BUPERS INSTRUCTION 1080.54B

From: Chief of Naval Personnel

Subj: ENLISTED DISTRIBUTION AND VERIFICATION PROCESS

Ref: (a) OPNAVINST 3501.360A

1. <u>Purpose.</u> To publish the policy and procedures for performing the enlisted distribution and verification process (EDVP). This instruction also serves to inform the fleet of the processes required to account for each command's enlisted personnel and billet alignments. Commands are responsible for managing Sailor alignments and Navy enlisted classification (NEC) inventory, verifying projected rotation dates (PRD) for assigned personnel, and validating order information for prospective gains (PG) and losses (PL). The revision to this instruction includes updating the Web address to access the MyNavy Assignment application and replaced PERS-813 with MyNavy Career Center as the point of contact for special pay errors.

2. <u>Cancellation.</u> BUPERSINST 1080.54A.

3. <u>Scope and Applicability.</u> The provisions of this instruction are applicable to all activities with Navy personnel assigned.

4. <u>Discussion.</u> The EDVP is the Navy's enlisted management process under which individual command's type commander (TYCOM), immediate superior in command (ISIC), fleet readiness integrators (FRI), and manning control authority (MCA), in conjunction with Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Branch (PERS-4013), align enlisted Sailors to billet-level requirements reflected on the command's activity manpower document. The information contained within the MyNavy Assignment (MNA) System reflects current and prospective Sailors, personnel details (e.g., NECs' held, career history etc.), and billet data provided by authoritative sources via the authoritative data environment (ADE). PERS-4013 will review each command's alignments on a periodic basis and, as the command advocate, is authorized to take actions to ensure accurate requisitions are generated on behalf of the command.

    a. Each alignment should best reflect the Sailor's rating, pay grade, and NEC inventory. Sailors will be aligned based on the following:

        (1) Alignment to billets within the rate and the same pay grade,

        (2) Alignment to billets within the rate and the same pay band; E-7 through E-9 (supervisor), E-5 through E-6 (journeyman), and E-4 and below (apprentice),

        (3) Alignment to billets within the rate and in a lower pay band,

(4) Alignments made due to NEC requirements and outside of the above alignment process may be required and will be handled on a case-by-case basis, and

(5) Any alignment exceptions must be approved by the MCA's executive agents.

b.   The alignment information in MNA is authoritative and will be the common reference for communicating manning status among an activity, ISIC, TYCOM, FRI, NAVPERSCOM, and MCA.

c.   Billets (positions, jobs) that do not have a Sailor aligned or are aligned with a PL Sailor during the order negotiation window (current month through projected 12 months (P12) in the future) will generate a requisition, which may be advertised via MNA for Sailor application, using established MNA business rules. Billets not advertised for Sailors to make applications may be available for the Sailors to "bookmark" in MNA for future reference and career planning.

d.   Activities should designate an activity manning manager (AMM) and activity manning support (AMS)) personnel other than, or in addition to, the commanding officer (CO), executive officer (XO), or command master chief (CMC). AMM personnel act as the liaison between the activity and their PERS-4013 placement coordinator (PC).

e.   MNA has two levels of access for command monitoring. The AMM will have unlimited access to personnel information and service record data contained in MNA. It is recommended that only users with a "need to know" will be granted an AMM role and the AMM be the administrative officer, assistant maintenance officer, or personnel officer. AMS access will allow other designated command users to view all required data for internal personnel assignment reviews, but will not allow access to additional personally identifiable information. COs may designate additional AMMs within their activity to assist in monitoring manning; however, only the CO, XO, CMC, or the designated AMM may submit manning inquiries or alignment changes to their PC.

5.   Processing. The EDVP is a continuous and dynamic process because MNA reflects data changes as they occur (near real time). At a minimum, AMMs should perform periodic reviews to include:

a.   Sailor-to-Billet Alignments. Each Sailor assigned to permanent duty at a given command will be aligned to the billet that best represents the Sailor's rate, pay grade, and NEC inventory. Billets are identified in MNA using the unique billet sequence code at the command. Systemically, the position's billet identification number is linked with the personnel identifier of the Sailor (Department of Defense-identification and or social security number) and is provided to the ADE for storage and linking with other authoritative Navy personnel systems (as required). Sailors aligned to positions created for distribution purposes, but which do not exist in the ADE (e.g., excess positions, refillable excess positions) will have positional attributes captured that best represent the work they are performing.

b. <u>Manpower Changes.</u> Rating, pay grade, and NEC billet data may change as manpower changes submitted via the Total Force Manpower Management System (TFMMS) are processed weekly. These changes will affect the command's manpower requirements and may require a realignment of assigned Sailors or PGs. PGs are Sailors who have received hard copy orders. Tentative gains (TG) may require reposting to the same command, if updated manpower document permits or reposted to a new command, as long as valid requirements no longer exist at the original command posted to. TGs are Sailors who have been posted to a billet, but have not yet had hard copy orders released. TG Sailors who are aligned to a billet with a TFMMS change will be automatically unposted from the billet by the system due to the change in the billet and uncertainty that the Sailor may no longer be the "right" Sailor for the billet. Re-posting of a TG to a billet will require coordination between the PERS-4013 rating evaluator to make the billet available again for detailer action and the detailer to conduct the posting.

c. <u>Change in Status.</u> Change in an assigned Sailor's or PG's status may also require an alignment adjustment (e.g., Sailor is awarded an NEC, the command or PC may realign that Sailor to a billet that requires that NEC to ensure an accurate demand signal). Please note that if a Sailor does not have the required NEC in inventory for the job being aligned to, the training to receive the NEC will be included in the orders to the maximum extent possible. Sailors going to billets with no NEC requirements will <u>not</u> be entitled to any NEC training en route to the command via PCS orders. Training to re-establish qualification or proficiency for an NEC the Sailor has in inventory may be included as en route training via orders.

d. <u>PG.</u> Each PG Sailor will be aligned to the billet for which he or she is being ordered or a billet that best represents the Sailor's pay grade, rate, or NEC. PGs aligned to excess positions should be carefully evaluated for realignment to a valid funded billet.

e. <u>TG.</u> Commands will have visibility on positions with a TG identified by the detailer. TGs will be aligned to the billet for which they are being considered/posted to.

f. <u>Work Assignment within a Command.</u> While MNA is a powerful tool for maintaining track of personnel assigned to a command, it is primarily a distribution tool to generate the most accurate requisitions possible. MNA should <u>not</u> be used as a "mustering tool." Ideally, the actual job the Sailor is working exactly matches his or her rating and pay grade, but this may not always be the case. A command may request Sailor realignment within their command to reflect NEC changes (awards or removals) or advancements. Commands may request this via an AMM submitted Member Realignment Request (MRR), Personnel Manning Action Request (PMAR) (as the preferred method), or by contacting their PERS-4013 PC via phone or e-mail. The PC is the approval authority for realignment requests. Alignment requests into non-optimal billets, while there are optimal billets available, for alignment due to the reason of "that is where the Sailor is working" will usually not be executed.

g. <u>Personnel Accounting.</u> MNA contains significant personnel data that requires regular review and validation to ensure an accurate enlisted requisition demand signal is produced, as well as accurate readiness reports and other metrics such as "fit and fill." This personnel data may be viewed in the Sailor's personnel details by clicking on the Sailor's name hyperlink (if available for the MNA role used).

(1) Professional Information Data

    (a) Sailor Data

        1. Rating information

        2. Pay grade information (previous, current, and prospective)

    (b) On-board information

    (c) Service information

        1. Enlistment data

        2. Extension information

    (d) Orders

(2) Support Information Data

    (a) Career Waypoints (C-Way)

    (b) Security

    (c) Exceptional family member

    (d) Deployability category code

    (e) Education data

    (f) Language data

    (g) Armed Forces Classification Test data

    (h) Armed Services Vocational Aptitude Battery data

    (i) Advancement cycle information

    (j) Evaluation information

    (k) Physical Readiness Information Management System information

(3) Historical Data

(a) Career history

(b) Warfare designator

(c) NEC

(d) School

(4) Special pays information data

(a) Selective reenlistment bonus

(b) Area incentive pay

(c) Sea-duty incentive pay

(d) Proficiency pay

(e) Past proficiency pay

(f) Flight pay

(g) Submarine pay

h. <u>Distribution NEC (DNEC) and PRD.</u> Contact the command's PC for DNEC or alignment issues. Contact the Sailor's rating detailer for PRD issues. Commands are directed to contact their personnel support office for assistance for all other Sailor record data issues.

i. <u>Command Readiness.</u> Per reference (a), Department of Defense's Defense Readiness Reporting System – Navy (DRRS-N) is the Navy's authoritative readiness reporting system for all Navy commands.

j. <u>Enlisted Requisitions.</u> Requisitions will generate based on a current through P12 vacancy. Sailors who are considered PLs <u>will not</u> be moved to excess to solely change the estimated date of departure. A billet does <u>not</u> have to show as currently vacant in order to generate a requisition for potential advertisement and Sailor application.

k. <u>PMARs.</u> AMMs have visibility of PMARs that are pending, approved, or disapproved for Sailors assigned to their activity and those in a PG or PL status. Manning actions that are visible include: order modifications, cross decks, completion of tours, component substitutions, order cancellations, pay grade substitutions, and operational holds. AMM's should review the change request summary in MNA on a daily basis (at a minimum) to determine if there are actions in work for Sailors in their area of responsibility. AMM's cannot chop on manning actions, but may provide command feedback to their PC on a manning action.

6. <u>Availability.</u> The EDVP is available to activities by accessing the MNA application via https://mynavyassignment.dc3n.navy.mil/mna/. This program will remain in a Web-based environment and there is no current or planned afloat environment for MNA. As such, activities with planned disconnected operations will need to establish procedures with their ISIC to manage their EDVP in advance of or during these scheduled operations.

7. <u>Access Requests.</u> Access to MNA is accomplished using various roles based on the user's positional authority. Access request submission instructions and forms are located at: https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/.

8. <u>Required Validation and Review.</u> Users should refer to the available tutorials embedded in MNA's Help menu for detailed system processes. Review and maintenance of command personnel data and alignment onboard is critical to ensure requisitions generate accurately. Should an error or issue arise during the command's validation, report it to the command's PC at PERS-4013, who will work to correct the error or address with higher authority. PERS-4013 will review each command's alignments on a regular basis and, as the command's advocate and MCA executive agent, is authorized to take actions to ensure an accurate requisition is generated on behalf of the command. Below is a list of required verification processes and recommended review schedules.

    a. AMM reviews should include:

       (1) <u>Alignment Review.</u> The AMM will review each Sailor assigned to the command and ensure the Sailor is aligned to the best billet. The alignment should consider the Sailor's rating, pay grade, and NEC(s) as they relate to the command's billets. AMMs are encouraged to submit MRR PMARs via MNA. MNA MRR's are the desired method of communication due to in-system tracking and recording, but alignment requests may also be submitted via e-mail and or phone call to their PC.

       (2) <u>Funded Billet Alignment.</u> Sailors should be aligned to funded billets of the appropriate rating and pay grade first, then any available refillable excess, and finally unfunded requirements. A Sailor permanently assigned to a command and aligned to an unfunded billet or non-refillable excess position will be considered "in excess of funded requirements" and may be used by the controlling TYCOM/budget submitting office (BSO) to fill a gapped, funded billet at another activity. Senior Sailors aligned to junior billets (e.g., an E-7 in an E-6 billet) are considered "pay grade excess" if there are no billets at the Sailor's actual pay grade to align to. These Sailors may also be considered by controlling TYCOM/BSO to fill a gapped, funded billet of the proper pay grade at another activity.

       (3) <u>Data Change Flag.</u> MNA reports data changes for the billet and the Sailor with a "flag" in the basic command alignment view under the "Alignment" tab, "Flag" column. Commands may use these flags to quickly identify changes in billet or personnel data that affect the alignment and impact readiness and "fit and fill" metrics. Flags will remain in place during an MNA cycle until the next bi-monthly realignment cycle when they will be cleared and potentially replaced with new data change flags. AMM's should review and submit alignment requests or take other necessary action related to the Flag.

(4) Permanent Change of Station Order Validation. Commands will continue to receive Sailor's orders using the current order writing and delivery systems and processes. MNA allows the AMM to review a PG's basic order information on the Sailor's "Personnel Detail" screen. This information should be compared to the Sailor's hard copy orders to ensure they are aligned. Note: billet information such as the specific billet sequence code will not be found on the hard-copy orders. The gaining command is responsible for ensuring Sailors ordered to the command holds either the required NEC or has the correct training en route, if aligned to a billet that has an NEC requirement. The AMM should notify the PC by e-mail or phone if training is not included on the orders and the incoming Sailor is aligned to a billet that has an NEC requirement.

(5) PG/PL Report. The PG/PL report will provide a summary of all PG and PL Sailors. The AMM will review each Sailor that reflects on the PG/PL report. If the reported loss or gain date information is in error, the AMM must contact the servicing personnel support detachment (PSD)/training support center (TSC) to adjust or investigate as needed.

(6) Estimated Date of Loss to the Navy (EDLN). Sailors with an EDLN date may reflect as PLs on the PG/PL report. This is normally due to the EDLN occurring before the Sailor's PRD. The AMM should review the EDLN reason on the Sailor's "Personnel Detail" screen, under the "Professional Information" tab. If in error, the AMM should work with the Sailor's enlisted community manager to correct the discrepancy An EDLN occurring prior to PRD will generate an incorrect requisition if in the EDLN is in error.

(7) PRD Management. The Sailor's PRD is a key factor in the generation of a requisition. If the PRD is in error, a replacement requisition may be generated too late and create an unintentional gap in the command's manning. PRD errors may also generate a requisition too early and create an unintentional manning surplus, which is an inefficient usage of limited distributable inventory.

(8) NEC Management. The AMM should review Sailors' NEC inventory and request realignments or DNEC adjustments to maximize the usage of command's NEC inventory. Errors in the Sailor's NEC inventory should be reviewed with the command's PC and corrections resolved with PERS-4013 via NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request. DNEC assignments should be made based on the aligned billet requirements. In some instances, DNEC assignments may be made without regard to the aligned billet requirement to identify NEC compensation, independent of the Sailor's alignment. This process is called "bridging" and is covered in the tutorials embedded in MNA's Help menu. Bridging is an important factor when measuring NEC and critical NEC Fit onboard a command to account for skillsets onboard.

(9) C-WAY Status Review. The AMM is able to review a Sailor's C-WAY status in MNA on the Sailor's "Personnel Detail" screen, under the "Support Information" tab. Issues with the C-WAY information should be addressed with the C-WAY Help Desk. A Sailor who reflects as a future separation in C-WAY should have their PRD reviewed and adjusted to ensure that it matches the soft expiration of active obligated service in order to generate a requisition at the proper time.

(10) <u>Evaluation and Fitness Report Review.</u> The AMM may review an E-5 through E-9 Sailor's evaluation and fitness report information in MNA under the Sailor's "Personnel Detail" screen, under the "Support Information" tab. Errors should be addressed with MyNavy Career Center (MNCC) online at: https://my.navy.mil/ or by phone 1-833-330-6622.

(11) <u>PRIMS Review.</u> The AMM may review a Sailor's PRIMS information in MNA under the Sailor's "Personnel Detail" screen, under the "Support Information" tab. Errors should be addressed with MNCC.

(12) <u>Special Pay Management.</u> The AMM may review a Sailor's special pay information under the Sailor's "Personnel Detail" screen in MNA under the "Special Pays Information" tab. Errors should be addressed with MNCC.

(13) <u>Navy Standard Integrated Personnel System (NSIPS) Transaction Validation.</u> The AMM will be able to monitor Sailors' information changes submitted via NSIPS in MNA. Once the changed information has been processed by NSIPS, MNA data will reflect the change.

(14) <u>PMAR Review.</u> AMMs should review any PMARs that impact Sailors at their command or are inbound to their command on a daily basis.

b. AMM weekly reviews should include:

(1) <u>Monitoring Billet Changes Which May Require an Alignment Adjustment.</u> Address alignment issues or discrepancies with the command's PC. Changes to manpower requirements impacting billets displayed on MNA should be addressed to the appropriate TYCOM/BSO manpower organization for questions or concerns.

(2) <u>Validating PG and PL orders.</u> Address issues or discrepancies with the command's PC and or servicing PSD/TSC.

(3) <u>Validating NEC Inventory for Assigned and PG Personnel.</u> Address issues or discrepancies with NAVPERSCOM NEC Management shop. DNEC concerns should be addressed with the command's PC.

(4) <u>Validating Transactions Transmitted via NSIPS or Other Corporate Data Systems.</u> Ensure the changes made are reflected in MNA. If transactions did not update info in MNA, re-transmit entry via the applicable system.

(5) <u>Reviewing Personnel Assigned Currently in an Unaligned Status.</u> The AMM should recommend an alignment to the PC via MRR PMAR, phone or e-mail. PC's conduct unaligned Sailor reviews on a daily basis and may realign the Sailor without command input in order to generate the best distribution demand signal.

    c.   AMM bi-monthly reviews should include:

        (1) Reviewing current and projected manning and report critical shortages to ISIC and or applicable TYCOM/BSO.

        (2) Reviewing Sailor Alignments. If changes are required, transmit updates to the PC via an MRR. MRR is the preferred method, but updates may also be transmitted via phone call or e-mail. Special attention should be placed on reviewing Sailors who are within 2 months of becoming a PL (2 months prior to entering their detailing window). The AMM may desire to realign a Sailor currently aligned to a different billet into this billet to preclude creation of an unnecessary requisition. Example: There is one first class billet onboard, but there are two first class Sailors onboard with equivalent NECs and experience levels. Sailor A is aligned to the first class billet, but will only be onboard for another 14 months. Sailor B is aligned to a second-class billet and will be onboard for another 2 1/2 years. Sailor B should be realigned to the first class billet and Sailor A should be aligned to the second-class billet in order to generate a second-class requisition, not another first class requisition.

        (3) Reviewing DNEC assignments and, if changes are required, transmit updates to the PC via e-mail, phone, or personnel manning report. Usage of the Gapped NEC Report in MNA will make analysis of possible DNEC actions more efficient.

        (4) Reviewing PRDs for Assigned Personnel. If a Sailor is outside of their MNA negotiation window and wishes to extend their PRD onboard current command, transmit NAVPERS 1306/7 Electronic Personnel Action Request for PRD adjustment to the applicable rating detailer in NAVPERSCOM, Enlisted Distribution Division (PERS-40). Commands may also request PRD changes for Sailors outside of their MNA negotiation window via PERSMAR. Sailors who are inside their MNA negation window will typically have requests to extend PRD onboard denied. Sailors with incorrect PRDs should contact their detailer and their command should notify their PC for correction.

        (5) For operational units with limited female bunking availability, validating the female and embarked berthing allocation on the Female Distribution at Sea Report. Berthing data changes will be submitted to the TYCOM via the ISIC. The TYCOM will provide the validated allocation change request to PERS-4013 via the FRI (U.S. Fleet Forces Command or Commander Pacific Fleet). PERS-4013 is responsible for updating the approved berthing allocation in MNA per FRI direction, which will reflect on the Female Distribution at Sea Report.

        (6) Validating command contact information, points of contact (POC), phone numbers, e-mails, and Web page links under the UIC link on the command home page. If in error, inform the activity's POC with the MNA Enlisted Command role to correct under the Help, Active/FTS Command Info menu.

9. Action. Effective upon receipt, the validation and correction of information in the EDVP should be accomplished per the provisions in this instruction.

10. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: http://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.
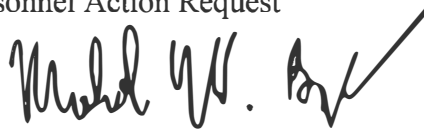
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD Program office.

11. Review and Effective Date. Per OPNAVINST 5215.17A, the Bureau of Naval Personnel (BUPERS), Enlisted Placement Management Branch (PERS-4013) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

12. Forms. The following NAVPERS forms are at: www.mynavyhr.navy.mil/References/Forms/NAVPERS/

a. NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request

b. NAVPERS 1306/7 Electronic Personnel Action Request

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via BUPERS Web site: https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/.