



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

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PERS-4013  
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BUPERS INSTRUCTION 1080.54

From: Chief of Naval Personnel

Subj: ENLISTED DISTRIBUTION AND VERIFICATION PROCESS

Ref: (a) Billet Based Distribution User's Guide  
(b) OPNAVINST 3501.360A

1. Purpose. To publish the format and procedures for performing the enlisted distribution and verification process (EDVP), which replaces the process used to validate the Enlisted Distribution and Verification Report (EDVR). This instruction also serves to inform the fleet of the processes required to account for each command's enlisted personnel and billet alignments. Commands will manage Navy enlisted classification (NEC) skill sets, projected rotation dates (PRD), and prospective gains and losses.
2. Scope and Applicability. The provisions of this instruction are applicable to all Navy commands.
3. General Information. With the implementation of Billet Based Distribution (BBD), the Navy will no longer produce the EDVR. The previously generated report is replaced by the EDVP, a process that will require commands to accomplish tasks to provide an accurate demand signal to enlisted distribution managers. These changes are necessitated by the implementation of the BBD capability within the Career Management System – Interactive Detailing (CMS-ID) application.
4. Discussion. EDVP is the Navy's enlisted management process under which commands, in conjunction with Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Branch (PERS-4013), type commanders (TYCOM), immediate superiors in command (ISIC), and manning control authorities (MCA) will align enlisted Sailors to billet-level requirements reflected on the command's activity manning document (AMD). The information contained within CMS-ID/BBD will reflect current and prospective Sailors, personnel details such as NEC codes and career history, and billet data provided by authoritative sources via the Authoritative Data Environment (ADE). NAVPERSCOM (PERS-4013) will review each command's alignments on a continuous basis and solicit command input for Sailor-to-billet alignment. If no input is provided by the command, NAVPERSCOM (PERS-4013), in its role as the command's advocate, is authorized to take actions to ensure an accurate requisition is generated on behalf of the command.
  - a. Each alignment should best reflect the work that each Sailor has been assigned. The Sailor's rating, paygrade, and NEC codes will be used to determine where the Sailor should be aligned.

b. The alignment information in CMS-ID/BBD is authoritative and will be the common reference for communicating manning status among an activity, ISIC, applicable TYCOM, MCA, and NAVPERSCOM.

c. Billets (positions) that are unaligned or aligned with a projected loss (PL) during the order negotiation window (current month through 9 months (P9) in the future) will generate a requisition, which may be advertised via CMS-ID, using established MCA business rules.

d. Activities should designate an activity manning manager (AMM), other than or in addition to the commanding officer (CO), executive officer (XO), or command master chief (CMC), who will act as the liaison between the activity and the NAVPERSCOM (PERS-4013) Placement Coordinator (PC). Monitoring: AMM and View Only. CMS-ID/BBD will have two levels of access for command monitoring. The AMM will have unlimited access to personnel information and service record data; it is recommended that only users with a “need to know” be granted an AMM role. It is further recommended that the AMM be the administrative officer, assistant maintenance officer, or personnel officer. “View Only” access will allow other command users to view all required data for internal personnel assignments, but will not allow access to 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 the PC.

e. Terms: BBD will introduce a number of new terms and retire others. It is recommended that each AMM review the terms and definitions table in reference (a).

5. Processing. The EDVP is designed to be continuous and dynamic. Because CMS-ID/BBD will reflect data changes as they occur, it is recommended that, at a minimum, weekly reviews are conducted. The data changes directly affect:

a. Billet Alignments. Each Sailor assigned to permanent duty at a given command will be aligned to the billet that best represents the work the Sailor has been assigned. Billets are identified in CMS-ID/BBD 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 fed 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 on the AMD (e.g., excess positions), will have positional attributes captured that best represent the work they are performing.

b. CMS-ID/BBD. CMS-ID/BBD has an automatic alignment process which will align Sailors to billets based on a number of factors (rating, paygrade, all NECs held in inventory including closed-loop NECs, distributed NEC (DNEC) DNEC1, DNEC2, and PRD). An initial baseline of alignments was coordinated with the command AMM prior to initial implementation and

monthly realignment runs will be performed to consistently provide better quality of alignments. Only a subset of a command's Sailors and billets will be eligible for realignment each month; these will include Sailors aligned to excess and unfunded positions, Sailors and billets in unlocked alignments, and vacant billets. AMMs should review their command's alignments and work with their PC to make necessary adjustments prior to the monthly requisition update.

c. **Manpower Changes.** As manpower changes submitted via the Total Force Manpower Management System (TFMMS) are processed, billet data can change (rating, paygrade, or NEC). These changes will affect the command's manning requirements and may require a realignment of assigned Sailors.

d. **Change in Status.** Change in an assigned Sailor's status may also require an alignment adjustment (e.g., Sailor is awarded an NEC, the command may wish to realign that Sailor to a billet that requires that NEC.)

e. **Prospective Gain (PG).** Each PG Sailor (Sailor with orders inbound to an activity) will be aligned to the billet for which he or she is being ordered.

f. **Tentative Gain (TG).** Commands will have visibility on positions with a TG identified by the detailee. TGs will be aligned to the billet for which they are being considered, but until orders are released, the ultimate activity will not be able to see personnel details on them.

g. **Work assignment within a command.** Commands may request a realignment of Sailors within their commands to reflect NEC changes (awards or removals), advancements, departmental or division changes, or a major change in the Sailor's assigned work.

h. **Personnel accounting.** CMS-ID/BBD contains significant personnel data which will require regular 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 can be viewed in the Sailor's personnel details.

(1) Professional Information Data

(a) Sailor

(b) Service

(c) On board activity

(d) Orders

(2) Support Information Data

- (a) Career Waypoint (C-Way)
- (b) Security
- (c) Exceptional Family Member
- (d) Education
- (e) Armed Services Vocational Aptitude Battery
- (f) Language
- (g) Evaluation/fitness report
- (h) Physical Readiness Information Management System (PRIMS)

(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) Proficiency pay
- (d) Past proficiency pay
- (e) Flight pay
- (f) Submarine pay

i. DNEC and PRD. For DNEC or alignment issues, contact the command's PC. For PRD issues, contact the Sailor's rating detailer. For all other data issues, commands are directed to contact their local personnel support office for assistance.

j. Command Readiness. Per reference (b), the Department of Defense's Defense Readiness Reporting System – Navy (DRRS-N) is the Navy's authoritative readiness reporting system for all Navy commands. Additionally, alignment data from CMS-ID/BBD will be used in other readiness reporting systems used by the Navy, such as Cognos.

k. Enlisted requisitions. Requisition generation will be a direct reflection of all billets with no Sailor aligned at P9.

6. Availability. The EDVP is available to activities by accessing the CMS-ID/BBD application via <https://www.cmsid.navy.mil>. This program will remain in a Web-based environment. There is no current or planned afloat environment for CMS-ID. As such, activities with planned disconnected operations will need to establish procedures with their ISIC to manage their EDVP in advance of scheduled operations.

7. Access Requests. Access to CMS-ID/BBD is accomplished using various roles based on the user's positional authority. Access request submission instructions and forms are located on the NAVPERSCOM BBD Web page <http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Pages/default2.aspx>.

8. Required Validation and Review. Users should refer to reference (a) for detailed system processes. Review and maintenance of command personnel data is critical to ensure requisitions generate accurately. Below is a list of required verification processes and recommended review schedules. 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:

a. Enlisted Alignment Management

(1) AMM Review. The AMM will review each Sailor assigned to the command and ensure his or her billet alignment best accounts for the work he or she has been assigned. The alignment should consider the Sailor's rating, paygrade, and NEC(s) as they relate to the command's billets.

(2) Funded Billet Alignment. Sailors should be aligned to funded billets first, then unfunded as needed. A Sailor aligned to an unfunded billet or a refillable or non-refillable excess position will be considered "in excess of funded requirements" and may be used by the controlling TYCOM to fill a gapped, funded billet at another activity.

(3) Data Change Flag. The system 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 can 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 until the next monthly realignment cycle, when they will be cleared.

(4) Permanent Change of Station Order Validation. Commands will continue to receive Sailor orders using the current systems and processes. CMS-ID/BBD will allow 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 orders to ensure they are aligned. Note: billet information will not be found on the orders.

(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 PC to adjust as needed.

(6) Estimated Date of Loss to the Navy (EDLN). Sailors with EDLN dates may reflect as PLs on the PG/PL report. This is normally due to the EDLN coming before the 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 issues.

(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 a gap in the command's manning. Errors can also generate a requisition too early and create a manning surplus and an inefficient usage of 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 addressed with the command's PC. DNEC assignments should be made based on the aligned billet requirements. In some instances, DNEC assignments can 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 reference (a). Bridging is an important factor when measuring NEC and critical NEC fit.

(9) C-WAY Status Review. The AMM is able to review a Sailor's C-WAY status 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.

(10) Evaluation and Fitness Report Review. The AMM can review a Sailor's evaluation and fitness report information under the Sailor's "Personnel Detail" screen, under the "Support Information" tab. Errors should be addressed with the Electronic Service Record (ESR) Help Desk.

(11) PRIMS Review. The AMM can review a Sailor's PRIMS information under the Sailor's "Personnel Detail" screen, under the "Support Information" tab. Errors should be addressed with the PRIMS Help Desk.

(12) Special Pay Management. The AMM can review a Sailor's special pay information under the Sailor's "Personnel Detail" screen, under the "Special Pays Information" tab. Errors should be addressed with NAVPERSCOM, Enlisted Special Pay Programs Branch (PERS-813).

(13) Navy Standard Integration Personnel System (NSIPS) Transaction Validation. The AMM will be able to monitor a Sailor's information changes submitted via NSIPS in BBD. Once the changed information has been processed by NSIPS, BBD data will reflect the same change.

b. Weekly Reviews

(1) Monitor billet changes which could require an adjustment of the alignment. Address issues or discrepancies with the command's PC.

(2) Validate PG and PL orders. Address issues or discrepancies with the command's PC.

(3) Validate NEC inventory for assigned and PG personnel. Address issues or discrepancies with the command's PC.

(4) Validate transactions transmitted via NSIPS or other corporate data systems. Ensure the changes made are reflected in BBD. If transactions did not update info in BBD, re-transmit entry via the applicable system.

(5) Review personnel assigned that are currently unaligned. The AMM should recommend an alignment to the PC or wait until the next realignment cycle, at which time the system will align the Sailor to the most appropriate billet.

c. Monthly Reviews

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

(2) Review Sailor alignments and if changes are required, transmit updates to the PC via email. Special attention should be placed on reviewing Sailors that are within 1 month of becoming a PL (1 month prior to entering detailing window). The AMM may desire to realign a Sailor currently aligned to a different billet into this billet to preclude creation of a requisition.

(3) Review DNEC assignments and if changes are required, transmit updates to the PC via email or message. Usage of the Gapped NEC Report will make analysis of possible DNEC actions more efficient.

(4) Review PRDs for assigned personnel and transmit a NAVPERS 1306/7 Enlisted Personnel Action Request for PRD adjustment to the applicable rating detailer in NAVPERSCOM, Enlisted Distribution Division (PERS-40). NAVPERS 1306/7 may be obtained from NAVPERSCOM Web site at <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

(5) For operational units with limited female availability, validate the female and embarked berthing allocation on the Female Distribution at Sea Report. Changes should be submitted to the appropriate TYCOM via the appropriate ISIC. The TYCOM will provide the validated allocation change request to NAVPERSCOM (PERS-4013) via the MCAF (U. S. Fleet Forces Command). NAVPERSCOM (PERS-4013) is responsible for updating the approved berthing allocation in the Navy Activity Status (NAVACTSTAT) System, which will reflect on the Female Distribution at Sea Report the day after the entry is made.

(6) Validate 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 command role to correct.

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

10. Review and Effective Date. NAVPERSCOM (PERS-4013) will review this instruction annually on the anniversary date 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. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

11. Records Management. Records created as a result this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.npc.navy.mil>