What’s New for You?
CMS-ID/BBD 1c
Fleet Manning Manager Capability

What’s Changing?

Upgraded CMS-ID/BBD System Capability

Billet Based Distribution (BBD) Phase 1c is the third deliverable of BBD functionality to Career Management System – Interactive Detailing (CMS-ID). It will provide full operational capability to the BBD function, which was first added to CMS-ID in April 2013 (BBD Phase 1a) and enhanced to initial operational capability with the deployment and implementation of BBD Phase 1b in February 2016. BBD 1c will provide fleet manning managers with online tools to submit, review, and approve/disapprove manning action in order to improve fleet personnel readiness. It will provide command level users [Activity Manning Managers (AMMs), command triad, and personnel officers] with the ability to request billet-sailor alignment changes using CMS-ID and also add process improvements for many distribution functions.

New Fleet Manning Manager Roles in CMS-ID/BBD

The following new fleet manning manager roles will be available in CMS-ID/BBD upon deployment of phase 1c:

- **Immediate Superior In Command (ISIC)** - This new role is basically the same as the existing Activity Manning Manager (AMM), but is intended for commands who exercise ISIC authority over several subordinate activities. This role will be able to track Member Realignment Requests (MRRs) submitted to NPC, PERS-4013 via CMS-ID/BBD by their subordinate activities and all Personnel Manning Actions Requests (PMARs) for all subordinate commands. Additionally, they will be able to review and provide recommendations for authorized PMARs to senior manning and distribution managers.
  - When acting on the behalf of a subordinate activity, they will have to use the AMM role to submit MRRs.

- **Manning Control-Readiness (MC-R)** - This new role has been created to provide support to the Manning Control Authorities (MCA) by providing Fleet-level recommendations to the MCAs on PMARs without being granted/delegated final adjudication authority. It is expected that these roles will be used primarily by the COMPACFLT N1 and USFF N1 personnel readiness staffs. This role will have unlimited access to all available BBD information, but will only be able to participate in PMAR workflows that reside within their defined area of responsibility (AoR).

When is it Changing?

System deployment is scheduled for July 2018 and will be implemented with the August 2018 CMS-ID cycle.
Automated Personnel Manning Action Requests (PMARS)

CMS-ID/BBD Phase 1c will provide Fleet Manning Managers a real time, online system to research, submit, review and adjudicate Personnel Manning Action Requests (PMARs) to handle unplanned losses, unfilled vacancies due to lack of personnel or training resources, emergent readiness requirements, or unforeseen personnel needs. This capability replaces the current manual process of sharing manning information via SharePoint and e-mail. Additionally, there will be a PMAR archive for auditability and congressional inquiry. The following PMARs will be performed online:

<table>
<thead>
<tr>
<th>PMAR</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Assignment</td>
<td>An unplanned distribution action taken when a Sailor requests it. It is usually due to the Sailor being a victim of a crime or harassment incident where they are concerned for their safety (or their family’s safety).</td>
</tr>
<tr>
<td>Humanitarian Assignment (HUMS)</td>
<td>An unplanned move of a Sailor to a new location due to a serious situation requiring special attention for the Sailor or more normally, a Sailor’s family member.</td>
</tr>
<tr>
<td>Pregnancy Assignment</td>
<td>When a Female Sailor becomes pregnant while on sea duty or in a remote area without proper medical care, they are given an assignment on shore duty for the duration of their pregnancy and 12 months post-partum.</td>
</tr>
<tr>
<td>LIMDU (Limited Duty)</td>
<td>Sailors that are temporarily moved to shore duty due to a personal medical issue to allow time for treatment and convalescence. In most respects this situation is treated much like the pregnancy assignment except for the duration of the assignment.</td>
</tr>
<tr>
<td>DIVERT</td>
<td>This is a basic manning action where a Sailor with released orders to a command is given a new set of orders to a different ultimate activity. This is usually for readiness purposes. Sailors are generally kept within the same sea/shore composite.</td>
</tr>
<tr>
<td>Cross-Deck</td>
<td>A situation where a Sailor currently serving at an activity is given orders to a different activity, normally to fix a readiness issue. <strong>This action is for sea duty commands only.</strong></td>
</tr>
<tr>
<td>COMPTOUR</td>
<td>A situation where a Sailor currently serving at an activity is given orders to a different activity, normally to address a mission shortfall. <strong>This action is for shore duty commands only.</strong></td>
</tr>
<tr>
<td>Component Substitution</td>
<td>During the assignment process when a FTS Sailor is requested to fill an Active Job or vice versa.</td>
</tr>
<tr>
<td>Rating Substitution (D-Rate)</td>
<td>During the assignment process, when a Sailor is requested to fill a job of another rating or community.</td>
</tr>
<tr>
<td>Paygrade Substitution (PAYSUB)</td>
<td>During the assignment process, when a Sailor is requested to fill a job not of the same paygrade as the sailor.</td>
</tr>
<tr>
<td>Alignment Change</td>
<td>This is a new action for BBD 1c where a fleet user may request a manual alignment change or groups of changes at a command under their AoR.</td>
</tr>
<tr>
<td>Create Excess Position</td>
<td>A new action for 1c to allow for more control and historical review of the creation of these jobs. It may be possible to link this creation to a held funded job at the same or another command. This is considered compensation.</td>
</tr>
<tr>
<td>Orders Modification (ORDMOD)</td>
<td>Simply a modification to a released set of orders that does not change the Ultimate UIC.</td>
</tr>
<tr>
<td>Operational Hold (OPHOLD)</td>
<td>A case where a set of released orders are in hand and the date of departure is adjusted for readiness purposes. These actions may result in an ORDMOD, ORDCANX, or no action.</td>
</tr>
<tr>
<td>Order Cancellation (ORDCANX)</td>
<td>A case where a set of released orders are no longer valid and must be cancelled. This action is usually the last resort as it is preferred to modify orders due to a small percentage of the PCS funds being lost if the orders are cancelled.</td>
</tr>
<tr>
<td>Quick Note</td>
<td>A method to administratively capture a simple manning action approval that does not require approval outside of NPC</td>
</tr>
<tr>
<td>TAD</td>
<td>A situation where a Sailor is serving at a command but is temporarily assigned to another unit. There is no billet requirement created at this temporary command and the sailor will still be aligned at the original command although they will also show at the TAD command.</td>
</tr>
<tr>
<td>ADDU</td>
<td>A situation where a Sailor is ordered to the ADDU TO command but is permanently assigned (for length of orders) to an ADDU FROM command.</td>
</tr>
</tbody>
</table>
Online Member Realignment Requests
Phase 1c will provide command level users [Activity Manning Managers (AMMs), the command triad, and personnel officers] with the ability to request billet-sailor alignment changes using an automated process in CMS-ID.

Other CMS-ID/BBD Process Improvements
- Greater transparency of manning information and processes
- TAD personnel tracker
- ADDU billet tracker
- Billet Compensation Connections. Tracks funding from unfilled BA used as compensation to fill another unfunded position.
- Enhanced Pregnancy and Limited Duty Personnel placement processes
- Humanitarian and Safety assignments
- Additional user roles to allow for refined capabilities: includes Deployability Coordinator, Enlisted Community Manager, and Activity Manning Support roles.

Training
The CMS-ID webpage on the NPC website is your one stop source of information regarding BBD; please visit it often to ensure you have the most current information available!


1. TYCOM/BSO N1 training event in Millington, 2-3 May, followed by TYCOM/BSO refresher training via Defense Collaboration Services (DCS), 1 August.

2. PERS 4013 DCS training sessions, two times per week (Tues, Thurs) beginning Tuesday, 26 June, and continuing through 16 August.

3. PERS 4013 Fleet Roadshows
   - Norfolk and San Diego, Date TBD
   - Everett and Jacksonville, Date TBD

For specific training event schedule details contact your COMNAVPERSCOM, PERS-4013 Placement Coordinator.

   - User Guide (will also be available via link from CMS-ID)
   - User Brief Card

5. Online BBD training tutorials for specific user roles will be available in CMS-ID to provide step by step instructions for completing required tasks.
What’s New for You?

Help

- NPC CMS Help Desk: 901-874-4157
- NPC Pers-4 Help Desk: 901-874-3249
- Email: CMSIDBBD_Inbox@navy.mil

For additional information or assistance in the following areas, contact:

CMS-ID Assistant Program Manager, 504-697-2571
CMS-ID Project Director, 504-607-2568
NPC PERS-455 Functional Manager, 901-874-4869
NPC PERS-4013 Enlisted Placement Functional Owner, 901-874-4428

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