBMIT PMAR button on the Personnel Details pop-up or the SUBMIT PMAR button on the Active Duty/FTS Personnel Detail page. From the billet perspective access is via the Billet Details pop-up SUBMIT PMAR button.

- When initiating the PMAR manually from the member perspective, the member information will be pre-populated on the submission form. A search must be done to identify the desired billet for the PMAR or request an excess position.
- When initiating the PMAR manually from the billet perspective, the billet information will be pre-populated on the submission form. A search must be done to identify the desired member for the PMAR.
- When initiating the PMAR from a subsequent job selection, both the member and billet data will be prepopulated on the submission form.

33.6.1.1 Billet Initiation

A Crossdeck PMAR is initiated from the billet perspective when system navigation is on the billet. This prevents having to navigate away from active pages.

- From the billet BSC hyperlink, select the SUBMIT PMAR button
  - Wherever this BSC hyperlink is presented, the authorized user can initiate a Crossdeck PMAR
- From the presented dropdown, select Crossdeck
  - The system presents the Crossdeck submission form with the billet data prepopulated
  - If the billet is ineligible for the Crossdeck request (job is encumbered or has a PG/TG aligned), the user will get an alert stating that this is an invalid PMAR type
- Search for member
  - Enter SSN or
  - Enter member Name (partials are permitted) or DoDID
  - The system will display a list of names matching the search parameter including DoD-ID for each member record
  - Select the desired member record
- Click the Add Sailor button
  - The system populates the Sailor Identification Information section with the selected member's data
- Sailor Identification Information
  - Member's identifying information
  - Sailor Qualifying Data (SQD) button
- Job Information
  - UIC
  - Activity Name

  - MRT
  - BSC
  - Rate
  - NEC(s)
  - FAC(s)
  - Service Component
  - Alignment Status

- Request History Details (once member is identified)
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details

- Crossdeck PMAR Request Information
  - EDA – Estimated Date of Arrival - REQUIRED
    - Enter the date that the member will be required to report to the Crossdeck activity
  - PMAR Reason - REQUIRED
    - Enter the reason for this Crossdeck action from the provided responses
  - Comments – REQUIRED
    - Enter amplifying information concerning the reason for the Crossdeck action
  - Select the SUBMIT button

33.6.1.2 Member Initiation

A Crossdeck PMAR is initiated from the member perspective when user focus is on the member's Personnel Details information. This prevents having to navigate away from active pages.

- From the Personnel Details pop-up or the Active/FTS Personnel Details page, select the SUBMIT PMAR button
- From the presented dropdown, select Crossdeck
  - The system presents the Crossdeck submission form with the billet data prepopulated
  - This option is only displayed to the user if the selected member is eligible for a Crossdeck action (i.e. on sea duty, not in their orders negotiation window and not under orders already)

- Search for Billet
  - In the *Enter UIC or ACTIVITY NAME* box, field found in the Job Information section, enter the desired UIC or Activity name
  - The UIC/Activity name field will auto-populate as the user enters data
  - Select the desired UIC/Activity name from the pre-populated list
  - In the Enter BSC box, enter the desired BSC
    - Alternatively, the user may select the Create Excess Position option

- Select the Billet Search button
- The system presents the user with a pop-up displaying the search billet info
- In the billet info in correct, click the SELECT button. If not, exit the pop-up and re-enter a different UIC and/or BSC as needed.
- The system populates the billet data on the Crossdeck submission form

- Sailor Identification Information
  - Member's identifying information
  - Sailor Qualifying Data (SQD) button
- Job Information
  - UIC
  - Activity Name
  - MRT
  - BSC
  - Rate
  - NEC(s)
  - FAC(s)
  - Service Component
  - Alignment Status
- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- Crossdeck PMAR Request Information
  - EDA – Estimated Date of Arrival - REQUIRED
    - Enter the date that the member will be required to report to the Crossdeck activity
  - PMAR Reason - REQUIRED
    - Enter the reason for this Crossdeck action from the provided responses
  - Comments – REQUIRED
    - Enter amplifying information concerning the reason for the Crossdeck action
  - Select the SUBMIT button

33.6.1.3 Job Selection Initiation

The Crossdeck PMAR will be initiated automatically during the job selection process if the sea duty member is not currently in their orders negotiation window and has no PCS orders on file, and is selected for a job at a sea duty activity. The system will present the user alerts indicating this condition and prompt to continue. If the user continues, the Crossdeck PMAR submission form will be presented prepopulated with the billet and member information. The user is required to complete the EDA, PMAR Reason and Comment fields as outlined above, before submitting.

33.6.2 Adjudication

Once the Crossdeck PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Crossdecks awaiting their action on the Change Request Summary page in the Reviewer's View table under the Crossdeck section. The Crossdeck will appear when it is their role's turn to adjudicate the Crossdeck PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Crossdeck PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Crossdeck section, click the hyperlink number indicating the number of Crossdecks awaiting action. This displays the Action List which provides additional information for each Crossdeck represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Crossdeck Details pop-up.
C. Review submitted Crossdeck recommendations and comments.

- Sailor Identification Information
  - Member name
  - Rate
  - Service Component
  - MRT
  - UIC
  - Activity name
  - BSC
  - NEC(s)
  - FAC(s)
  - Billet rate
  - Current Deployment Action
  - Current Deployment Action Start Date
  - Next Deployment Action
  - Next Deployment Action Start Date
- Proposed Job
  - UIC
  - Rate
  - Activity name
  - BSC
  - MRT
  - NEC(s)
  - FAC(s)

  - Service Component
  - Requesting New Excess Position
  - Current Deployment Action
  - Current Deployment Action Start Date
  - Next Deployment Action
  - Next Deployment Action Start Date
  - Rating Mismatch
  - Pay Grade Mismatch
  - Service Component Mismatch
  - TUM
  - Proposed Arrival Date

- Manning Details
  - Provides personnel manning data for the onboard and Crossdeck activities at the beginning of the Loss Projection Window (LPW) assuming the Crossdeck PMAR is approved
  - Two sets of manning data, Activity Duty and Full Time Support (FTS)
  - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
  - Orders Information Detail (OID) button – provides access to existing orders information (this should not be active for a Crossdeck as there should be no PCS orders on file)

D. Comments – REQUIRED if recommending disapproval
E. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Release the member and the billet
  - Historically record the disapproved PMAR

- A final adjudication of Approved will:
  - Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer posting action
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

33.7 COMPTOUR PMAR

A Completion of Tour (COMPTOUR) assignment is the PCS transfer of a member from one shore duty activity to another outside of their orders negotiation window and with no PCS order on file, to fill a critical vacancy and improve overall mission capability at the gaining activity.

33.7.1 Submission

A COMPTOUR PMAR can be either systemically or manually initiated. Systemic initiation is triggered by the selection of a shore duty member not currently in their orders negotiation window to shore duty requisition.

Manual COMPTOUR submission can be either member or billet focused. Access to the submission form if submitting from the member perspective is via the dropdown menu on the Personnel Details pop-up or the SUBMIT PMAR button on the Active Duty/FTS Personnel Detail page. From the billet perspective access is via Billet Details pop-up SUBMIT PMAR button.

- When initiating the PMAR manually from the member perspective, the member information will be pre-populated on the submission form. A search must be done to identify the desired billet for the PMAR or request an excess position.
- When initiating the PMAR manually from the billet perspective, the billet information will be pre-populated on the submission form. A search must be done to identify the desired member for the PMAR.

When initiating the PMAR from a job selection, both the member and billet data will be prepopulated on the submission form.

33.7.1.1 Billet Initiation

A COMPTOUR PMAR is initiated from the billet perspective when system navigation is on the billet. This prevents having to navigate away from active pages.

- From the billet BSC hyperlink, select the SUBMIT PMAR button on the Billet Details pop-up
  - Wherever this BSC hyperlink is presented, the authorized user can initiate a COMPTOUR PMAR
- From the presented dropdown, select Completion of Tour
  - The system presents the COMPTOUR submission form with the billet data prepopulated
  - If the billet is ineligible for the COMPTOUR request (job is encumbered or has a PG/TG aligned), the user will get an alert stating that this is an invalid PMAR type
- Search for member
  - Enter SSN or,
  - Enter member Name, partials are permitted, or DoDID
  - The system will display a list of names matching the search parameter including DoD-ID for each member record
  - Select the desired member record
- Click the Add Sailor button
  - The system populates the Sailor Identification Information section with the selected member's data

- Sailor Identification Information
  - Member's identifying information
  - Sailor Qualifying Data (SQD) button
- Job Information
  - UIC
  - Activity Name
  - MRT
  - BSC
  - Rate
  - NEC(s)
  - FAC(s)
  - Service Component
  - Alignment Status
- Request History
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- COMPTOUR PMAR Request Information
  - EDA – Estimated Date of Arrival - REQUIRED
    - Enter the date that the member will be required to report to the COMPTOUR activity
  - PMAR Reason - REQUIRED
    - Enter the reason for this COMPTOUR action from the provided responses
  - Comments – REQUIRED
    - Enter amplifying information concerning the reason for the COMPTOUR action
  - Select the SUBMIT button

33.7.1.2 Member Initiation

A COMPTOUR PMAR is initiated from the member perspective when user focus is on the member's Personnel Details information. This prevents having to navigate away from active pages.

- From the Personnel Details pop-up or the Active/FTS Personnel Details page, select the SUBMIT PMAR button
- From the presented dropdown, select Completion of Tour
  - The system presents the COMPTOUR submission form with the billet data prepopulated
  - The COMPTOUR option will only be available in the drop down if the Sailor is eligible for this type of action (not in their ONW, serving on shore duty and not under orders)
- Search for Billet

- In the *Enter UIC or ACTIVITY NAME* box found in the Job Information section, enter the desired UIC or Activity name
- The UIC/Activity name field will auto-populate as the user enters data
- Select the desired UIC/Activity name from the pre-populated list
- In the Enter BSC box, enter the desired BSC
  - Alternatively, the user may select the Create Excess Position option
- Select the Billet Search button
- The system presents the user with a pop-up displaying the search billet info
- In the billet info in correct, click the SELECT button. If not, exit the pop-up and re-enter a different UIC and/or BSC as needed.
- The system populates the billet data on the COMPTOUR submission form

- Sailor Identification Information
  - Member's identifying information
  - Sailor Qualifying Data (SQD) button
- Job Information
  - UIC
  - Activity Name
  - MRT
  - BSC
  - Rate
  - NEC(s)
  - FAC(s)
  - Service Component
  - Alignment Status
- Request History
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- COMPTOUR PMAR Request Information
  - EDA – Estimated Date of Arrival - REQUIRED
    - Enter the date that the member will be required to report to the COMPTOUR activity
  - PMAR Reason - REQUIRED
    - Enter the reason for this COMPTOUR action from the provided responses
  - Comments – REQUIRED
    - Enter amplifying information concerning the reason for the COMPTOUR action
  - Select the SUBMIT button

33.7.1.3 Job Selection Initiation

The COMPTOUR PMAR will be initiated automatically during the job selection process if the shore duty member is not currently in their orders negotiation window and has no PCS orders on file, and is selected for job at a shore duty activity. The system will present the user alerts indicating this condition and prompt to continue. If the user continues, the COMPTOUR PMAR submission form will be presented prepopulated with the billet and member information. The user is required to complete the EDA, PMAR Reason and Comment fields as outlined above, before submitting.

33.7.2 Adjudication

Once the COMPTOUR PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see COMPTOURs awaiting their action on the Change Request Summary page in the Reviewer's View table under the COMPTOUR section. The COMPTOUR will appear when it is their role's turn to adjudicate the COMPTOUR PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the COMPTOUR PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, COMPTOUR section, click the hyperlink number indicating the number of COMPTOURs awaiting action. This displays the Action List which provides additional information for each COMPTOUR represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the COMPTOUR Details pop-up.
C. Review submitted COMPTOUR recommendations and comments.

- Sailor Identification Information
  - Member name
  - Rate
  - Service Component
  - MRT
  - UIC
  - Activity name
  - BSC
  - Orders Status
  - NEC(s)
  - FAC(s)
- Proposed Job
  - UIC
  - Rate
  - Activity name
  - BSC

  - MRT
  - NEC(s)
  - FAC(s)
  - Service Component
  - Requesting New Excess Position
  - Rating Mismatch
  - Pay Grade Mismatch
  - Service Component Mismatch
  - TUM
  - Proposed Arrival Date

- Manning Details
  - Provides personnel manning data for the onboard and COMPTOUR activities at the beginning of the Loss Projection Window (LPW) assuming the COMPTOUR PMAR is approved
  - Two sets of manning data, Activity Duty and Full Time Support (FTS)
  - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
  - Orders Information Detail (OID) button – provides access to existing orders information (this should not be active for a COMPTOUR as there should be no PCS orders on file)

D. Comments – REQUIRED if recommending disapproval

E. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Release the member and the billet
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer posting action
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

33.8 Service Component Substitution PMAR (T)

The Service Component Substitution PMAR is a systemically initiated request as a result of a service component (Active and Full Time Support(FTS)/Training and Administration of the Reserve (TAR)) mismatch between the member and the requisition during the job selection process. Initiation of the Service Component Substitution is automatic and no user action is required. Additionally, the user may not bypass the Service Component Substitution PMAR when required.

33.8.1 Submission

The Service Component Substitution PMAR is initiated during the job selection process. That being the case, the only roles that would have the capability to initiate a Service Component Substitution PMAR would be those roles that can select a member for a job.

The Service Component Substitution PMAR initiation is automatic based on a predefined business rule stating "when a member is selected for a requisition that requires a service component that does not match the member's service component." The system will process the business rule and present the user with warning that a Service Component Substitution PMAR is required with the option to continue or not. If the user opts to continue the system will display the Service Component Substitution PMAR submission form in a pop-up window.

33.8.1.1 Submission Form

To finish the Service Component Substitution PMAR submission process, review and complete the following sections:

- Sailor Identification Information
  - Identifies the member and their current onboard activity
  - Sailor Qualifying Data (SQD) button
- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- Job Information
  - Provides information concerning the billet the member was selected for requiring the Service Component Substitution PMAR
  - The BSC provides access to the Billet Details pop-up
- Component Substitution PMAR Request Information – REQUIRED
  - Reason for PMAR
  - Enter free text comments - REQUIRED
- Select SUBMIT button

33.8.2 Adjudication

Once the Service Component Substitution has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Service Component Substitutions awaiting their action on the Change Request Summary page in the Reviewer's View table under the Service Component Substitution section. The Service Component Substitution will appear when it is their role's turn to adjudicate the Service Component Substitution.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Service Component Substitution, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Service Component Substitution section, click the hyperlink number indicating the number of Service Component Substitutions awaiting action. This displays the Action List which provides additional information for each Service Component Substitution represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Service Component Substitution Details pop-up.
C. Review submitted Service Component Substitution recommendation and comments.

- Sailor Identification Information
  - Identifies the member and their current onboard activity
  - NAME hyperlink provides access to the Personnel Details pop-up
- Proposed Job
  - Provides information concerning the billet the member was selected for requiring the Service Component Substitution PMAR
  - The BSC provides access to the Billet Details pop-up
- Manning Details
  - Provides personnel manning data for the proposed activity at the beginning of the Loss Projection Window (LPW) assuming the Service Component Substitution PMAR is approved
  - Two sets of manning data, Activity Duty and Full Time Support (FTS)
  - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
  - Orders Information Detail (OID) button – provides access to any existing orders information

D. Enter comments, REQUIRED if recommending disapproval.
E. Approve or Disapprove request.

- A final adjudication of Disapproved will:
  - Deselect the member for the requisition
  - Update the member's job application status to VOID
  - Reset other job applicants job application status from TAKEN to APPLY
    - If disapproval occurs in a different requisition cycle, the job application status will remain TAKEN
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:

- Move the PMAR to the Detailer’s Action Management Queue (DAM-Q) awaiting Detailer posting action
- Move the PMAR to the COMPLETED column in all Change Request Summary views
- Historically record the approved PMAR

33.9 Rating Substitution PMAR (T)

The Rating Substitution PMAR is a systemically initiated request as a result of a rating mismatch between the member and the requisition during the job selection process. Initiation of the Rating Substitution is automatic and no user action is required. Additionally, the user may not bypass the Rating Substitution PMAR when required.

The enlisted distribution process allows for certain jobs to not be constrained by rating requirements. These instances are accommodated for in the system using the Functional Area Code (FAC) on the billet. Billets identified with a FAC=G (no specific rating required) follow one workflow while the remaining follow another.

33.9.1 Submission

The Rating Substitution PMAR is initiated during the job selection process. That being the case, the only roles that would have the capability to initiate a Rating Substitution PMAR would be those roles that can select a member for a job.

The Rating Substitution PMAR initiation is automatic based on a predefined business rule stating “when a member is selected for a requisition that requires a rating that does not match the member's rating.” The system will process the business rule and present the user with warning that a Rating Substitution PMAR is required with the option to continue or not. If the user opts to continue the system will display the Rating Substitution PMAR submission form in a pop-up window.

33.9.1.1 Submission Form

To finish the Rating Substitution PMAR submission process, review and complete the following sections:

- Sailor Identification Information
    - Identifies the member and their current onboard activity
    - Rating Substitution PMAR reason selection – REQUIRED
    - Enter free text comments - REQUIRED
- Request History Details
    - Provides a list of all previous requests for the member
    - VIEW button provides access to the request details
- Job Information
    - Provides information concerning the billet the member was selected for requiring the Rating Substitution PMAR
    - The BSC provides access to the Billet Details pop-up
- Sailor Qualifying Data (SQD)

   – Provides additional member data to assist in PMAR adjudication

- Select SUBMIT button

33.9.2 Adjudication

Once the Rating Substitution has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Rating Substitution's awaiting their action on the Change Request Summary page in the Reviewer's View table under the Rating Substitution section. The Rating Substitution will appear when it is their role's turn to adjudicate the Rating Substitution.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Rating Substitution, perform the following steps:

F. From the Change Request Summary page, Reviewer's View table, Rating Substitution section, click the hyperlink number indicating the number of Rating Substitution's awaiting action. This displays the Action List which provides additional information for each Rating Substitution represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
G. From the Action List page, click the STATUS column hyperlink to access the Rating Substitution Details pop-up.
H. Review submitted Rating Substitution recommendation and comments.

   - Sailor Identification Information
     - Identifies the member and their current onboard activity
     - NAME hyperlink provides access to the Personnel Details pop-up
   - Proposed Job
     - Provides information concerning the billet the member was selected for requiring the Rating Substitution PMAR
     - The BSC provides access to the Billet Details pop-up
   - Manning Details
     - Provides personnel manning data for the proposed activity at the beginning of the Loss Projection Window (LPW) assuming the Rating Substitution PMAR is approved
     - Two sets of manning data, Activity Duty and Full Time Support (FTS)
     - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
     - Orders Information Detail (OID) button – provides access to any existing orders information

I. Enter comments, REQUIRED.
J. Approve or Disapprove request.

- A final adjudication of Disapproved will:
  - Deselect the member for the requisition
  - Update the member's job application status to VOID
  - Reset other job applicants job application status from TAKEN to APPLY
    - If disapproval occurs in a different requisition cycle, the job application status will remain TAKEN
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer posting action
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

33.10 Pay Grade Substitution PMAR (T)

The Pay Grade Substitution (PAYSUB) PMAR is a systemically initiated request as a result of a pay grade mismatch between the member and the requisition during the job selection process. Initiation of the PAYSUB is automatic and no user action is required. Additionally, the user may not bypass the PAYSUB PMAR when required.

The enlisted distribution process allows for certain jobs and ratings to not be constrained by pay grade requirements. These instances are accommodated for in the system as well as the ability to force a PAYSUB PMAR for specific activities regardless of the rating or job pay grade bypass.

33.10.1 Workflow Tables

There are four maintenance tables that control workflow necessity and PMAR routing associated to the PAYSUB PMAR. The system will process the PMAR through these tables (fourth table defines PMAR routing) to determine the need for workflow routing:

- PAYSUB Exceptions
  - The PAYSUB Exceptions table identifies communities not requiring a PAYSUB PMAR workflow.
  - The exception rule can be defined by Pay grade (or pay grade range), EMC, Sea/Shore code, community (rating or Closed-loop NEC) and/or NEC.
  - Any community listed on this table would bypass the PAYSUB workflow process
  - While no PMAR is routed due to the exception, an approved PMAR is recorded systemically to account for the action and provide an audit trail.
- Activities Requiring PAYSUB Review
  - This table lists activities where a PAYSUB PMAR is required

  - Allows assignment of different workflow than what may be assigned on the PAYSUB Workflow table for the specific pay grade mismatch (i.e. E3 into an E4 billet may not require a workflow on the PAYSUB Workflow table but the UIC is listed here and all PAYSUB's require workflow #3)
  - The rule can be set by specific UIC's or by UIC Access Groups (UAG).

- PAYSUB Workflow Table
  - This table lists every possible pay grade mismatch combination between the requisition and the member and which of the three PAYSUB workflows to process
  - Additionally, there is a "No Workflow" option for those pay grade mismatches that do not require a PAYSUB PMAR (i.e. E2 member in a E3 requisition)
    - This option can be overridden by a requisition being at an activity listed in the Activities Requiring PAYSUB Review table
    - While no PMAR is routed due to the "No Workflow" setting, an approved PMAR is recorded systemically to account for the action and provide an audit trail

- PAYSUB Workflow Routing Table
  - This table allows the user to define 3 separate workflow routing schemas based on the need for user review
  - These 3 routing schemas are selectable on the PAYSUB Workflow Table

33.10.2 Submission

The PAYSUB PMAR is initiated during the job selection process. That being the case, the only roles that would have the capability to initiate a PAYSUB PMAR would be those roles that can select a member for a job.

The PAYSUB PMAR initiation is automatic based on a predefined business rule stating "when a member is selected for a requisition that requires a pay grade that does not match the member's pay grade." The system will process the business rule and present the user with warning that a PAYSUB PMAR is required with the option to continue or not. If the user opts to continue the system will display the PAYSUB PMAR submission form in a pop-up window.

33.10.2.1 Submission Form

To finish the PAYSUB PMAR submission process, review and complete the following sections:

- Sailor Identification Information
  - Identifies the member and their current onboard activity
  - PAYSUB PMAR reason selection – REQUIRED
  - Enter free text comments - REQUIRED

- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details

- Job Information
  - Provides information concerning the billet the member was selected for requiring the PAYSUB PMAR
  - The BSC provides access to the Billet Details pop-up
- Sailor Qualifying Data (SQD)
  - Provides additional member data to assist in PMAR adjudication
- Select SUBMIT button

33.10.3 **Adjudication**

Once the PAYSUB has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see PAYSUB's awaiting their action on the Change Request Summary page in the Reviewer's View table under the PAYSUB section. The PAYSUB will appear when it is their role's turn to adjudicate the PAYSUB.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the PAYSUB, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, PAYSUB section, click the hyperlink number indicating the number of PAYSUB's awaiting action. This displays the Action List which provides additional information for each PAYSUB represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the PAYSUB Details pop-up.
C. Review submitted pay grade substitution recommendation and comments.
   - Sailor Identification Information
     - Identifies the member and their current onboard activity
     - NAME hyperlink provides access to the Personnel Details pop-up
   - Proposed Job
     - Provides information concerning the billet the member was selected for requiring the PAYSUB PMAR
     - The BSC provides access to the Billet Details pop-up
   - Manning Details
     - Provides personnel manning data for the proposed activity at the beginning of the Loss Projection Window (LPW) assuming the PAYSUB PMAR is approved
     - Two sets of manning data, Activity Duty and Full Time Support (FTS)
   - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication

- Orders Information Detail (OID) button – provides access to any existing orders information

D. Enter comments, REQUIRED.
E. Approve or Disapprove request.

- A final adjudication of Disapproved will:
  - Deselect the member for the requisition
  - Update the member's job application status to VOID
  - Reset other job applicants job application status from TAKEN to APPLY
    - If disapproval occurs in a different requisition cycle, the job application status will remain TAKEN
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer posting action
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

33.11 Excess Position PMAR (T)

The creation or modification of an Excess Position will systemically initiate an Excess Position PMAR upon submission of the request. See section *19.2 Create Single* Excess Position to review Excess Position creation procedures. See section *19.6 Modify Excess* Position to review Excess Position modification procedures.

When modifying an Excess Position, only certain data fields will trigger the Excess Position PMAR. These fields are listed in the Maintain Excess Position Workflow maintenance table. On this table each data field can individually be annotated as to whether its modification will require further review, thus requiring a PMAR.

33.12 Orders Modification PMAR

Changes in activity operational schedules, school convenes and/or member status can necessitate the need for modifications to existing released PCS orders. These changes impact the anticipated arrival/departure and skill set of the member and could potentially impact overall activity readiness. As such, concerned parties desire to be informed of these changes so that their impacts can be evaluated prior to executing any changes.

An Orders Modification (ORDMOD) PMAR is used in these circumstances to inform all concerned parties. Use an ORDMOD PMAR for all modifications except the Ultimate UIC/Activity change. A Divert PMAR must be used to change the Ultimate UIC/Activity.

The ORDMOD PMAR is used only for MNA initiated orders. Orders generated from secondary systems and only displayed in the order writing system cannot be modified using the Orders Modification PMAR. These orders must be modified within the system they were generated.

33.12.1 Workflow Tables

There are 2 maintenance tables that control workflow necessity and PMAR routing associated to the ORDMOD PMAR. The system will process the PMAR through these tables (second table defines PMAR routing) to determine the need for workflow routing:

- ORDMOD Workflow Maintenance table
  - Data fields on PCS orders that are of concern, if modified
    - DNEC1
    - DNEC2
    - DNRC1
    - DNRC2
    - Estimated Date of Arrival
    - Estimated Date of departure
    - Intermediate Stop ACC's
    - Intermediate Stop Course Data Processing Codes
    - Intermediate Stop End Dates
    - Intermediate Stop NEC Earned
    - Intermediate Stop Start Dates
    - Intermediate Stop UIC's
    - # of Dependents Costed
    - Number of Months Obligated Service
    - PRD
    - PRD Reason
    - Ultimate ACC
  - Each data field can have 1 of 3 workflows assigned
  - Additionally, there is a "No Workflow" option if a particular data field is no longer of concern
    - While no PMAR is routed due to the "No Workflow" setting, an approved PMAR is recorded systemically to account for the action and provide an audit trail
- ORDMOD Workflow Routing table
  - This table allows the user to define 3 separate workflow routing schemas based on the need for user review
  - These 3 routing schemas are selectable on the ORDMOD Workflow Maintenance table

Historical table settings can be viewed for the previous 12 months by using the Month(s) Ago dropdown and selecting the SEARCH button.

All table values can be exported to Excel by selecting the icon in the upper right corner of the table.

33.12.2 Submission

The Orders Modification PMAR is a manually initiated PMAR accessed from the member's Orders Information Detail (OID).

- From the OID pop-up select the SUBMIT OrdMod PMAR button
- Complete the Orders Modification PMAR submission form when displayed
- Sailor Identification Information
  - Rate
  - Name (with hyperlink to Personnel Details pop-up)
  - Service Component
  - UIC
  - Activity name
  - Orders Status
  - PMAR reason
  - Comments
- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- Job Information
  - MRT
  - BSC
  - Rate
  - NEC(s)
  - FAC(s)
  - Service Component
- Sailor Qualifying Data (SQD)
  - Provides additional member data to assist in PMAR adjudication
- Select SUBMIT button

The ORDMOD PMAR differs from all other PMAR type in the routing of the workflow in comparison to allowing changes in the order writing system. All other PMAR types will be in a completed status prior to allowing actions in the order writing system. An ORDMOD PMAR however, will be "In Work". This allows the modifications that are actually done to be reflected in the PMAR prior to routing the workflow. Additionally, the order writing system will lock down the orders until the ORDMOD PMAR is approved.

Once approved by the Gaining Placement Coordinator the ORDMOD PMAR will be displayed on the DAM-Q tab #1 if the Detailer did not submit the PMAR, else tab #2. The Detailer then must submit the ORDMOD to the order writing system to initiate changes. When the orders are released to the chop and review process in the order writing system, the PMAR will begin the workflow routing.

33.12.3 Adjudication

Once the Orders Modification PMAR begins the workflow routing, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Orders Modifications awaiting their action on the Change Request Summary page in the Reviewer's View table under the ORDMOD section. The Orders Modification will appear when it is their role's turn to adjudicate the Orders Modification PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Orders Modification PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, ORDMOD section, click the hyperlink number indicating the number of Order Modifications awaiting action. This displays the Action List which provides additional information for each Orders Modification represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Orders Modification Details pop-up.
C. Review submitted Orders Modification recommendations and comments.

- Orders Modification PMAR Detail
  - Member Name
  - Member Rate
  - Member Service Component
  - Onboard UIC
  - Onboard Activity name
  - Orders Status
- Sailor's Orders
  - UIC
  - Rate
  - Activity name
  - BSC
  - MRT
  - NEC(s)
  - FAC(s)
  - Service Component
  - TUM
  - Current Deployment Action
  - Current Deployment Action Start Date
  - Next Deployment Action
  - Next Deployment Action Start Date
- Proposed Orders/Current Orders

- Displays a comparison between the current orders and the proposed orders
- Changed data fields will be highlighted to draw user attention to the changes

- Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
- Orders Information Detail (OID) button – provides access to any existing orders information

D. Reviewer Comments – REQUIRED, if recommending disapproval
F. Approve or Disapprove request

- A final adjudication of Disapproved will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Release the member
  - Delete working orders in the order writing system
  - Historically record the disapproved PMAR
- A final adjudication of Approved will:
  - Provide the order writing system with a signal to proceed with next steps
    - This action will move the orders into the chop and review processes
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR

If the modified orders with an approved PMAR are rejected by a chop in the order writing system, the previously approved PMAR will be deleted, the order status will be updated to "In Work" and delivered back to the Detailer for further action. Once released to the order writing chop and review process again, a new PMAR will be routed with the updated information.

33.13 Operational Hold (Ophold) PMAR

An Operational Hold (OpHold) is a personnel manning action that directly impacts a member under PCS orders from a sea duty activity whereby the activity leadership requests a delay in the orders departure date to address a manning deficiency that degrades the activity's mission capability. A final approval disposition can result in several outcomes:

- Approve, hold PCS orders in abeyance (do nothing)
- Approve, modify PCS orders departure date
- Approve, cancel PCS orders

33.13.1 Submission

The OpHold PMAR is a manually initiated PMAR accessed from the member's Personnel Details.

- From the Personnel Details pop-up or the Active/FTS Personnel Details page, select the SUBMIT PMAR button
- From the presented dropdown, select Operational Hold

- The system presents the Operational Hold submission form with the member data prepopulated

- Sailor Qualifying Data (SQD) button
- Request History
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details
- Proposed Detachment Date - REQUIRED
  - Enter the date that the member will be required to report to the Operational Hold activity
- PMAR Reason - REQUIRED
  - Enter the reason for this Operational Hold action from the provided responses
- Comments – REQUIRED
  - Enter amplifying information concerning the reason for the Operational Hold action
- Select the SUBMIT button

33.13.2 Adjudication

Once the Operational Hold PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Operational Hold's awaiting their action on the Change Request Summary page in the Reviewer's View table under the Operational Hold section. The Operational Hold will appear when it is their role's turn to adjudicate the Operational Hold PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Operational Hold PMAR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, Operational Hold section, click the hyperlink number indicating the number of Operational Hold's awaiting action. This displays the Action List which provides additional information for each Operational Hold represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the Operational Hold Details pop-up.
C. Review submitted Operational Hold recommendations and comments.

   - Sailor Identification Information
     - Member information
     - Rate
     - Service Component
     - MRT

  - Activity Information
  - BSC
  - Orders Status
  - NEC(s)
  - FAC(s)
  - TUM
  - Proposed Detachment Date
  - Current Deployment Action
  - Current Deployment Action Start Date
  - Next Deployment Action
  - Next Deployment Action Start Date

- Sailor's Orders

  - Activity Information
  - BSC
  - MRT
  - NEC(s)
  - FAC(s)
  - Service Component
  - TUM
  - Current Deployment Action
  - Current Deployment Action Start Date
  - Next Deployment Action
  - Next Deployment Action Start Date

- Manning Details

  - Provides personnel manning data for the onboard and ultimate activities at the proposed OpHold Detachment Date
  - Two sets of manning data, Activity Duty and Full Time Support (FTS)
  - Sailor Qualifying Data (SQD) button - provides additional member data to assist in PMAR adjudication
  - Orders Information Detail (OID) button – provides access to existing orders information (this should not be active for a Crossdeck as there should be no PCS orders on file)

D. Comments – REQUIRED

E. Approve or Disapprove request

- A final adjudication of Disapproved will:

  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Release the member and the billet
  - Historically record the disapproved PMAR

- A final adjudication of Approved – Modify Orders or Approved – Cancel Orders will:
  - Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer action
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the approved PMAR
- A final adjudication of Approved – No Change to Orders will:
  - Move the PMAR to the COMPLETED column in all Change Request Summary views
  - Historically record the Approved PMAR

33.14 Orders Cancellation PMAR

If it is desired to cancel a set of released orders, the action must be taken from the Orders Information Detail (OID). Do not confuse this action with a deletion of working orders. An Orders Cancellation PMAR only cancels released orders.

Legacy functionality that permitted cancellation of released orders via the UNPOST button is no longer supported. Orders generated from secondary systems and only displayed in the order writing system cannot be cancelled using the Orders Cancellation PMAR. These orders must be cancelled within the system from which they were generated.

33.14.1 Submission

The Orders Cancellation PMAR is a manually initiated PMAR accessed from the member's Orders Information Detail (OID).

- From the OID pop-up select the SUBMIT OrdCancel PMAR button
- Complete the Orders Cancellation PMAR submission form when displayed
- Sailor Identification Information
  - Rate
  - Name (with hyperlink to Personnel Details pop-up)
  - Service Component
  - Orders Status
  - UIC
  - Activity name
  - Ultimate UIC
  - Ultimate Activity Name
  - PMAR reason
  - Comments
- Request History Details
  - Provides a list of all previous requests for the member
  - VIEW button provides access to the request details

- Sailor Qualifying Data (SQD)
  - Provides additional member data to assist in PMAR adjudication
- Orders Information Detail
- Select SUBMIT button

33.14.2 Adjudication

Once the Orders Cancellation PMAR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see Orders Cancellations awaiting their action on the Change Request Summary page in the Reviewer's View table under the ORDCANCEL section. The Orders Cancellation will appear when it is their role's turn to adjudicate the Orders Cancellation PMAR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the Orders Cancellation PMAR, perform the following steps:

E. From the Change Request Summary page, Reviewer's View table, ORDCANCEL section, click the hyperlink number indicating the number of Orders Cancellations awaiting action. This displays the Action List which provides additional information for each Orders Cancellation represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
F. From the Action List page, click the STATUS column hyperlink to access the Orders Cancellation Details pop-up.
G. Review submitted Orders Cancellation recommendations and comments.
   - Orders Cancellation PMAR Detail
     - Member Name
     - Member Rate
     - Member Service Component
     - Onboard UIC
     - Onboard Activity name
     - Orders Status
H. Reviewer Comments – REQUIRED, if recommending disapproval
G. Approve or Disapprove request
   - A final adjudication of Disapproved will:
     - Move the PMAR to the COMPLETED column in all Change Request Summary views
     - Release the member
     - Historically record the disapproved PMAR
   - A final adjudication of Approved will:

- Move the PMAR to the Detailer's Action Management Queue (DAM-Q) awaiting Detailer posting action
  - Once submitted to the order writing system, orders will be cancelled via normal systemic processes
- Move the PMAR to the COMPLETED column in all Change Request Summary views
- Historically record the approved PMAR

33.15 PRD PMAR (T)

Review section *14.4 PRD Change Request* (T) for PRD Change processing.

33.16 SDIP PMAR (T)

Review section *15 Sea Duty Incentive Pay (SDIP) Management (T)* for SDIP request processing.

33.17 Quick Note

A Quick Note provides the capability to document free-text notes or comments on a member's record. These comments are not specifically related to any one PMAR and can be of any topic the user desires. While the Quick Note is not a PMAR in the truest sense, it is accessed via the PMAR selections for ease of access and continuity.

All Quick Notes on a member's record appear during the submission process for all other PMAR's. This aids in determining the member's status and history before formally submitting a PMAR. Additionally, Quick Notes are part of the member's Request History, accessible from the Personnel Details.

33.17.1 Submission

To submit a Quick Note:

- Navigate to the Personnel Detail page via the Sailor Info tab, Active/FTS Personnel Detail menu option.
  - Optionally, the Quick Note can also be accessed via the Personnel Detail pop-up wherever the member NAME hyperlink is presented.
- Search for the desired member record. See Section 9 Sailor Search from Sailor Info Tab for member search functionality.
- Select the Submit PMAR button
- Select Quick Note from the dropdown menu
- Select the Submit button
- Select the Quick Note REASON
- Enter free-text comments
- Select the Submit button

Submitting a Quick Note does not initiate a workflow action. The Quick Note is considered complete and is recorded in the member's Request History. A Quick Note will never be in a PENDING status.

Some Quick Notes are generated systemically. In some cases, a manning action may be automatically approved based on policy and/or business rules. In these cases, to document and record the action a

Quick Note is generated and applied to the manning action. These Quick Notes are also displayed in an associated member's Request History.

33.17.2 Details

From the Quick Note submission form there is capability to view additional information concerning the member and their aligned billet/position.

- Sailor Identification Information
  - Member data including the name hyperlink to the Personnel Details pop-up
  - Member's onboard data
  - Member's orders info
  - Member's aligned billet info including the BSC hyperlink to the Billet Details pop-up.
- Request History
  - All PMAR submission forms contain the member's Request History with the ability to view the PMAR details.
- Quick Note Request Submission
  - Pre-populated list of Quick Note reason codes
  - Free-text comments field. Use this area to provide the details behind the need for the Quick Note.
- OID
  - Ability to view the member's orders
- SQD
  - Ability to view the additional member data
- Cancel
  - Will close the Quick Note form without submitting

33.18 Alignment Change PMAR (T)

The Alignment Change PMAR submission process is a very simple process requiring little user action outside that describe in section 17 *Alignments (T)*. PMAR submission is systemic based off the alignment change action result.

Alignment change PMAR is required for any alignment change resulting in a QoA6 for the following reasons:

- Pay grade substitution (PAYSUB)
- Rating Substitution (RATSUB)
- Component Substitution (COMPSUB)

While these triggering reasons are all higher priority PMAR's in and of themselves, when part of an Alignment Change PMAR, the Alignment Change PMAR will take precedence in order to track and report alignment changes accurately and provide a clean audit trail for manning and readiness reporting.

To modify the workflow for an Alignment Change PMAR, refer to section 24 *Workflow Management (T)*.

33.18.1 **Submission**

To perform an Alignment Change refer to section *18 Alignments (T).*

33.18.2 **Adjudication**

To adjudicate an Alignment Change refer to section *18.4.1 Adjudication.*

33.19 Member Realignment Request (MRR) PMAR

The Member Realignment Request (MRR) is a user-submitted request to formally communicate member realignment recommendations to a command's Placement Coordinator (PC) at Navy Personnel Command (NPC). The MRR is intended to lessen the informal email correspondence between the command and NPC; prevent inadvertent PII spillage; and provide real-time submitting and tracking of realignment recommendations that impact overall command readiness.

Proposed MRR realignment recommendations are all within one UIC. If the authorized user desires to submit additional recommendations at other UIC's within their AoR, they are required to submit separate MRR's for each UIC.

The MRR is not considered to be Personnel Manning Action Request (PMAR) in the truest sense due to the fact that there are no systemic actions upon final adjudication. However, it can still be thought of in the PMAR vein due to the submission and workflow type actions that are similar to all other PMAR's. To modify the workflow for an MRR, refer to section 24 *Workflow Management (T)*.

33.19.1 **Types**

There are two basic types of MRR; Unlinked and Linked.

- Unlinked – the proposed realignment recommendation is to an unencumbered billet/position (vacant or new excess position). There are two sub-categories to an Unlinked MRR:
  - Single – only one realignment recommendation. Automatically becomes a Multiple if additional alignment recommendations are added.
  - Multiple - more than one realignment recommendation
- Linked - the proposed realignment recommendation is to an encumbered billet/position (not vacant). Approving the recommendation will displace the incumbent and subsequent realignment recommendation is required for the displace incumbent.

33.19.2 **Eligibility**

The following billet/position Manning Requirement Types (MRT's) are eligible for MRR actions provided they are not in a HELD status or aligned with a Prospective Gain (PG) or Tentative Gain (TG).

- Funded
- Unfunded
- Excess (refillable or non-refillable)

The following personnel categories are eligible for MRR actions provided their alignment status is not EXEMPT:

- Current Onboard (COB) members (not a PL)
- PL members cannot be the focus of the MRR but can be displaced by another realignment recommendation
- Unaligned members
- PG members
  - PG realignment recommendations must be made separately from COB member recommendations.
  - PG realignment recommendations cannot be made unless billet/position is vacant or aligned with a PL (cannot displace COB members).

Additionally, members may not have any currently pending PMAR's or Tagged for a Safety or Humanitarian assignment.

33.19.3 **Submission**

Once the command has identified the need for an alignment change at the activity, they can submit their recommendations to NPC via the MRR. Submission via the MRR will document the request formally, allow tracking by the command and NPC as well as provide a historical record of the action.

To initiate an MRR, perform the following:

- Navigate to the Alignment tab, Member Realignment Request option to view the Member Realignment Request submission page
- In the *UIC or COMMAND NAME* box, enter the desired UIC(s).
  - This field is **MANDATORY**.
  - The UIC/Activity name field will auto-populate as the user enters data.
- Select the desired UIC/Activity name from the pre-populated list.
- In the *Last Name* box, enter the member name (partial ok).
  - DoDID or Last 4 of SSN may also be used, but only 1 of the 3 options is allowed
- From the *Type of Personnel*, select either Current Onboard or Prospective Gains to narrow the search population to a specific group
  - Current Onboard is the default
  - Current Onboard and Prospective Gain members cannot be combined in one MRR. Separate MRR's will need to be submitted for each type.
- Select *SEARCH* button
  - The *CLEAR* button will clear all search parameters

- From the *Enlisted Member Search* pop-up, select the desired member record.
  - MMR Ineligible member's records will not be displayed in the search results. Refer to section 34.19.2.
- Click the *Select* button
- From the *Billet Search* pop-up, type and select the desired BSC
  - The BSC field will auto-populate as the user types the BSC
    - While the system will present the BSC including Billet Title and alignment status in a dropdown that populates as the user types, it is useful for the user to have the BSC information prior to initiating an MRR.
    - An additional browser window or tab can be opened with the activity alignment to aid in identifying proposed billets/positions.
- If the realignment recommendation is to an existing Refillable Excess Position, select the checkbox next to Select Refillable Excess
  - The Select Refillable Excess Position pop-up is similar to the BSC selection and will prompt for the desired Refillable Excess Position selection.
- If the realignment recommendation requires the creation of a new Excess Position, select the checkbox next to Align to Excess
  - Approval of the realignment recommendation will result in the creation of a new Excess Position
- Click the *OK* button
  - If the billet/position is encumbered, the *Billet Search* pop-up will continue to be displayed until all Links are adjudicated.

33.19.3.1 Submission Form Details

Once member and BSC selections are made the MRR submission form will populate with the member information, their current billet alignment and the proposed billet information.

- If the proposed billet is vacant, the MRR will be Unlinked
  - Additional Unlinked realignment recommendations can be added to transition from a Single to a Multiple.
  - Unlinked and Linked realignment recommendations cannot be combined in one MRR.
  - For Unlinked Multiple MRR's, there is a 10 record limit per MRR. If there are more realignment recommendations, separate MRR's will be required.
- If the proposed billet is encumbered, the MRR will be Linked.
  - For Linked MRR's, there is no record limit. The MRR will be considered complete when all links are adjudicated.

- Fully adjudicated links are when the final realignment recommendation is to either a vacant billet/position, a new excess position or to the first billet/position listed in the Linked MRR.
- Unlinked realignment recommendations cannot be combined with a Linked MRR.
- Only one Linked group can be in an MRR at a time. For additional Linked groups a separate MRR is required.

- Enter free-text comments, REQUIRED
- Select *SUBMIT* button

From a populated MRR submission form there are several additional capabilities available to the user to review additional information or edit existing entries.

- Hyperlinks
  - Name – the Member and Incumbent NAME hyperlinks will access the Personnel Details pop-up
  - NEC/DNEC – all NEC and DNEC hyperlinks will access the NEC manual
  - MRT - The Member current and proposed MRT hyperlinks will access the Alignment Details pop-up
  - BSC - The Member and Incumbent BSC hyperlinks will access the Billet Details pop-up
- Delete Functionality
  - Unlinked, each row entry can be independently deleted without affecting any following entries.
  - Linked, only first row entry can be deleted, which deletes all following rows that were linked to the initial entry.
- Edit functionality
  - Unlinked, each row can be independently edited without affecting any following entries provided the newly selected billet/position remains vacant.
  - Linked, each row can be edited however, once the billet/position changes, all following rows will delete and the proposed billet and incumbent information will update to newly selected billet/position.
- Comments
  - Free text comments are required before submitting MRR. Use this section to clarify the need for the alignment change.
- Cancel
  - Cancel clears the entire form and returns to initial state.

33.19.4 **Adjudication (T)**

Once the MRR has been submitted, it will systemically follow the defined workflow routing as established by NPC. Each workflow reviewer can see MRR's awaiting their action on the Change Request

Summary page in the Reviewer's View table under the MRR section. The MRR will appear when it is their role's turn to adjudicate the MRR.

The Change Request Summary page provides summary level information of all PMAR types. See Section *16 Change Request Summary* for further information concerning the Change Request Summary page.

To adjudicate the MRR, perform the following steps:

A. From the Change Request Summary page, Reviewer's View table, MRR section, click the hyperlink number indicating the number of MRR's awaiting action. This displays the Action List which provides additional information for each MRR represented by the hyperlinked number. See Section *16.2 Action List* View for additional information concerning the Action List.
B. From the Action List page, click the STATUS column hyperlink to access the MRR Details pop-up.
C. Review submitted realignment recommendations and comments.
D. Approve or Disapprove request.
    1. Unlinked Adjudication
        i. Select either the Approved or Disapproved radio button, for each alignment recommendation
        ii. Each Unlinked alignment recommendation can be independently approved or disapproved
    2. Linked Adjudication
        i. Select either the Approved or Disapproved radio button
        ii. Can only be approved or disapproved at the first alignment recommendation
        iii. This action will apply to all the following linked alignment recommendations
        iv. Linked MRR's are an All-or-Nothing request
E. Enter comments, REQUIRED.
F. Select the SUBMIT button. The form can be saved at any point as well without final adjudication occurring by selecting the SAVE button.
G. Submitting will move the MRR along in the workflow to the next reviewer or if no additional reviewers, the system will complete the workflow and mark the MRR as complete.

Approving an MRR does NOT automatically initiate an Alignment Change in the system. The approving role must manually initiate a separate Alignment Change action. It is recommended that the Alignment Change be submitted prior to approving the MRR. This prevents a potentially disapproved Alignment Change from reflecting as an approved MRR to the Activity.

33.19.4.1 Details Capabilities

The MRR Details pop-up provides access to additional information and capabilities to assist in adjudicating the request.

Hyperlinks

- Name – the Member and Incumbent NAME hyperlinks will access the Personnel Details pop-up
- NEC/DNEC – all NEC and DNEC hyperlinks will access the NEC manual
- MRT - The Member current and proposed MRT hyperlinks will access the Alignment Details pop-up
- BSC - The Member and Incumbent BSC hyperlinks will access the Billet Details pop-up

Expanded data row

- Member Data, proposed and incumbent
  - EAOS/SEAOS
  - PRD
  - ACC
- Billet data
  - QoA
  - Lock Status
  - Flags
  - Department/Division alignment views
  - Job Category (Proposed billet only)

Final Adjudication

- As noted above, approving the MRR does not initiate system actions. Approved alignment changes from the MRR must be manually initiated by the Activity's Placement Coordinator. Disapproving an MRR requires no further user action.
- The user who acted as the Submitter will see the MRR move from In Work to Completed on the Change Request Summary page in the Submitter's View table.
  - Access the MRR Action List to view final adjudication status and comments.
- On the Change Request Summary page in the Manager's View table, the MRR will move from the appropriate in work status to Completed
- Because the MRR is not a true PMAR, upon final adjudication it does not appear in a member's Request History. If the MRR was approved, the subsequent Alignment Change will appear in the member's Request History with comments associating the action to the MRR.
- MRR metrics can be obtained from the Ad Hoc reporting environment.

33.20 Accession Bypass

Accession orders, due to the sheer number of them, have been authorized to bypass all but one of the PMAR workflows. Even for those that are bypassed, the system will record that a PMAR was initiated however, a systemic Quick Note will record the PMAR and all workflows will be bypassed. The only exception to this bypass process is a Divert PMAR. Even for an accession assignment, a Divert will impact an activity's mission readiness and personnel manning profile significantly enough to warrant the PMAR and gain concurrence this manning action is the right course of action.

In order for MNA and the order writing system to properly identify an accession Detailer, an accession member and an accession order, certain data must be validated for each. If these data are not validated as accessions, then normal PMAR workflow processes will occur. Once properly identified as accessions, the actions in MNA and the order writing system will process as follows:

33.20.1 Accession Order Definition

- Order writing deskcode identified as an accession code
  - The accession deskcode list is maintained by the Allocation Manager
- If no current orders on file, the member's Active Duty Service Date (ADSD) < 2 years
- Current orders CIC PIC code value is A, B, J, K or…
- Current orders Operating Target (OPTAR) value is AC

33.20.2 TEMDUINS Orders (ACC 341/342)

- Initiated in the order writing system as the order management system
- All order mods are bypassed including changes to intermediate stops
- No connection to a MNA requisition so no other PMAR's are associated
- Order mods are initiated directly in the order writing system
- Orders can be changed to ACC 342
- MNA OID will be updated when Detailer releases mod to chop

33.20.3 Initial Full Duty Assignment (ACC 100)

- Initiated in MNA via requisition posting of a member with TEMDUINS orders
- MNA becomes the order management system
- Can trigger a Pay grade, Rating and/or Service Component Substitution
- All workflows will be bypassed
- System will record PMAR triggers in a Quick Note
- No further changes permitted directly in the order writing system without MNA action first

33.20.4 Modifications to Initial Full Duty Assignment (ACC 100)

- Initiated in MNA from the OID
- Accession order already has a full duty assignment (ACC 100)
- No changes to the orders Ultimate UIC are permitted
- ORDMOD PMAR bypassed when Detailer uses Accession Desk Code and member meets accession criteria
  - If these conditions are not met, PMAR workflow will process normally
- MNA becomes the order management system
- Workflow will be bypassed
- System will record ORDMOD Quick Note

- MNA OID will be updated when Detailer releases mod to chop

33.20.5 Modification of Full Duty Assignment (Divert)

- Initiated in MNA via requisition posting or manually
- Accession order already has a full duty assignment (ACC 100)
- Triggers a Divert PMAR
- Workflow will be processed
- Posting is not sent to order writing system until workflow is complete and PMAR is approved

34 PACT ORDMOD Bypass Processing

Under Construction

35 General Rating Requisition Process (4.8C Update)

Under Construction

A General Rating Requisition (GRR) can be created to allow for a Sailor to apply to a requisition without an ultimate duty station for the purposes of rating conversion to a rating requiring an "A" School, a Professional Apprentice Career Track (PACT) Sailor applying for a rating requiring an "A" School, or a Sailor who requires ACC 342 orders due to length of course(s) of instruction enroute to a future command. Other situations may also dictate the need to create and advertise GRRs.

Creation and utilization of GRRs requires input from the ECMs to ensure that GRRs are in synch with ECM rating management plans.

35.1 General Rating Requisition Reason List Maintenance

When creating a General Rating Requisition (GRR), MNA will prompt the user for a reason the GRR is required. This table provides the enumerated list of reasons. The authorized user can add/change/delete reason at any time as the business need changes.

To add a new reason:

1. Navigate to Management-Active/FTS Management- General Rating Requisition Reason List Maintenance
2. Select the ADD button
3. Enter the reason text
4. Select the SAVE button
5. Existing GRR reasons can be edited by
    a. Click in the field requiring editing
    b. Makes necessary changes
    c. Select the green checkmark at the far left of the edited row, or alternately, select the SAVE CHANGES button at the bottom of the page if there are several rows being updated

35.2 General Rating Requisition Management

This table is where GRR's can be created/modified and deleted as well as search capability for existing GRR's. Initially, GRR's will need to be created to support conversion applications for ratings that require lengthy ACC 342 A-Schools. If Sailors applied for normal billet driven jobs in those ratings, the Sailors' orders will need to drop the Ultimate Duty Station in order to complete the assignment. This could potentially disadvantage other eligible in-rate Sailors, especially considering that this may be an undermanned rating to begin with. The business may consider creating GRR's to support accession/PACT ACC 342 assignments as well. In either case, the GRR's will need to be created before the APPLY phase begins so that they can be advertised appropriately. Additionally, fleet comms may be needed so that Sailors and CCC's understand what these GRR requisition are for and how to use them.

All new GRR's will need to be processed via the MNA overnight processing to generate the associated requisition, much like Excess Positions.

To create a new GRR:

1. Navigate to Management-Requisition- General Rating Requisition
2. Select the CREATE GENERAL RATING REQUISITION button
3. Indicate the number of GRR's to be create with this profile in the # to Create field
4. From the dropdown, select the reason for GRR creation
5. Select the Community
6. Select the Pay Grade
7. Select the Service Component Branch
8. If desired (optional), enter
    a. Billet Title (limited to Billet Title similar to actual billet file, auto lookup)
    b. PNEC/SNEC/NEC3/NEC4
    c. PFAC/SFAC/FAC3/FAC4
    d. EMC
    e. Language
    f. Fleet Comment (good place for instructions for conversion ACC 342 assignments)
    g. Distribution Comment
9. Select the CREATE GENERAL RATING REQUISITION(s) Button

To modify an existing GRR:

1. Select the appropriate checkbox
2. Select the MODIFY GENERAL RATING REQUISITION button
3. From the popup, makes any necessary changes
4. Select the MODIFY GENERAL RATING REQUISITION button

To delete a GRR, follow the same steps as above but by selection the DELETE GENERAL RATING REQUISITION button

36 Conversion Request/Application Processing (4.8C Update)

Under Construction

36.1 Sailor Request for Conversion

36.1.1 Overview

MNA 4.8C Update allows Sailors interested in rating conversion to view open positions and determine their potential fit for those positions before the conversion process begins. Previously, Sailors had to apply for rating conversions before seeing the availability of positions. With MNA 4.8C Sailors can now shop for positions advertised for Sailor Application as well as being able to see the availability of both in-rating and out-of-rating jobs before applying for a conversion opportunity. Rate chane requests will be made, approved, and processed within MNA. If quotas out of the Sailor's current rating are not available, Sailors will not normally be able to submit conversion applications

36.1.2 Sailor Home Page

The Sailor Home Page is accessible via the MNA Homepage. Sailors can use the Sailor Home page to access both their personal information and the My Conversion Opportunities page.

Sailors can access their My Conversion Opportunities page in one of two ways from their Home Page:

- Select the Jobs tab on the Main Menu and then select My Conversion Opportunities
- Select the My Conversion Opportunities button located on the Jobs area

36.1.3 Sailor Conversion Opportunities Page

The Sailor Conversion Opportunities Page is the Sailor's gateway to conversion opportunities. Conversion opportunities are filtered based on Year Group and a Sailor's personal information. Always check that your Year Group and personal information are correct. General Conversion message can be displayed in the Conversion Information section and if there are multiple message, the left and right arrows can be used to cycle through the information.

Further capabilities, including Rating Cards and Learning and Development Roadmaps (LaDRs), if available, can be reached via the dropdown panes at the bottom of the Sailor Conversion Opportunities Page.

- Rating Cards: Provide description of each rating and its responsibilities and career potential, as well as the jobs within that rating.
- LaDRs: Provide a road map for Sailors who want to continue to progress within a given rating.

The default is the Sailor's Year Group, however other Year Group opportunities can be reviewed by changing the Year Group on the upper left hand side of the My Conversion Opportunities page.

Sailors can review the Rating Cards and LaDR information for other ratings by using the pull-down menu option on the upper right hand side of the My Conversion Opportunities page.

36.2 Direct Conversion Requests

Direct Conversion Requests allow Sailors outside their order negotiation window to apply for a job with a different rating.

36.2.1 Direct Conversion Threshold

ECMs have the ability to set a "black out" time, also called a Direct Conversion Threshold, prior to a Sailor entering their order negotiation window. The Conversion Threshold prevents Sailors from making a Direct Conversion request in that time frame. For example, a three month "black out" period means that Sailors 15-13 months from their PRD would be prohibited from making Direct Conversion Requests.

36.2.2 Direct Conversion Request Process

Sailors can request a Direct Conversion to any rating by clicking the Submit Direct Conversion Requests button on the My Conversion Opportunities Page.

Sailors using the Direct Conversion Request button will be presented with a pull-down listing of all ratings, regardless if they qualify or not, and whether it has In-Quotas or if there are Out-Quotas for the Sailor's current rating. Based on the settings in MNA, the request may be Auto-Approved, Auto-Disapproved, or will require further review by the ECMs.

36.3 Conversion-Out Opportunities Pane

Sailors in their Orders Negotiation window can request conversion by applying to a job in a rating for which they qualify, assuming that their current rating has Out-Quotas. Out-Quotas are the number of Sailors the ECMs are allowing to convert out of a rating for a Sailor's year group via a normal conversion application. If the Out-Quota is zero, the conversion request will normally be rejected/automatically disapproved.

Conversion Out opportunities are displayed by Year Group, NEC (if ECM populated), and number of Out-Quotas

36.4 Conversion-In Opportunities with In-Quotas

The Conversion-In Opportunities with Quotas pane displays all available jobs in order of a Sailor's level of qualification for those ratings. This information is based upon a Sailor's RIDE/JOIN score.

In-Quota related messages are displayed, as applicable.

36.5 General Job Searches

By clicking the In opportunities Job Search button, Sailors can open the general job search window, which will show all convert-in available jobs. Sailors can filter and search jobs based on user-selectable criteria.

Only the jobs that the Sailor had on their Convert-In with Quotas section are searched. Search is auto-populated by MNA.

36.6 Job Searching Within Specific Ratings

By clicking a specific rating, Sailors can get more information on jobs available within that specific rating. Sailors complete a job search for a rating by clicking the Job Search button on the Rank pop-up. The pop-up will also display the RIDE/JOIN scores supplied by CWAY. It is extremely important that Sailors make sure that their CWAY information is up-to-date. Without up-to-date information, a Sailor's RIDE/JOIN scores will be incorrect.

36.7 Eligible Ratings without In-Quotas

The Eligible Ratings with No Quotas pane shows eligible ratings with no In-Quotas. Sailors can apply for jobs in these ratings, but their applications will likely be rejected or automatically disapproved.

Sailors can see the ratings in the selected Year Group that have no In-Quotas available that the Sailor qualifies for via RIDE/JOIN scores, as well as any comments, if provided.

36.8 Conversion Pay Grade Changed Message

This message is to be displayed on the conversion request details for workflow participant awareness when the Sailor's pay grade has changed since submission of the conversion request. This directly impacts the quotas available both In and Out and may require cancellation of the request and resubmission under the new pay grade.

To update the Conversion Pay Grade Changed message:

1. Navigate to Management-System Management – System Notes
2. From the RESOURCE dropdown at the top right, "conversion PayGradeChanged" option button
3. Edit the text to be displayed to warn workflow participants that the pay grade of the Sailor no longer matches what was initially submitted on the request
    a. This message text box allows for html formatting where text size, color, font, etc can be edited to draw attention to the message
4. Select the SAVE button

37 Conversion Process Maintenance (4.8C Update)

Under Construction

37.1 Conversion Quota Maintenance for use by Enlisted Community Managers to set quotas.

This table is designed for entry of conversion In and Out quotas by Rating, Pay Grade, Year Group, Service Component and NEC (defined as a Conversion Cohort). In and Out quotas cannot be entered for the same identical Conversion Cohort, each cohort must be unique. Entries on this table are required to allow the submission of conversion job applications as well as permit Detailer conversion selections. To enter a conversion cohort:

1. Navigate via menu option "Management-PMAR Maintenance-Conversion Quota Maintenance"
2. In the "Add Conversion Quota" section, select the desired rating, service component, pay grade and year group from the appropriate dropdowns. These entries are mandatory.
3. Select a desire NEC from the dropdown, this entry is optional
4. Select the appropriate number of either In or Out quotas. You cannot select both for the same cohort.
5. Select the ADD QUOTA button

Existing conversion cohorts can be edited directly on the table listing. From the dropdowns, select the desired changes and once complete, select the green checkmark to the left of the edited cohort. To delete a conversion cohort, select the red "X".

If an NEC was used to define the cohort, the system will indicate if that NEC is marked as critical or closed loop in MNA.

Conversion quotas can be added at any time during the MNA requisition cycle if needed to allow additional Detailer selections. However, these additions are available to all Detailers on a first come, first served basis (can't add a by-name quota).

Once all conversion cohorts have been entered/edited, the entire table can be exported to Excel via the Excel icon on the top right of the table. Additionally, previous months snapshots can be viewed via the Historical View selection at the top of the page. Important to understand that this is a snapshot at the beginning of the APPLY phase/end of RESULTS phase, and that quotas can be added/deleted at any time so the daily changes will not be visible.

37.2 Create/Maintain Conversion Workflows

When a conversion job application, or a direct conversion request, is submitted, MNA will process the conversion request through 1 of 4 possible workflows. The participants in the workflow must be identified in order for MNA to know who should adjudicate the request. To manage these workflows:

1. Navigate via menu option "Management-PMAR Maintenance-Create Maintain Workflow"
2. From the WORKFLOWS section at the top of the page, select the desired conversion workflow from the provided list
3. At the bottom of the page in the CREATE/MAINTAIN WORKFLOWS section, select the INSERT REVIEWER button to create the first participant, the system will add the row to be edited
4. In the new row, select the MNA role to be the first participant, repeat for additional participants
5. Click and drag the row to change the order of participants
6. If a group review is desired, highlight the row that needs to be changed to a group, the system will add the minimum number of rows required for a group. Additional participants can be added to the group by selecting the INSERT REVIEWER button while a group row is highlighted
7. Select roles for the group participants
8. If any participant's Disapproval recommendation should stop the routing of the request, select the checkbox to the far right of that participants row
9. Once all additions/changes have been made, select the SAVE CHANGES button at the bottom of the page
10. Repeat steps #2 thru #9 for additional conversion workflows

Additional controls are available in the CAPABILITIES section in the middle of the page. Which roles are allowed to submit the request type as well as which roles can pre-approve or Post-approve the request. Select the SAVE button when complete.

37.3 Conversion Request Workflow Maintenance

This table controls the conversion request workflow selection (of the 4 workflows previously created in step 37.2 above) as well as which conversion requests will be auto-approved, auto-disapproved or outright prevented. The decision is based on three base factors: Is there an Out quota for the Sailor's conversion cohort; is there an In quota for the rating of the job being applied for; is the member qualified for the job rating. Given these three factors, there are 8 possible scenarios. This tables allows the user to select which workflow the request will follow or the options to auto-approve/disapprove or prevent the conversion request for each of the 8 scenarios.

To manage the conversion request workflows:

1. Navigate via menu option "Management-PMAR Maintenance-Conversion Request Workflow Maintenance"
2. For the appropriate scenario, select the desired workflow from the WORKFLOW dropdown
3. If no workflow is desired, select either APPROVE, DISAPPROVE or NONE. If the intent of NONE is to prevent the conversion request, select the PREVENT APPLICATION radio button

4. Once all changes are entered, select the green checkmark to the far left of the row
5. Repeat steps #2 thru #4 for each of the scenarios

37.4 Conversion Request Message Maintenance

This table controls the messaging and timing of delivery for ECM messages pertaining to outstanding conversion requests in their AoR. All conversion requests must be fully adjudicated prior to the MNA SELECTION phase beginning. Otherwise they will be marked as No Decision and the associated job application will be voided and not seen by the Detailer.

There are two message types. Initial, is the message that is sent to alert the user that they have pending conversion requests awaiting their attention. This message will be sent to the user's email once job applications are no longer being accepted (end of MNA APPLY phase). Final, is a reoccurring message (daily) to warn the user that the MNA SELECTION phase is nearing and there are still pending conversion requests awaiting their attention. The final message will be sent to the user's email daily until action is taken or SELECTION phase begins.

Both of these email messages will have user-edited text as well as indicating the number of pending requests currently awaiting their attention and the number of pending requests that are inbound to them but have not yet reached them in the workflow.

To manage the Conversion Request Messages:

1. Navigate via menu option "Management-PMAR Maintenance-Conversion Request Message Maintenance"
2. Select the edit pencil icon at the far left of the desire message row
3. Edit the message text as desired
4. Select from the APPLICATION ROLES section, AVAILABLE box the roles that should receive the message. Ideally, this would be any role listed as a participant in any of the four conversion workflows
5. Select the RIGHT arrow to add the roles to the ASSIGNED box
6. If editing the Final message, select the number of days until no decision. This establishes when the final message will start being delivered. Remember, the No decision date is when the MNA Command phase ends and the Selection phase begins.
7. Once all edits are complete, select the SAVE button at the bottom of the page
8. Ensure both messages have been edited

37.5 Conversion Community Management Grouping Maintenance

This table establishes community groupings for conversion request display on the Request Summary so that ratings controlled by one ECM shop can be grouped together rather than alphabetically for ease of management. These groupings are editable so that when business structures change, they can be updated to reflect the new group. All ratings of each service component must be accounted for. Ensure that there is no overlap between groups.

To manage the Conversion Request Community groups:

1. Navigate via menu option "Change Requests-Conversion Community Management Grouping"
2. To create a new Community Group, select the ADD button at the bottom of the page
3. Enter a group name in the GROUP filed
4. From the COMMUNITIES dropdown, select the ratings that should be in the group. Hold down the Ctrl key to select more than one at a time
5. From the Service Comps dropdown, select the service component of the group. This can be AC, FTS or both
6. Select the ADD button
7. An existing Community Grouping can be edited directly on the table listing
8. Click in any field requiring editing
9. Makes necessary changes
10. Select the green checkmark at the far left of the edited row, or alternately, select the SAVE CHANGES button at the bottom of the page if there are several rows being updated
11. Delete a Community Grouping by selecting the red "X" at the far left of the desired row

37.6 Direct Conversion Threshold Maintenance

The Direct Conversion Threshold is a period of time between the PRD window and when a member should enter their PRD window, that they will not be allowed to submit a Direct Conversion request so as to not become an unplanned PRD roller in the new rating without sufficient time to be accounted for by PERS-40 for the upcoming requisition cycle. During this period, the member will not be able to submit a Direct Conversion, or job applications for conversion and are essentially in "conversion limbo" until they officially enter their PRD window.

The Direct Conversion Threshold can be set from 0 to 99 months as necessary. Navigate via menu option "Management-Active/FTS Management-Direct Conversion Threshold" to set the number of months.

Example: If the Direct Conversion Threshold is set to 6 months, Sailors that are between 1 and 6 months from entering their PRD window will be prevented from submitting a Direct Conversion request. Sailors 7 months and beyond from their PRD window will be allowed.

37.7 Conversion Special Interest NEC Maintenance

The Conversion Special Interest NEC table is where NEC's of special concern to the ECM's are annotated. This allows the NEC to be highlighted on conversion requests for the ECM to use in the request adjudication and on the Sailor's Conversion Opportunities page. These special interest NEC's may or may not be both critical or closed loop. A special interest NEC is usually an NEC with a reduced accession training pipeline population that may need additional attention by the ECM to reach acceptable end strength levels.

The Conversion Special Interest NEC table automatically lists all critical and closed loop NEC as identified in MNA. However, these NEC's are not automatically marked as special interest. The user must make that indication on each individual NEC. The critical and closed loop NEC's are on the table to ease management and help identify a special interest NEC's other MNA attributes. Non-critical/closed loop NEC can be added manually by the user.

To manually add an NEC to the Conversion Special Interest NEC table:

1. Navigate via menu option "Management-NEC (Additions/Deletions)-Conversion Special Interest"
2. Select the ADD NEC button
3. Enter the NEC
4. Select the SUBMIT button
5. Delete a manually added NEC by selecting the red "X"

To mark a critical/closed loop NEC as special interest:

1. Select the edit pencil icon on the left side of the desired NEC row
2. Select the Special Interest "Yes" radio button
3. Select the SUBMIT button
4. To unmark a critical/closed loop NEC, perform same steps but select the Special Interest "No" radio button
5. Critical and closed loop NEC cannot be removed from the overall table, just marked either as special interest or not

37.8 Conversion Notes Maintenance

Conversion notes are displayed on the Sailor's Conversion Opportunities page and can be targeted to certain specific community cohorts. Conversion Notes are defined by rating(s), pay grade (or pay grade range), year group(s) and service component(s). Depending on how the note is defined, it can be displayed to a large population of Sailors or a very small specific group. Conversion Notes are a method for displaying conversion messaging across larger community groups where similar messaging is relevant.

To manage Conversion Notes:

1. Navigate via menu option "Management-PMAR Maintenance-Conversion Notes Maintenance"
2. To add new conversion note select the ADD button at the bottom of the page
3. Enter the message text into the MESSAGE field
4. Select from the pay grade dropdown the desired pay grades. Ranges can be defined as well as a singular pay grade by having the two entries the same
5. Select the Service Component either AC, FTS or both
6. Select the ratings, hold the Ctrl key to select more than one
7. Select the ADD button

Existing Conversion Notes can be edited by:

1. Click in any field requiring editing

2. Makes necessary changes
3. Select the green checkmark at the far left of the edited row, or alternately, select the SAVE CHANGES button at the bottom of the page if there are several rows being updated
4. Delete a Conversion Note by selecting the red "X" at the far left of the desired row

37.9 Conversion Comments Maintenance

Conversion comments are also displayed on the Sailor's Conversion Opportunities page. However, these comments are associated to each section of the page concerning available Out quotas in year group, available In quotas in year group for eligible ratings, eligible ratings with no available In quotas and lastly, ineligible ratings. For the Out and In quota sections, these comments are directly tied to the year group being searched. The default for the page is the Sailor's year group but that can be changed and the comments update accordingly.

There are four comments associated to the Out quota section, four for the In quota section, four for the eligible ratings with no In quotas and two for the ineligible ratings section.

Example for Out quota section:

- Out quota available in year group (same year group as Sailor – default)
- Out quota not available in year group (same year group as Sailor – default)
- Out quota available outside year group (if year group is changed from Sailor's)
- Out quota not available outside year group (if year group is changed from Sailor's)

Similar message structure for In quota and Eligible Ratings with no In quotas sections. Ineligible ratings just has two messages for whether there are or are not ineligible ratings.

These messages can drive Sailor behavior and help shape their expectations concerning their opportunities for conversion, especially as the Navy transforms the enlisted assignment process for the Detailing Marketplace.

To manage Conversion Comments:

1. Navigate via menu option "Management-PMAR Maintenance-Conversion Comments Maintenance"
2. Identify the comment to be edited and click the expansion icon on the left side of the page
3. Enter comment text
4. Select the SAVE button at the bottom of the page
5. Repeat for all comments

37.10 Conversion Information Maintenance

Conversion information is intended to provide the Sailor with additional information about a potential conversion job that may not be easily obtained elsewhere such as:

- Whether or not an A-School is required to convert

- Enroute training requires a lengthy school and their orders will be open-ended
- Whether the rating is considered a Challenge rating requiring prerequisite screening, testing or documentation processed outside MNA before a conversion request can be submitted

The information is displayed on the Sailor's view of the job details as flag information concerning the conversion option. The Sailor must indicated that they desire to convert at the time of application submission in order to start the conversion request process.

For each category above, the user can select either no message for display, a standard message or a custom message. This maintenance table allows the user to define these standard and custom messages and also assign them to the appropriate ratings so that they are displayed to the Sailor when searching jobs. A job could have all, some or none of these messages.

To manage the Standard messages:

1. Navigate via menu option "Management-PMAR Maintenance-Conversion Information Maintenance"
2. In the Conversion Information Standard Messages section, select the pencil icon to edit the desired message
3. Enter the appropriate text
4. Select the SAVE button
5. Select the green checkmark at the far left of the edited message to save all changes
6. Repeat for other Standard Messages

To manage the assignment of the Conversion Information messages:

1. Navigate via menu option "Management-PMAR Maintenance-Conversion Information Maintenance"
2. Select the ADD RATING button
3. Select the appropriate rating from the dropdown
4. Select the checkbox for either A-School Required, 342 Orders Rating or Challenge Rating. Any or all can be selected
5. From each category, select the message type to be displayed i.e. No Message; Custom message or Standard Message
   - If selecting Custom Message, enter custom message text in message field
6. Select the ADD button
7. Alternately, an existing message can be edited directly on the table listing by selecting the appropriate field
8. Select the green checkmark at the far left of the edited message to save changes

If multiple changes are made to the existing messages, selecting the SAVE CHANGES button at the bottom of the page will save all changes at once

38 Commonality Application Processing

Under Construction

39 Assignment Tracking Indicators (4.8C Update)

Under Construction

39.1 Assignment Tracking Indicator Maintenance

This table allows for the creation of ATI's that can be designated on a Sailor's record. Creation of ATI's is an assignable MNA capability. Being as ATI's can be created for community management and distribution purposes, it may be prudent to limit the roles that can create them to the manager/director roles within each business area.

ATI's can be 1 of 3 types:

1. Tracking only (apply and select flag both ALLOW)
2. Application/Selection restrictions (either flag being RESTRICT)
3. Application/Selection prevention (either flag being DENY)

Because the application and selection options are separate, they can be assigned independently from each other. In other words, an ATI can ALLOW Applications and RESTRICT Selection, or any combination thereof.

Additionally, when creating an ATI, the authorized user must specify roles that can designate the ATI on a Sailor's record as well as which roles can remove the ATI from the Sailor's record. These are not always assumed to be the same list. i.e. ECM's and Detailers may be able designate the Forced Conversion ATI but only ECM's can remove it.

Because a Sailor may have more than one ATI designated on their record, especially in the case of a RESTRICT or DENY, the system needs to know which ATI's outranks others. When creating the ATI, the Indicator Hierarchy must be set. Because ATI's may cross business lines, it is imperative that communication occur to reach agreement on this hierarchy.

Lastly, when creating an ATI the authorized user must indicate whether or not a system action can remove the ATI. For this initial release, that system action would be triggered by the member's gain to ACC 1xx ultimate activity. So consideration must be given to any ATI that is considered "temporary" especially when orders are not involved. When and how would the ATI be removed from their record, if ever? If the Sailor is under orders or going to be, and this is marked as "Yes", then when they are gained as ACC 1xx, the system will remove that ATI from their record. If marked "No" for any reason, the only way for the ATI to be removed is manually.

To create a new ATI:

1. Navigate to Management-Active/FTS Management-Assignment Tracking Indicator
2. Select the ADD INDICATOR button
3. In the Code field, enter a 4 digit alpha/numeric code

   a. This code is user controlled but recommend that the business identify a code structure that makes sense and helps to identify the ATI
4. In the Name field, enter an ATI name that will easily identify the ATI and its purpose
5. For purely tracking ATI's,
   a. Select the Indicator Hierarchy
      - If the selection is less than the highest value, MNA will shift all following ATI's down automatically
   b. next select roles that can ADD the ATI to a Sailor's record
   c. MNA will automatically add that role to the Remove Roles section, if that is acceptable then move to next step
   d. If the Remove Roles needs editing, select the role and then the appropriate arrow to either add more or remove
   e. Select the SAVE button
6. For restrictive or Deny ATI's
   a. Follow steps above but for the APPLY and SELECT flags, use the dropdown to select the desire action
7. Existing ATI's can be edited by
   a. Click in any field requiring editing
   b. Makes necessary changes
   c. Select the green checkmark at the far left of the edited row, or alternately, select the SAVE CHANGES button at the bottom of the page if there are several rows being updated

39.2 Assignment Tracking Indicator Utilization and Display

Assignment Tracking Indicators (ATI) are codes that can be placed upon a Sailor's MNA information for tracking purposes, or to restrict or prohibit system actions such as making MNA applications or Detailer selection for a billet.

Assignment or removal of an ATI is restricted to specific roles.

ATIs that have been removed will be viewable and searchable under "Historic ATIs".

The "Forced Conversion" (FRCN) ATI is hard coded into MNA and cannot be deleted. This ATI is used expressly by the Enlisted Community Managers (ECMs) to designate Sailors requiring force convert to a different rating.

Sailors with specific ATIs can be searched for using the Active/FTS Personnel Search. Currently Assigned ATI, Previously Assigned ATI and date for Historic ATI can be specified.

ATIs assigned to a Sailor is displayed under the Support Information section of the Active/FTS Personnel Detail page under the area "Assignment Tracking Indicators".

This area provides the following information:

ATI Code

ATI Name

ATI Rates (if applicable)

Sailors with Previously assigned ATs will have an "ATI History" button at the bottom of the Active/FTS Personnel Detail page.

Clicking this button will provide a pop-up window "Assignment Tracking Indicator History Details for…" with the following information:

ATI Code

ATI Name

ATI Rates (if applicable)

Start Date

End Date

Submitted By

Rank

Role

Updated (date)

40 Activity Experience (4.8C Update)

40.1 Activity Experience Thresholds Table Maintenance

This table allows the user to edit existing Activity Experience models and set the unit score threshold for each Manning Event type to be used in the requisition priority algorithm based off the requisition sort method.

Basically, if the activity's manning event has been annotated to be used in the requisition priority using Manning Event Information table as well as Activity Experience score entered as a sort method, the system will assign a sort method priority value based on whether the experience score is above or below the Manning Event value on this table.

Ideally, this table would be edited prior to running the new requisition in Production however, if the business has decided to not yet use this functionality, leaving the values blank or N/A will have no impact on the requisition priority.

To manage the Activity Experience Threshold:

1. Navigate via menu option "Management-Activities- Activity Experience Thresholds"
2. To add entries for an Activity Experience Model, select the ADD button
3. In the pop-up, from the Manning Threshold dropdown, select the appropriate Activity Experience Model
4. Enter the appropriate threshold value for each manning event type, N/A can be entered as appropriate
5. Select the ADD button

Existing Activity Experience Thresholds can be edited by:

1. Click in any field requiring editing
2. Makes necessary changes
3. Select the green checkmark at the far left of the edited row, or alternately, select the SAVE CHANGES button at the bottom of the page if there are several rows being updated
4. Delete an Activity Experience model by selecting the red "X" at the far left of the desired row

41 Manning Events (4.8C Update)

41.1 Manning Event Information

The Manning Event Information maintenance table allows the user to manage manning events for each activity.

Changes were made in the 4.8C update to this maintenance table that require the user to indicate whether a manning event should be used in the priority algorithm.

To manage the Manning Event Information table:

1. Navigate to Management-Activity-Manning Event Information
2. From the Required Input box at the top of the page, enter either the UIC or activity name of the desired activity
3. Select the SEARCH button
4. To enter a new Manning Event:
    a. At the bottom of the page select the desire Manning Event from the Manning Event dropdown
    b. Indicate whether the Manning Event should be used in the requisition Priority Algorithm
    c. Enter the event start month
    d. Enter the event start year
    e. Select the ADD button
5. To edit an existing Manning Event:
    a. Click in any field requiring editing
    b. Makes necessary changes
    c. Select the green checkmark at the far left of the edited row, or alternately, select the SAVE CHANGES button at the bottom of the page if there are several rows being updated
    d. Delete a Manning Event by selecting the red "X" at the far left of the desired row

41.2 Manning Event Types

This table allows the user to create Manning Event types to be used elsewhere within MNA.

There are 3 new capabilities on this table with 4.8C:

- Set Manning Event order of precedence
- Indicate if manning event should be hidden
- Indicate if manning event is considered a Continuous Deployer

To edit an existing Manning Event type:

1. Navigate to Management-Activity-Manning Event Types
2. Click in any field requiring editing
3. Makes necessary changes

   a. Order of Precedence affects which Manning Event to use in the requisition priority should there be overlapping dates of multiple Manning Events
   b. Hidden will hide the Manning Event from Alignment displays (thought was to hide Continuous Deployer as it may cause confusion)
   c. Continuous Deployer is a Manning Event to assign to activities that experience significant deployment time and are not driven by specific deployment dates.

4. Select the green checkmark at the far left of the edited row, or alternately, select the SAVE CHANGES button at the bottom of the page if there are several rows being updated
5. Delete a Manning Event by selecting the red "X" at the far left of the desired row

42 Appendix A - Supporting Information

42.1 Table 3 - 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 PFAC
Change in billet's SFAC
Change in billet's service component
Non-refillable 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 RCN
Change in Sailor's EMC
Change in Sailor's prospective rating

Flag Description
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 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

42.2 Table 4 - Terms and Definitions

Term	Description
Activity	This term describes a grouping of billets all having the same Unit Identification Code (UIC).
Alignment	The process of matching a person to a billet or position.
Additional Duty (ADDU)	Manpower authorizations are assigned to billets to satisfy the need for expertise not available from within activity assets when valid workload does not support a full-time manpower requirement or to accommodate limited staff functions.
Area of Responsibility	The grouping of billets and/or personnel that a given user is responsible for managing.
Assigned Rating	Currently held in Enlisted Assignment Information System (EAIS), this field conveys the rating an Enlisted Member is considered to be for the current assignment.
Assignment Tracking Indicator	A four position alpha numeric code that can be placed on a Sailor's record for specific circumstances or situations, such as "FRCN" for Forced Conversion or "SEPN" for Sailor intends to separate. These can restrict Sailor applications or selections in MNA.
Bridged Navy Enlisted Classification (NEC)	A gapped Navy Enlisted Classification (NEC) code requirement being filled by an Enlisted Member aligned to a different billet/position.
Closed-Loop Navy Enlisted Classification (NEC)	A NEC distributable community normally associated with one rating or group of ratings sharing a common occupational skill, and where the member 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).
Commonality	Ratings that can be grouped together based upon similarities in jobs performed.
Component Navy Enlisted Classification (NEC)	Prerequisite qualifications for the assignment of the Principal Navy Enlisted Classification (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.
Critical Navy Enlisted Classification (NEC) codes Percentage of Manning Thresholds	The percentage of requirements for a critical Navy Enlisted Classification (NEC) codes that are required to be filled to meet the mission requirements for an activity.
Detailer Action Management Queue (DAM-Q)	An action queue for the Detailer role where orders with associated PMAR's can be transferred to the order writing system as well as visibility into all orders within the AoR that are in a working status in the order writing system.
Desk Codes	A code designated to identify an area of responsibility assignable to a user.

Term	Description
Distributed Navy Enlisted Classification (NEC)	A Navy Enlisted Classification (NEC) code an Enlisted Member is administratively assigned to indicate the Enlisted Member is filling a specific NEC requirement.
DSTAT	Deployment status, such as 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 Billet/Position Projection Point	The point in time used to calculate billets/positions to be included in the equitable allocation calculations.
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.
Floating Navy Enlisted Classification (NEC)	A Navy Enlisted Classification (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.
Functional Area Code (FAC)	A indicator on a billet identifying the need for special consideration in manpower programs, personnel detailing and placement.
Funded Billet	A manpower requirement that has been funded by a resource sponsor.
Gapped Navy Enlisted Classification (NEC) Requirement	A Navy Enlisted Classification (NEC) requirement on a billet/position not being filled due to a billet/position vacancy or an aligned billet/position with the aligned member not possessing the required NEC.
Host Activity	The activity that is capable of accommodating an embarked or a tenant activity.
Manning Requirement Type	Describes a billet's/position's funding status and manpower status. (I.e. funded billet, unfunded billet, refillable excess position, or excess position).
Orders Information Details (OID)	A visual display of PCS orders information including detaching, intermediate and ultimate activity data for original and modification orders.
Orders Negotiation Window	Represents the time period an Enlisted Member is eligible to negotiate for Permanent Change of Station (PCS) orders.
OPC	Operational Component identifies activities that are grouped together for a particular deployment mission. Usually the OPC is the hull number of the lead activity.
Personnel Manning Action Request (PMAR)	A request for a manning action against a member that is routed through predefined workflow and upon approval takes specific action based on the type of PMAR. Can be either systemically or manually initiated based on PMAR type. Maintain in the member's request history.
Primary Navy Enlisted Classification (NEC)	Primary Navy Enlisted Classification (NEC) The first Navy Enlisted Classification (NEC) requirement which appears on a billet/position.

Term	Description
Principal Navy Enlisted Classification (NEC)	Identifies a stand-alone skill and may include skills or abilities identified by Component and/or Related Navy Enlisted Classification codes (NECs).
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 Loss	An Enlisted Member who has an Estimated Date of Loss to the Navy (EDLN), Projected Rotation Date (PRD), or Permanent Change of Station (PCS) orders before the start of the orders negotiation window.
Prospective Gain	An Enlisted Member who is under Permanent Change of Station (PCS) orders to a given activity.
Reservation	An association of a member to a requisition that prevents other members from aligning or being selected for that specific requisition. The reserved member is not yet considered a Prospective Gain until actually selected for the requisition.
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.
Sailor Qualifying Details (SQD)	Additional member data that is not PMAR specific that may be used during PMAR adjudication.
Secondary Navy Enlisted Classification (NEC)	Secondary Navy Enlisted Classification (NEC) The second Navy Enlisted Classification (NEC) requirement which appears on a billet/position.
Tag List/Tagging	Marking a member record for special system handling due to either HUMS or Safety assignment candidacy. Tag list is a list of all member records currently marked with the tag.
Take-Up Month	The month that the requisition is expected to be filled.
Target Alignment Level	The desired level of manning for a given activity.
Temporary Additional Duty (TAD)	Correctly abbreviated as TEMADD, a type of temporary duty, involves one journey away from the Service member's Permanent Duty Station (PDS) in the performance of prescribed duties at one or more places with return to the starting point directed upon completion. Business is more familiar with the abbreviation TAD.
Tentative Gain	An Enlisted Member that has been selected for a billet prior to initial orders being assigned a Date Time Group (DTG).
TGC	Type Commander Group Code
Tracking Navy Enlisted Classification (NEC)	NEC codes assigned to track personnel with certain accomplishments or special circumstances that are not used to describe billet requirements.
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.

42.3 Table 5 - 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 MNA 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 thru 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 thru 5 and a QoA 6 is not warranted. Additionally, MNA will align Sailors to excess positions when there are alignment tie-breakers and no other alignment is available for the displaced Sailor. Additionally, some MNA initiated alignments are automatically aligned to excess positions based upon the status of the Sailor (i.e. activated reservists, pregnancy, and limited duty). • 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. • Refillable excess alignments are to positions that persist even vacant. This type of position can be advertised in MNA for backfill.
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 Activity Manpower Document (AMD). In rare cases, alignments to

Alignment Quality	Description
	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. may leave a previously aligned Sailor in a held billet on a case-by-case basis.

42.4 Table 6 - Maintenance Tables

Maintenance Table	Historical View Available
NEC	
Floating	No
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
NEC Validation	Yes
REQUISITION	
Under Construction	
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

Maintenance Table	Historical View Available
Default Activity Employment Type	Yes
Activity Employment Type UIC's	Yes
Activity Deployment Status	Yes
Deployment Action Types	Yes
UIC Access Grouping	No
Prospective Homeport Location	
ACTIVE/FTS MANAGEMENT	
Modify Orders Negotiation Window	No
Edit Sailor Alerts	No
Edit Application Flags	No
Edit Application Gates	No
Edit AC2RC Application Flags	Moved to Reserve Management tab
Edit AC2RC Application Gates	Moved to Reserve Management tab
Toggle RCN/Paygrade Gates	Moved to Reserve Management tab
Edit UIC Notes	Moved to Reserve Management tab
Manage Excluded Activities	No
Manage Excluded Communities	No
Edit RCN UIC Notes	Moved to Reserve Management tab
WIS Maintenance	No
Community Mapping	No
PMAR MAINTENANCE	
Create/Maintain Workflow	No
Maintain Workflow Override	No
Rating Substitution Workflow	Yes
PAYSUB Workflow	Yes
ORDMOD Workflow	Yes
Request Reasons	Yes
LIMDU Capacity	Yes
Pregnancy Capacity	Yes
DCAT Codes	Yes
Pregnancy Codes	Yes
LIMDU Codes	Yes
PAYSUB Exceptions	Yes
Activities Requiring PAYSUB Review	Yes
PRD Change Request Reasons	Yes
PRD Change Request Further Review Rules	Yes
Request Threshold	Yes
SDIP Eligibility Rules	Yes
DNEC Change Reasons	Yes

Maintenance Table	Historical View Available
Maintain Excess Position Workflow	Yes
SYSTEM MANAGEMENT	
System Capabilities Allowed	No
System Capabilities Assigned	No

42.5 Table 7 – User Roles

Role	Access
Activity Manning Manager	RVRA
Activity Manning Support (AMS)	RVRA
Enlisted Command	RVRA
Enlisted Command Career Counselor (CCC)	RVRA
Enlisted User (Active/FTS/SELRES)	RVRA
Immediate Superior In Command (ISIC)	RVRA
Reserve Command	RVRA
Reserve Command Career Counselor (CCC)	RVRA
Reserve View Only	RVRA
Type Commander	RVRA
View Only	RVRA
Community Manager	UVRA
Community Manager Lead	UVRA
Enlisted Detailer	UVRA
Manning Control Authority	UVRA
Manning Control Readiness (MC-R)	UVRA
NOSC Detailer	UVRA
Placement Coordinator	UVRA
Placement Coordinator Lead	UVRA
RAO Detailer	UVRA
Rating Specialist	UVRA
Rating Specialist Lead	UVRA
Reserve Accession Manager	UVRA
Allocation Manager	UVUA
Community Manager Director	UVUA
Allocation Support	UVUA
Assignment Manager	UVUA
MNA Administrator	UVUA
Deployability Coordinator	UVUA
Help Desk	UVUA
Special Case Placement	UVUA
WIS Coordinator	UVUA

42.6 Table 8 – PMAR List

PMAR Type	Initiation Method
Safety Assignment	Systemic
Humanitarian Assignment	Systemic
Pregnancy Assignment	Manual
LIMDU Assignment	Manual
Divert	Systemic/Manual
Crossdeck	Systemic/Manual
Completion of Tour (COMPTOUR)	Systemic/Manual
Component Substitution (COMPSUB)	Systemic
Rating Substitution (RATINGSUB)	Systemic
Pay Grade Substitution (PAYSUB)	Systemic
EXCESS Position Creation/Modification	Systemic
Orders Modification (ORDMOD)	Manual
Operational Hold (OPHOLD)	Manual
Orders Cancel (ORDCANCEL)	Manual
Projected Rotation Date Change (PRD)	Manual
Sea Duty Incentive Pay (SDIP)	Manual
Conversion Request	Systemic/Manual
Alignment Change	Systemic
Member Realignment Request (MRR) *	Manual
Quick Note *	Manual

* Not a true PMAR as no system actions are taken upon approval. Only listed because of the submission and workflow similarities with other PMAR types.

42.7 Table 9 - Assignable Capabilities (T)

NUM	Capability
1	Access Activity Search
2	Access Manager View of Change Requests
3	Access Sailor Resume
4	Access the Active/FTS Job Summary screen
5	Access the Activity Manning Events
6	Access the Alignment Activity Format screen
7	Access the Alignment Details screen
8	Access the Alignment Pay Grade Format screen
9	Access the Alignment Search screen
10	Access the Billet Compensation Report
11	Access the Billet Details screen
12	Access the Closed-Loop NEC screen
13	Access the Component NECs screen
14	Access the Compressed Rating screen
15	Access the Critical NECs screen
16	Access the Deployability Category Codes
17	Access the Female CPO Manning Gaps at Sea Report
18	Access the Female Distribution at Sea Report
19	Access the Female at Sea Assignment Options Report
20	Access the Flag Detail screen
21	Access the Flag Maintenance screen
22	Access the Flag Review screen
23	Access the Floating NECs screen
24	Access the Gapped NEC Details screen
25	Access the History of Change Requests Report
26	Access the History of Deployment Actions Report
27	Access the Incentive Eligibility Rules Maintenance
28	Access the Incentive Type Maintenance
29	Access the LIMDU Capacity Maintenance Table
30	Access the LIMDU Maintenance
31	Access the OJT NECs screen
32	Access the ORDMOD Workflow
33	Access the Pregnancy Capacity Maintenance Table
34	Access the Pregnancy Maintenance Table
35	Access the QoA Rules screen
36	Access the SDIP Eligibility Rules screen
37	Access the SDIP Request Search screen

NUM	Capability
38	Access the Tracking NECs screen
39	Link to applications via Number of Applications on MCA Job Summary
40	Manage Flag Reviews
41	Modify the Contact information of the Activity Details
42	Modify the Flag Maintenance screen
43	Modify the Flag Review screen
44	Modify the Requisition Category of an Advance to Position requisition
45	Search for Alignment information using restricted search criteria
46	Search for Alignment information using standard search criteria
47	View Active Personnel Summary
48	View Active/FTS Command Jobs
49	View Advance to Position Requisitions
50	View BBD Advanced Tutorial (How-To Guide)
51	View BBD Fleet Basic Tutorial (How-To Guide)
52	View BBD Fleet User Guide (How-To Guide)
53	View Compensation Connection Indicator
54	View Guard 2000 (G2K) Requisitions
55	View Open Requisitions
56	View Overseas Contingency Operation (OCO) Support Assignment (OSA) Requisitions
57	View PACT Requisitions
58	View PL/PG Details
59	View Personnel Details
60	View Personnel Details for TGs in the Alignment Search Result Details
61	View Requisition Comments
62	View Restricted Requisitions
63	View Special Handling Requisitions
64	View Special Program Requisitions
65	View TGs in the Alignment Search Result Details
66	View an indicator that a billet/position is reserved
67	View the ARC of an activity in the Alignment Search Result Details
68	View the Accession Requisitions
69	View the Assignment Alert Messages
70	View the Berthing information of the Activity Details
71	View the Billet Title of a billet associated to a requisition
72	View the Comments information of the Activity Details
73	View the Contact information of the Activity Details
74	View the Enlisted Member's identity for a restricted reservation
75	View the Enlisted Member's identity for an unrestricted reservation
76	View the Fleet Comments on requisitions
77	View the General information of the Activity Details

NUM	Capability
78	View the Manning Event information of an activity.
79	View the OPC of an activity in the Alignment Search Result Details
80	View the Orders Information Details
81	View the Requisition Category in Alignment Search Details
82	View the Restricted information of the Activity Details
83	View the TGC of an activity in the Alignment Search Result Details
84	View the View Only Requisitions
85	View the number of applications on AC/FTS Job Summary or MCA Job Summary
86	Search only for MCA Job Summary
87	Access Manning Event Information Report
88	Access Requisition Prioritization Category Maintenance Page
89	Access the ADE AoR Transaction Report
90	Access the ADE Capability Mapping Transaction Report
91	Access the ADE Excluded Activity Granted Transaction Report
92	Access the ADE Excluded Activity Transaction Report
93	Access the ADE Excluded Community Granted Transaction Report
94	Access the ADE Excluded Community Transaction Report
95	Access the ADE UAG Transaction Report
96	Access the ADE User Transaction Report
97	Access the AMEX Career Experience Maintenance
98	Access the AMEX Summary Maintenance
99	Access the AMEX TMS Maintenance
100	Access the Active Assignment Tracker Maintenance
101	Access the Active Sailor Application History
102	Access the Active Sailor Prefs Display
103	Access the Activities Requiring PAYSUB Review List
104	Access the Activity Employment Type UIC screen
105	Access the Activity Employment Type screen
106	Access the Alignment Change Reasons screen
107	Access the Alignment Lock Change Reasons screen
108	Access the Alignment Management screen
109	Access the Assignment Tracking Indicators
110	Access the Bridged NEC Scoring screen
111	Access the Conversion Quota Maintenance
112	Access the Conversion Special Interest Nec Maintenance
113	Access the DNEC Change Reasons screen
114	Access the DNEC Transaction Summary screen
115	Access the Default Activity Employment Types screen
116	Access the Direct Conversion Threshold Maintenance
117	Access the Enlisted Management Communities (EMC) screen

NUM	Capability
118	Access the Excess Position Workflow
119	Access the Excluded Activities Report
120	Access the Excluded Activities screen
121	Access the Excluded Communities Report
122	Access the Excluded Communities screen
123	Access the Floating NEC Scoring screen
124	Access the General Rating Requisition List Maintenance
125	Access the History of Activities Requiring PAYSUB Review
126	Access the History of Activity Employment Type UICs
127	Access the History of Activity Employment Types
128	Access the History of Alignment Change Reasons
129	Access the History of Alignment Lock Change Reasons
130	Access the History of Alignments to Billets/Positions Report
131	Access the History of Bridging NEC Scoring
132	Access the History of Closed-Loop NECs
133	Access the History of Component NECs
134	Access the History of Compressed Ratings
135	Access the History of Critical NECs
136	Access the History of DNEC Change Reasons
137	Access the History of Default Activity Employment Types
138	Access the History of Deployability Category Codes
139	Access the History of Enlisted Management Communities
140	Access the History of Equitable Allocation Billet Projection Point
141	Access the History of Equitable Allocation Personnel Projection Point
142	Access the History of Equitable Allocation Values Report
143	Access the History of Floating NEC Scores
144	Access the History of Floating NECs
145	Access the History of Held Billets/Positions Report
146	Access the History of Job Category Changes Report
147	Access the History of LIMDU Capacity Maintenance Table
148	Access the History of LIMDU Maintenance
149	Access the History of Loss Projection Window
150	Access the History of Manning Event Types
151	Access the History of Manning Events
152	Access the History of Maximum Number of Applications
153	Access the History of Maximum Targeted Alignment Report
154	Access the History of Minimum Targeted Alignment Report
155	Access the History of NEC Validation Maintenance
156	Access the History of OJT NECs
157	Access the History of PAYSUB Workflow Maintenance

NUM	Capability
158	Access the History of PRD Change Reasons
159	Access the History of PRD Change Request Review Rules
160	Access the History of Pay Bands
161	Access the History of Personnel Who Were Unaligned Report
162	Access the History of Pregnancy Capacity Maintenance Table
163	Access the History of Pregnancy Maintenance Table
164	Access the History of Projected Alignment Report
165	Access the History of Projected Loss Modification Rules
166	Access the History of QoA Rules
167	Access the History of QoA Scores
168	Access the History of RATINGSUB Workflow Maintenance
169	Access the History of Request Reasons
170	Access the History of Requisition Category Change Reasons
171	Access the History of SDIP Eligibility Rules
172	Access the History of System Capabilities
173	Access the History of TUM Requisition Prioritization
174	Access the History of Tracking NECs
175	Access the History of Vacant Billet/Position Manning Scores
176	Access the History of the AMEX Career Experience Maintenance
177	Access the History of the AMEX Summary Maintenance
178	Access the History of the Assignment Tracking Indicators
179	Access the History of the Commonality Matrix Maintenance
180	Access the History of the Conversion Quota Maintenance
181	Access the History of the Conversion Special Interest Nec Maintenance
182	Access the History of the Direct Conversion Threshold Maintenance
183	Access the History of the Excess Position Workflow
184	Access the History of the General Rating Requisition List Maintenance
185	Access the History of the Manage Tour Length Duration Maintenance
186	Access the History of the Manage Tour Length Excluded Communities
187	Access the History of the Manning Level Calculation Method
188	Access the History of the Manning Level Fulfillment Calculation
189	Access the History of the Manning Level Requirements Calculation Method
190	Access the History of the PACT Member Maintenance
191	Access the History of the PAYSUB Activity Workflow Maintenance
192	Access the History of the PAYSUB Exceptions List
193	Access the History of the Requisition Prioritization Category Maintenance
194	Access the History of the Requisition Prioritization Methods Maintenance
195	Access the History of the Sailor Info Comment Maintenance
196	Access the History of the Salt Comment Maintenance
197	Access the History of the TMS Maintenance

NUM	Capability
198	Access the History of the Tour Length Comments
199	Access the History of the Tour Length Duration Exceptions
200	Access the History of the Tour Length Duration OCONUS Returns
201	Access the History of the Tour Length Excluded Activities
202	Access the Loss Projection Window screen
203	Access the Manage Tour Length Duration Maintenance
204	Access the Manage Tour Length Excluded Communities
205	Access the Manning Event Types
206	Access the Manning Level Calculation Method
207	Access the Manning Level Fulfillment Calculation
208	Access the Manning Level Requirements Calculation Method
209	Access the Mid-cycle Requisition Category Rules screen
210	Access the NEC Validation Maintenance
211	Access the PACT Member Maintenance
212	Access the PAYSUB Activity Workflow Maintenance
213	Access the PAYSUB Exception List
214	Access the PAYSUB Workflow Maintenance
215	Access the PRD Change Reasons screen
216	Access the PRD Change Request Review Rules screen
217	Access the Pay Bands screen
218	Access the Projected Loss Modification Rules screen
219	Access the QoA Scores screen
220	Access the RATINGSUB Workflow Maintenance
221	Access the Request Reason List
222	Access the Requisition Category Change Reasons screen
223	Access the Requisition Category Rules screen
224	Access the Requisition Comment Rules screen
225	Access the Restricted Posting Rules screen
226	Access the Sailor Info Comment Maintenance
227	Access the Salt Comment Maintenance
228	Access the Scrub Filled Report
229	Access the TUM Requisition Prioritization screen
230	Access the Tour Length Comments
231	Access the Tour Length Duration Exceptions
232	Access the Tour Length Duration OCONUS Returns
233	Access the Tour Length Excluded Activities
234	Access the User Access Report
235	Access the Vacant Billet/Position Manning Score screen
236	Access the WIS Capabilities screen
237	Bypass the Women In Ships (WIS) Selection Gate of a requisition

NUM	Capability
238	Control access to Excluded Activities
239	Control access to Excluded Communities
240	Create AdHoc Reports
241	Create Excess Positions
242	Create General rating Requisitions
243	Create a Billet/Position Reservation
244	Create a user account
245	Delete Excess Positions
246	Delete General rating Requisitions
247	Delete a user account
248	Edit a Request Comment
249	Hold a Position
250	Make a Billet/Position Reservation Restricted
251	Manage Compensation Connections
252	Modify / Recalculate QoA
253	Modify Excess Positions
254	Modify General rating Requisitions
255	Modify Requisition Prioritization Category Maintenance Page
256	Modify a user's contact information
257	Modify funding of an approved Safety PMAR
258	Modify the AMEX TMS Maintenance
259	Modify the AMEX Career Experience Maintenance
260	Modify the AMEX Summary Maintenance
261	Modify the Active Assignment Tracker Maintenance
262	Modify the Activities Requiring PAYSUB Review List
263	Modify the Activity Employment Type UICs
264	Modify the Activity Employment Types
265	Modify the Activity Manning Events
266	Modify the Alignment Change Reasons
267	Modify the Alignment Lock Status Changes
268	Modify the Alignment of Personnel to Billets/Positions
269	Modify the Alignment regardless of pending Action Flags
270	Modify the Area of Responsibility for users with the Activity Manning Manager role
271	Modify the Area of Responsibility for users with the Detailer role
272	Modify the Area of Responsibility for users with the Enlisted CCC role
273	Modify the Area of Responsibility for users with the Enlisted Command role
274	Modify the Area of Responsibility for users with the Placement Coordinator Lead role
275	Modify the Area of Responsibility for users with the Placement Coordinator role
276	Modify the Area of Responsibility for users with the Rating Specialist Lead role
277	Modify the Area of Responsibility for users with the Rating Specialist role

NUM	Capability
278	Modify the Area of Responsibility for users with the Type Commander role
279	Modify the Area of Responsibility for users with the View Only role
280	Modify the Assignment Alert Messages
281	Modify the Berthing information of the Activity Details
282	Modify the Bridged NEC Scores
283	Modify the Closed-Loop NEC Scores
284	Modify the Component NECs
285	Modify the Compressed Ratings
286	Modify the Critical NECs
287	Modify the Cyclic Requisition Category Rules
288	Modify the DNEC code of an Enlisted Member
289	Modify the Default Activity Employment Types
290	Modify the Distributed Navy Enlisted Classification (DNEC) Change Reasons
291	Modify the Distribution Comments on requisitions
292	Modify the Enlisted Management Communities
293	Modify the Equitable Allocation Billet/Position Projection Points
294	Modify the Equitable Allocation Personnel Projection Points
295	Modify the Excess Position Workflow
296	Modify the Excluded Activities
297	Modify the Excluded Communities
298	Modify the Fleet Comments on requisitions
299	Modify the Floating NEC Scores
300	Modify the Floating NECs
301	Modify the General Rating Requisition List Maintenance
302	Modify the General information of the Activity Details
303	Modify the LIMDU Capacity Maintenance Table
304	Modify the LIMDU Maintenance
305	Modify the Lock Status of an Alignment
306	Modify the Loss Projection Window
307	Modify the Manage Tour Length Duration Maintenance
308	Modify the Manage Tour Length Excluded Communities
309	Modify the Manning Event Types
310	Modify the Manning Level Calculation Method
311	Modify the Manning Level Fulfillment Calculation
312	Modify the Manning Level Requirements Calculation Method
313	Modify the Mid-Cycle Requisition Category Rules
314	Modify the NEC Validation Maintenance
315	Modify the OJT NECs
316	Modify the PACT Member Maintenance
317	Modify the PAYSUB Activity Workflow Maintenance

NUM	Capability
318	Modify the PAYSUB Exception List
319	Modify the PAYSUB Workflow Maintenance
320	Modify the PRD Change Reasons
321	Modify the PRD Change Request Review Rules
322	Modify the Pay Bands
323	Modify the Pregnancy Capacity Maintenance Table
324	Modify the Pregnancy Maintenance Table
325	Modify the Projected Loss Modification Rules
326	Modify the QOA Rules
327	Modify the QOA Scores
328	Modify the RATINGSUB Workflow Maintenance
329	Modify the Request Reason List
330	Modify the Requisition Category Change Reasons
331	Modify the Requisition Category of a Guard 2000 (G2K) requisition
332	Modify the Requisition Category of a Hot requisition
333	Modify the Requisition Category of a PACT requisition
334	Modify the Requisition Category of a Placement requisition
335	Modify the Requisition Category of a Restricted requisition
336	Modify the Requisition Category of a Special Handling requisition
337	Modify the Requisition Category of a Special Programs requisition
338	Modify the Requisition Category of a View Only Requisition
339	Modify the Requisition Category of an Accession Requisition
340	Modify the Requisition Category of an Open requisition
341	Modify the Requisition Category of an Overseas Contingency Operation (OCO) Support Assignment (OSA) requisition
342	Modify the Requisition Category of an Unadvertised requisition
343	Modify the Requisition Comment Rules
344	Modify the Requisition Comments
345	Modify the Requisition Prioritization Methods Maintenance
346	Modify the Restricted Posting Rules
347	Modify the Restricted information of the Activity Details
348	Modify the Roles assigned to a user
349	Modify the SDIP Eligibility Rules
350	Modify the Sailor Info Comment Maintenance
351	Modify the Salt Comment Maintenance
352	Modify the Sea Shore Maintenance Table
353	Modify the TUM Requisition Prioritizations
354	Modify the Tour Length Comments
355	Modify the Tour Length Duration Exceptions
356	Modify the Tour Length Duration OCONUS Returns

NUM	Capability
357	Modify the Tour Length Excluded Activities
358	Modify the Tracking NECs
359	Modify the Vacant Billet/Position Manning Scores
360	Modify the WIS Capabilities
361	Modify the Workflow for Change Requests
362	Modify the requisition category of an Administrative requisition
363	Override the SDIP Rule NEC Requirement
364	Override the SDIP UIC Requirement
365	Request the Realignment of a single UIC
366	Request the Realignment of multiple UICs
367	Resubmit/Cancel PRD, SDIP, and DNEC Change Request Transactions
368	Submit Quick Note PMAR Requests
369	Tag a Member for a HUMS PMAR
370	Tag a Member for a Safety PMAR
371	View Administrative Requisitions
372	View BBD Manager User Guide (How-To Guide)
373	View Hot Requisitions
374	View Non-Standard Requisition Categories on Application Summary Report
375	View PMAR Application Status for Application History
376	View Placement Requisitions
377	View Unadvertised Requisitions
378	View the BSC of a billet associated to a requisition
379	View the C-Way PACT transaction Summary
380	View the Current / Previous Cycle Fills job search filter options
381	View the Distribution Comments on requisitions
382	View the Equitable Allocation Billet Projection Point
383	View the Equitable Allocation Personnel Projection Point
384	View the HUMS Tag List
385	View the History of Assignment Alert Messages
386	View the History of the Active Assignment Tracker Maintenance
387	View the History of the Sea Shore Maintenance Table
388	View the Manning Score for Alignments
389	View the Must Fill / Non Must Fill search criteria options
390	View the Requisition Priority
391	View the Safety Tag List
392	View the Sea Shore Maintenance Table
393	View the Workflow for Change Requests
394	Access the History of Request Threshold Management
395	Access the History of the ORDMOD Workflow
396	Access the Request Management Summary Thresholds

NUM	Capability
397	Edit the SDIP Start Date
398	Modify the Area of Responsibility for users with the Community Manager role
399	Modify the ORDMOD Workflow
400	Modify the Request Management Summary Thresholds
401	Modify the Conversion Quota Maintenance
402	Modify the Area of Responsibility for users with the Community Manager Lead role
403	Access the History of the Reserve Community Notes
404	Access the Reserve Community Notes
405	Modify the Incentive Eligibility Rules Maintenance
406	Modify the Incentive Type Maintenance
407	Access the Activity Experience Threshold Maintenance
408	Access the Commonality Matrix Maintenance
409	Access the Conversion Comments Maintenance
410	Access the Conversion Community Management Grouping Maintenance Table
411	Access the Conversion Information Maintenance
412	Access the Conversion Notes Maintenance
413	Access the Conversion Request Message Maintenance
414	Access the Conversion Request Workflow Maintenance Table
415	Access the ETJ Link - ACTIVE
416	Access the Fleet Location Values
417	Access the History of Activity Experience Threshold Maintenance
418	Access the History of Fleet Location Values
419	Access the History of the Conversion Comments Maintenance
420	Access the History of the Conversion Community Management Grouping Maintenance Table
421	Access the History of the Conversion Information Maintenance
422	Access the History of the Conversion Notes Maintenance
423	Access the History of the Conversion Request Message Maintenance
424	Access the History of the Conversion Request Workflow Maintenance Table
425	Access the History of the Incentive Eligibility Rules Maintenance
426	Access the History of the Incentive Type Maintenance
427	Access the History of the Sailor Info
428	Access the Maximum Number of Applications
429	Access the Requisition Prioritization Methods Maintenance
430	Access the Sailor Info
431	Modify the Activity Experience Threshold Maintenance
432	Modify the Area of Responsibility for users with the Manning Control Authority role
433	Modify the Conversion Comments Maintenance
434	Modify the Conversion Community Management Grouping Maintenance Table
435	Modify the Conversion Information Maintenance

NUM	Capability
436	Modify the Conversion Notes Maintenance
437	Modify the Conversion Request Message Maintenance
438	Modify the Conversion Request Workflow Maintenance Table
439	Modify the Conversion Special Interest Nec Maintenance
440	Modify the Direct Conversion Threshold Maintenance
441	Modify the Fleet Location Values
442	Modify the Release Requisition Flag
443	Modify the Reserve Community Notes
444	Modify the Sailor Info
445	Modify user record comment
446	View the AMEX Scores of the Activity Details
447	View the C-Way Conversion Transaction Summary
448	View the Release Requisition Flag
449	View user record comment