Enlisted Placement and Distribution
PERS-40

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Branch Head, Enlisted Shore Special Programs (PERS-4010)

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Enlisted Shore Placement Lead

21 Sep 2017

Mission First... Sailors Always
Agenda

- Enlisted Placement vs Distribution
- Billet Based Distribution
- CMS-ID Process
- Detailing Process
- Initiatives to Improve Sea Duty Manning
Placement vs. Detailing

- **Placement**: (PERS-4013 – Enlisted Placement Management) – The Command’s Advocate
  - Command Manning and Readiness Advocate
  - CMS/ID Management
  - NEC Management
  - Programs and Data Management
  - Manning Control Authority Representative to the Fleet

- **Detailing**: (PERS-40X) – The Sailor’s Advocate
  - Sailor Career Management Advocate
  - CMS/ID Selections
  - Order Writing
  - Special Programs Management
Enlisted Distribution System Overview

Sailor Preparation: Review record at 12-15 15-18 months prior to PRD to ensure data is accurate, update preferences & apply for CWAY via CCC

ASSIGNMENTS

CMS-ID

PERS 4013
- Monitors Enlisted Personnel
- Generates Prioritized Requisitions
  - Represents MCAs
  - Command Advocate

Sailor Application
- View available reqs and apply 9-7 MONTHS 12-7 MONTHS
- CCC reviews CMS/ID w/ Sailor and assists with CMS/ID Negotiations

CMD Comments and ranking!
- 2 DAYS 5 DAYS

Detailer Selection
- Make selections
- Release orders
- Negotiate special cases
- 5 DAYS 14 DAYS

Continuous Process

PLACEMENT

MCA
- Establishes Priorities
- Supported by:
  - TYCOM
  - ISIC
  - UNIT

New Timeline

Process will change to a 12 month CMS-ID Cycle starting October 2017

Red text reflects changes for the 2 month CMS-ID Cycle starting October 2017
How is the Requisition Prioritized for CMS-ID

- **By business rules:** If no additional directions are given by the MCAs, PERS-4013 loads CMS-ID using the highest to lowest prioritized requisitions as generated in CMS-ID/BBD
  - The number of requisitions displayed for each RATE/RATING is controlled by business rules approved by the MCAs and NPC
  - Roller numbers are generated by the Detailer using known information about each member's career intentions. (PST, EDLN, Special Programs (HUM, EFM, CO-LO...))

- **Determining the number of requisitions to display:**
  - The Rating Specialist (PERS 4013RS) sets the number of requisitions to display on CMS-ID using the approved formula:
    \[
    \text{Display number} = \frac{100\%}{\text{of rollers at or within P7 (within P8)}} + \\
    50\% \text{ of P8 (P10 and P9) rollers} + \\
    15\% \text{ of P9 (P12 and P11) rollers}
    \]

  Example: If 10 Sailors each at P9, P8, and at or within P7 = 16 requisitions displayed on CMS-ID for 30 Sailors to choose from, results in competition for billets, more available choices for the Detailer to select the best Sailor for the billet, and designed “roll-over” of Sailors to the next month for other billets

Red text reflects changes for the 2 month CMS-ID Cycle starting October 2017
Proactive and forward looking PRD management is a key to success in keeping the ship manned

- PRDs will only be changed upon receipt of official correspondence - 1306 or PERSMAR

- PRD extensions for deployment, other operational commitments are considered

- Take up month (TUM) on a requisition is determined by PRD – not EAOS

- Consider Sailors under orders as a loss

- Clear communications are essential

- Sailor required to OBLISERV within 30 days of receipt of orders.
  - Command required to send FAILURE TO OBLISERVE message if Sailor does not re-enlist or extend as required by orders (read all parts of the orders)
BBD Basic Info and Desired Effects

- Modernization of the enlisted distribution system - provides ability to place Sailors into jobs (BSCs) like officer distribution

- BBD resides within the Career Management System – Interactive Detailing (CMS-ID) System

- Sailors will see few changes
  - CMS-ID negotiation process has **NOT** changed

- A tool to improve enlisted manning efficiency and command management of their personnel

- Provides an accurate demand signal to NPC
BBD Desired Effects

- **Transparency**
  - Access to accurate/detailed enlisted manning information in one system
  - Provides visibility to all alignments, vacant positions, and excess Sailors (including students and transients)
  - Allows command and fleet level users to view basic and “deep-dive” reports

- **Distribution Efficiency**
  - Provides a Quality of Alignment (QoA) score for each alignment
  - How well is the available Sailor inventory onboard/projected onboard meeting command requirements?

- **Timeliness**
  - Allows fleet personnel managers access to the most current info available

- **Ease of Use**
  - Eliminated the need for managing the cumbersome Enlisted Distribution Verification Report (EDVR)
  - More intuitive system for novice and expert personnel managers
  - Interactive with delivery of full operational capability (next phase ~FY 18)
Benefits of BBD (Personnel Management)

- The demand signal provided to NPC is the same demand used for computation of Fit/Fill and DRRS-N

- All requirements available for distribution action
  - Navy Manning Plan no longer used for requisition generation

- A new Requisition Prioritization Tool drives the “right” billets to be taken for distribution action (less manual intervention) required

- More effective use of scarce resources
  - Personnel, PCS and TDI funds, school quotas/pipelines
Sailor is about to enter negotiation window

Sailor in negotiation window

Sailor Detailed as Needs of the Navy

14 mos prior

12 mos prior

7 mos prior

PRD

Sailor, Career Retention Team, and Detailer Engagement

Sailor applies in CMS/ID via CCC or Sailor

If not selected for orders via CMS/ID, needs of the Navy orders are issued

COMMUNICATION IS KEY
(CMS/ID, E-Mail, Phone Call, Naval Message)
# New CMS-ID Schedule

## CMS-ID Schedule for Active Duty and Full Time Support

**Application Results / Alignment Review:** Results will be available through the requisition scrub period.

<table>
<thead>
<tr>
<th>CMS-ID Down for REQ Load</th>
<th>TYCOM Requisition Review</th>
<th>MCA Requisition Review</th>
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</thead>
<tbody>
<tr>
<td>NPC Requisition Scrub</td>
<td>Available for AC/FTS Applications</td>
<td>CMS-ID Command Comments Only (No Applications allowed)</td>
</tr>
<tr>
<td>Details Make Selections</td>
<td>CMS-ID Down for Maintenance</td>
<td>CMS-ID Down for REQ Cycle Alignment (2100 - 2330 CST)</td>
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### CMS-ID Down for System Processing

**October 2017**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tr>
<td>2100 - 2300 (CST)</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>17</td>
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<td>1700 (CST)</td>
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<tr>
<td>2100 - 2300 (CST)</td>
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<td>30</td>
<td>31</td>
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**November 2017**

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<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>15</td>
<td>16</td>
<td>17</td>
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<tr>
<td>2100 - 2300 (CST)</td>
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<td>20</td>
<td>21</td>
<td>22</td>
<td>Holiday</td>
<td>23</td>
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<tr>
<td>2100 - 2300 (CST)</td>
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<td>27</td>
<td>REQ Cycle Alignment</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

### Helpdesk Holiday Schedule

- 9 October - Monday (Columbus Day) - Minimal Staff
- 10 November - Friday (Veterans Day) - Minimal Staff
- 23 November - Thursday (Thanksgiving) - Minimal Staff

Contact the SSCONT NOLA Helpdesk by email at cmsidhelpdesk@navy.mil or by phone at 1-800-537-4617
### CMS-ID Billets

#### Additional Information
- Additional information can be found behind any blue text.
- Displaying Jobs 1-14 of 14

<table>
<thead>
<tr>
<th>Pri #</th>
<th>BSC</th>
<th>Rate</th>
<th>NEC</th>
<th>NEC</th>
<th>Billet Title</th>
<th>TUM</th>
<th>FAC1 FAC2 MCA UIC</th>
<th>Activity Name</th>
<th>Current Location</th>
<th>Prospective Location</th>
<th>Branch</th>
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<tr>
<td>0004</td>
<td>00670</td>
<td>CTT3</td>
<td>1706</td>
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<td>CRYPTOLOGIC TECH T</td>
<td>1703</td>
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<td>F 09724</td>
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<td>1711</td>
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<td>F 47681</td>
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<td>CCG 88 J3 McCain</td>
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<td>70140</td>
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<td>1712</td>
<td>Q</td>
<td>F 66721</td>
<td>NOIC SAN DIEGO</td>
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<td>ELNT COLL/OPS/MOBAP</td>
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<td>Q</td>
<td>F 49763</td>
<td>NOIC COLORADO</td>
<td>CO, DENVER</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>
CMS-ID Applications

Indicator lights show the match between Sailors and jobs, based on:
- Duty Preferences
- Moving Costs/Job Location
- Skills
- Policy
<table>
<thead>
<tr>
<th>CMS-ID Command Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sailor Information</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>ROGERS</td>
</tr>
<tr>
<td>MANNING</td>
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<td>FAVRE</td>
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<td>BRADY</td>
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</tbody>
</table>
AT LEAST 15 Months from PRD

- Career Development Board
  - Ensure Page 2 information is correct
  - Update CMS/ID Profile (contact information/duty pref)
  - C-Way application/quota
  - Update EFM status
  - Submit any NAVPERS 1306 special requests to Detailer:
    - PRD Extension
    - Spouse Colocation request (or to Opt Out of colo request…)
      (MILPERSMAN 1300-1000 updated 12 MAR 2016)
    - Special Programs
    - Any other unique requests (coastal preference, etc…)
12 Months: Order Negotiation Begins on CMS-ID!!

- Sailor is able to make own applications in CMS-ID without assistance of CCC
- Sailor has at most three cycles to apply:
  - Months 12, 10, 8
  - Max of 5 applications per cycle = 15 total applications
- Distribution (PERS-4013) asset once in window
- Sailor’s current billet may be advertised on CMS-ID and available for the Fleet
Career Management System (CMS) Interactive Detailing (ID)

CMS-ID is designed and used by Sailors, Command Career Counselors, and Command Personnel. The Web-based system allows Sailors to view available jobs and make their own applications or through their Command Career Counselor. Sailors can view CMS-ID through a secure website located at HTTPS://WWW.CMSID.NAVY.MIL.

NEW ACCESS PROCEDURE:

With the implementation of BBD, new access procedures have been established for all existing CMS-ID roles (AC/FTS/RC) and new roles established for BBD. All users are required to submit a SAAK and a NAVPERS 1330/3. Instructions can be found here.

Personnel requesting Type Commander (TYCOM) access provide their TCG range in block 11. Refer to the links on the right to get your TCG codes.

Submit requests to CMSIDBD,BINbox@navy.mil.

For assistance contact:

For account access requests or account issues/questions:
NPC CMS Help Desk: 901-874-4157
NDC CMS Supervisor: 901-874-2379
NPC Pers-4 Help Desk: 901-874-3249

For accounts that have been disabled due to inactivity:
SSCLANT CMS Help Desk: 1-800-537-4617,
CMSIDHelpDesk@navy.mil

Future changes to CMS-ID:

Billet Based Distribution (BBD) Phase 1B will be capability added to CMS-ID for the February 2016 cycle. For more information about BBD, click here.

Reserve Headquarters System (RHS) Billet Assignment Capability will be added to CMS-ID in January 2017.

"Accelerate Your Career!", "Strengthen Your Financial Future!", "Maintain Your Home Life Stability!!!" by selecting an Overseas Contingency Operations Support Assignment (OSA) today! When you volunteer for an OSA position, you are in control of your future and can determine its course, speed, and direction. OSA puts you in a temporary duty status reporting to nontraditional naval assignments that range in length from 7-12 months in locations such as Afghanistan, Kuwait/Qatar, Horn of Africa, and many others. NAVADMIN 324/10 outlines the business rules associated with OSA and should be read in its entirety. To learn more about OSA please contact your Command Career Counselor, Rating Detailer, or the Navy Personnel Command OSA assignment detailing cell. Read more at the link below.

Overseas Contingency Operations (OSA) Information.

Active Duty Calendar
Reserve Calendar
Detailing Countdown

CMS-ID Enhancements
Active Sailor Gates
Active Sailor Flags
Active Sailor Alerts
Reserve Sailor Gates
Reserve Sailor Flags
Reserve Sailor Alerts

Resources
NAVADMIN 226/12
CAC Resets
AIP Instruction
Detailer Notes
Bahrain Dependents
Riyadh Dependents
Special Programs/Special Screenings

- Instructor Duty
- Flag Duty
- Aircrew
- Recruit Division Commander & Recruiting Duty
- Command Senior Chief / Master Chief
- SPECWAR (DEVGRU, JSOC, SRT-1/2)
- PRECOMs:
  - USS PAUL IGNATIUS (DDG-117)
  - USS THOMAS HUDNER (DDG-116)

NOTE: Sailors will not be released to a special program detailer without rating detailer consent
Detailers Can...

- Counsel and advise Sailors as their advocate
- Make assignments to valid billets within negotiation window (12 - 7 months prior to PRD)
- Adjust PRD (NAVPERS 1306/7 required)
- Transfer Sailors up to +6/-6 months of PRD (Per MILPERSMAN 1306-104)
  - Primary purpose is to keep sea duty billets manned
- Coordinate spouse colocations (MILPERSMAN 1300-1000 updated 12 MAR 2016)
- Make assignments for Sailors returning to full duty from Limited Duty
- Issue "Non-Voluntary" orders to Sailors in their CMS-ID window
**Detailers Can't…**

- Adjust PRDs to facilitate negotiation of orders “shopping early/late”
- Break PRD more than -6/+6 Months without approved 1306/7
- Extend EAOS
- Send Sailors to schools en route that are not required on the requisition
- Make pay grade substitutions without PERS 4013 approval
  - 1 up and 1 down does not exist
  - Pay Bands (E4/Below, E5/E6, E7/E8 and E8/E9)
- Make assignments to non-existent requisitions
- Make “by name” request assignments
Have realistic expectations. Communicate w/ Detailer early about options and factors that could influence order selection

Request PRD adjustment and/or spouse de-colocation via 1306/7 at least 15 months prior to PRD

Submit multiple CMS-ID applications while in negotiation window

Minimum participation required is to log on and update contact information and input standing assignment preferences

Actively communicate with detailer (e-mail, phone, CMS-ID)

Give them the factors behind your desires so they have info for the “tiebreaker”

Apply for career enhancing jobs instead of focusing on location

Plan for high year tenure (HYT) and retirement
Detailing Challenges

- PCS cost
- CWAY
- Evals
- EFM
- PRT/BCA
- Training cost
- Requisition Priority
- Billet gap
- PRD
- Gender
- PRD rollers
- Sea/shore flow
- Pay grade
- School quota availability
- Special Screening
- Spouse Collocation
- HYT
- Sailor’s desire
- Career Enhancement
- Command Input
- Needs of the Navy
- Available Requisitions
- Time on Station
- Assignment Decision
Initiatives to Man the Fleet

- Extension of enlistment to complete PST for 1st term personnel (NAVADMIN 004/17)
  - Additional 2,150 sea years

- Modifications to High Year Tenure (NAVADMIN 143/17)
  - E6: 20 → 22 Years
  - E5: 14 → 16 Years
  - E4: 8 → 10 Years

- Optimizing E7-E9 Assignments (NAVADMIN 192/17)

- Changes to CMS-ID Cycle (Pending NAVADMIN / 17)
  - Cancels NAVADMIN 226/12 – Changes in the enlisted distribution to improve sea duty manning
  - Cancels NAVADMIN 058/14 – Sailor Early Return to Sea

- SEAOS – PST (Pending NAVADMIN / 17)

- Voluntary Sea Duty Program (MILPERSMAN 1306-141)
  - >1100 Sailor-Years of sea time gained since 2012
Questions?

NPC Customer Service
1-866-U-ASK-NPC
DSN 882-5672