Billet Based Distribution (BBD) 
Fleet User’s Guide

Version 2.0
# Table of Contents

1  SEARCH FOR ACTIVITY ALIGNMENTS ........................................................................................................ 6  
   1.1  BASIC SEARCH ................................................................................................................................. 6  
   1.2  ADVANCED SEARCH ......................................................................................................................... 7  
       1.2.1  Alignment Status Optional Criteria ......................................................................................... 7  
       1.2.2  Billet/Position Optional Criteria ............................................................................................ 8  
       1.2.3  Personnel Optional Criteria .................................................................................................... 9  
   1.3  SAVING A SEARCH ........................................................................................................................... 11  
   1.4  RESTORING A SAVED SEARCH ....................................................................................................... 12  
   1.5  DEFAULT SEARCH ............................................................................................................................ 12  
   1.6  DELETE A SAVED SEARCH ............................................................................................................. 12  
2  PROSPECTIVE GAIN/PROJECTED LOSS REPORT (PG/PL) ........................................................................... 13  
   2.1  PG/PL REPORT DETAIL .................................................................................................................. 13  
       2.1.1  Projected Loss Section ............................................................................................................. 13  
       2.1.2  Prospective Gain Section ......................................................................................................... 14  
   2.2  PROSPECTIVE GAIN ALIGNMENT PROJECTIONS ........................................................................ 14  
3  GAPPED NEC REPORT .............................................................................................................................. 15  
   3.1  VIEW BRIDGED NECs ....................................................................................................................... 15  
   3.2  VIEW FILLED FLOATING NEC .......................................................................................................... 16  
4  FEMALE AT SEA REPORTING .................................................................................................................. 17  
   4.1  FEMALE DISTRIBUTION AT SEA REPORT .................................................................................... 17  
       4.1.1  Female Distribution at Sea Report Results ............................................................................... 18  
   4.2  WOMEN IN SHIPS APPLICATION GATE ........................................................................................ 20  
5  DETERMINING SPECIFIC BA ................................................................................................................... 21  
   5.1  BA BY ACTIVITY ............................................................................................................................ 21  
   5.2  BA BY RATING .................................................................................................................................. 21  
   5.3  BA BY PAY GRADE .......................................................................................................................... 22  
   5.4  BA BY NEC ...................................................................................................................................... 22  
6  DETERMINING SPECIFIC INVENTORY ...................................................................................................... 24  
   6.1  INVENTORY BY ACTIVITY ............................................................................................................... 24  
   6.2  INVENTORY BY RATING .................................................................................................................. 24  
   6.3  INVENTORY BY PAY GRADE ........................................................................................................... 25  
   6.4  INVENTORY BY NEC ........................................................................................................................ 25  
7  BA TO INVENTORY ANALYSIS ................................................................................................................ 26  
   7.1  ACTIVITY SUMMARY SEARCH ..................................................................................................... 26  
   7.2  PAY GRADE SUMMARY SEARCH .................................................................................................. 27  
8  SAILOR SEARCH FROM ALIGNMENT SEARCH ....................................................................................... 30  
   8.1  SAILOR SEARCH USING DOD-ID NUMBER .................................................................................. 30  
   8.2  SAILOR SEARCH USING SSN LAST 4 ........................................................................................... 30  
   8.3  SAILOR SEARCH USING NAME .................................................................................................... 31  
9  SAILOR SEARCH FROM SAILOR INFO TAB ........................................................................................... 32
Billet Based Distribution (BBD) How-To Guide

12.3 SEARCH FOR FUTURE PRD .................................................................................................................. 62

13 CHANGE REQUEST SUMMARY ........................................................................................................... 63

13.1 SUMMARY VIEW ............................................................................................................................... 63
  13.1.1 Manager’s View ............................................................................................................................ 63
  13.1.2 Submitter’s View .......................................................................................................................... 63
  13.1.3 Reviewer’s View ........................................................................................................................... 64
13.2 ACTION LIST VIEW ........................................................................................................................... 64
13.3 DETAIL VIEW ..................................................................................................................................... 65
13.4 PMAR COMPLETION STATUS ........................................................................................................... 66

14 FLAG MANAGEMENT ........................................................................................................................... 67

14.1 FLAG TYPES ...................................................................................................................................... 67
  14.1.1 Action Flags ................................................................................................................................. 67
  14.1.2 Information Flags ......................................................................................................................... 67
14.2 FLAG SEARCH .................................................................................................................................. 67
  14.2.1 Flag Search from Alignment Search ............................................................................................ 67
  14.2.2 Flag Search from Flags for Review Queue .................................................................................. 68
  14.2.3 Flag Detail ................................................................................................................................... 68

15 COMMUNITY MAPPING ........................................................................................................................ 70

16 ORDERS INFORMATION DETAIL (OID) ......................................................................................... 71

17 PERSONNEL MANNING ACTION REQUESTS (PMAR) ...................................................................... 74

17.1 DIVERT PMAR .................................................................................................................................... 74
  17.1.1 Submission .................................................................................................................................. 74
  17.1.2 Adjudication ............................................................................................................................... 77
17.2 CROSSDECK PMAR ........................................................................................................................... 79
  17.2.1 Submission .................................................................................................................................. 79
  17.2.2 Adjudication ............................................................................................................................... 83
17.3 COMPTOUR PMAR ............................................................................................................................. 85
  17.3.1 Submission .................................................................................................................................. 85
  17.3.2 Adjudication ............................................................................................................................... 88
17.4 ORDERS MODIFICATION PMAR ......................................................................................................... 90
  17.4.1 Workflow Tables ......................................................................................................................... 90
  17.4.2 Submission .................................................................................................................................. 91
  17.4.3 Adjudication ............................................................................................................................... 92
17.5 OPERATIONAL HOLD (OPHOLD) PMAR ............................................................................................ 94
  17.5.1 Submission .................................................................................................................................. 94
  17.5.2 Adjudication ............................................................................................................................... 94
17.6 ORDERS CANCELLATION PMAR ......................................................................................................... 96
  17.6.1 Submission .................................................................................................................................. 97
  17.6.2 Adjudication ............................................................................................................................... 97
17.7 QUICK NOTE ....................................................................................................................................... 98
  17.7.1 Submission .................................................................................................................................. 98
  17.7.2 Details ......................................................................................................................................... 99
17.8 MEMBER REALIGNMENT REQUEST (MRR) PMAR ......................................................................... 100
  17.8.1 Types ......................................................................................................................................... 100
  17.8.2 Eligibility ..................................................................................................................................... 100
  17.8.3 Submission .................................................................................................................................. 101

18 APPENDIX A - SUPPORTING INFORMATION .................................................................................... 104
## List of Tables

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 3</td>
<td>Data Change Flags</td>
<td>104</td>
</tr>
<tr>
<td>Table 4</td>
<td>Terms and Definitions</td>
<td>105</td>
</tr>
<tr>
<td>Table 5</td>
<td>Quality of Alignment Descriptions</td>
<td>109</td>
</tr>
<tr>
<td>Table 6</td>
<td>Maintenance Tables</td>
<td>110</td>
</tr>
<tr>
<td>Table 7</td>
<td>User Roles</td>
<td>113</td>
</tr>
<tr>
<td>Table 8</td>
<td>PMAR List</td>
<td>114</td>
</tr>
</tbody>
</table>
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.

- 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 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 Area of Responsibility (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
- **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 or encumbered 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
1.2.2 Billet/Position Optional Criteria

- Flag Status
  - Action
  - Information
  - No Flag

- Billet Classification
  - Force Structure Billet(s)
  - 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, searches for records where all NEC fields are blank
  - Entering an NEC will search all billet NEC positions

- BSO - Budget Submitting Office
- Department
- Division
Billet Based Distribution (BBD) How-To Guide

- 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
- 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
- DSTAT – Deployment Status
- TGC – Type Commander Group Code
- ARC – Activity Readiness Code
- OPC – Operational Code

1.2.3 Personnel Optional Criteria
- Personnel Classification
  - Reservation
  - TAD Onboard
  - TAD Away
  - Under Orders (w/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 Code
- Gender
- Service Component
- 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
Billet Based Distribution (BBD) How-To Guide

- 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 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
Billet Based Distribution (BBD) How-To Guide

- 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
  - Identifies billet, aligned incumbent, and loss information
- Prospective Gain
  - Identifies PG and estimated arrival date

If more than 1 UIC was initially searched, the UIC Viewing dropdown 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
Billet Based Distribution (BBD) How-To Guide

- 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, EDLN date, or EAOS/SEAOS
- Loss Reason
  - Displays loss reasons of either PRD, orders, EDLN or EAOS/SEAOS 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.
Billet Based Distribution (BBD) How-To Guide

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, 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,
Billet Based Distribution (BBD) How-To Guide

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. BBD 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 Manning Control Authority USFF (MCA). 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.

CMS/ID 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, contact 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.)
23 July, 2018

Billet Based Distribution (BBD) How-To Guide

- **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)

- **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.
Billet Based Distribution (BBD) How-To Guide

• Bunks Available
  – Displays the number of female berthing units available at the beginning of the LPW taking into consideration prospective gains (and Tentative Gains (TG)) and projected losses.
  – 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 Error! Reference source not found. Error! Reference source not found..
    o 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 MCA and USFF 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)
Billet Based Distribution (BBD) How-To Guide

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 Women in Ships Application Gate

For all user roles that can submit an application on behalf of a female Sailor, CMS/ID 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
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
Billet Based Distribution (BBD) How-To Guide

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
Billet Based Distribution (BBD) How-To Guide

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.

- 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:
Billet Based Distribution (BBD) How-To Guide

- 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.

- 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.
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

- 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 displayed 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 displayed 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 5 expandable sections:
  - Professional Information
    - PRD and DNEC change submissions may be available to authorized user roles from this section
  - Personal Information
  - Support Information
  - ASVAB Data
  - Special Pay Information
- Additional personnel details can be accessed via the Sailor History button
  - Platform type history
  - NEC history
  - School history
  - Physical readiness 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
Billet Based Distribution (BBD) How-To Guide

- 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 Hot
  - Only OSA
- Sailor status
  - Not Under Orders
  - Under Orders
  - EDLN on File
Billet Based Distribution (BBD) How-To Guide

- 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)
- Special Program Preferences
- Detailer nominations
- Language

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
Billet Based Distribution (BBD) How-To Guide

- Indicates orders in process or Sailor nomination

• Checkboxes
  - Compare Sailors
    o This option navigates to the Sailor Comparison page where the selected Sailors can be displayed side by side
    o Displays minimum information
  - View Selected Sailors
    o This option navigates to the Active Personnel Details page with radio buttons to quickly toggle between selected Sailors
    o Displays detailed information
  - PRD Change
    o Individual Sailor
    o Multiple Sailors

• Additional capability may be available on this page based on the user role
  - Send Sailor Notification
    o 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.
Billet Based Distribution (BBD) How-To Guide

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 CMS-ID.

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 CMS-ID

### 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, 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 Funded-Held or Unfunded-Held 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
Billet Based Distribution (BBD) How-To Guide

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.
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

- 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**
Billet Based Distribution (BBD) How-To Guide

- 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.
Billet Based Distribution (BBD) How-To Guide

- **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**
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

- 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**
Billet Based Distribution (BBD) How-To Guide

- 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.
Billet Based Distribution (BBD) How-To Guide

• 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
• Deployment Status (DSTAT)

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
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

- Functional Area Code (FAC)
- Billet Title
- 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
Billet Based Distribution (BBD) How-To Guide

- 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 14 Flag Management for additional flag management information

10.3.4 Personnel Data

- Rating
  - 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)
Billet Based Distribution (BBD) How-To Guide

- 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 thru 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
  - BBD 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
BBD provides the ability to view additional information concerning each enlisted member. These Personnel Details cover the following:

- **Professional**
  - Sailor
  - Service
  - Onboard Activity
  - Orders
- **Support**
  - Career Waypoint
  - Security
  - EFM
  - Deployability Category
  - Education
  - Language
  - ASVAB/AFCT
  - EVAL/FitRep
  - PRIMS
- **Historical**
  - Career History
  - Warfare History
  - NEC History
  - School History
- **Special Pay**
  - SRB
  - AIP
  - SDIP
  - SDAP (Pro Pay)
  - Flight Pay
  - Sub Pay

To access the Personnel Details, wherever the member name is displayed within BBD, 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.
Billet Based Distribution (BBD) How-To Guide

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. BBD 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 BBD, 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 BBD, 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 activities for the purposes of LIMDU and Pregnancy placement functions. Future development will include general activity information searches.

11.1 LIMDU and Pregnancy Activity Search

From the LIMDU or Pregnancy submission form, the user will have the ability to initiate an activity search by selecting the Activity Info Search button. The user will be presented the Activity Information 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 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
Billet Based Distribution (BBD) How-To Guide

- BUPERS
- Fleet
- Both (default)

- Sea/Shore
  - Sea
  - Shore
  - Sub Sea
  - Sub Shore

- 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
  - Indicates if there are LIMDU (or Pregnancy) restricting requisition comments associated to the activity
- LIMDU (or Pregnancy) BA%
Billet Based Distribution (BBD) How-To Guide

- Percentage of LIMDU (or Pregnancy) personnel allowed to be assigned based on the total BA at the activity

- Total LIMDU (or Pregnancy) Capacity
  - 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
Billet Based Distribution (BBD) How-To Guide

- 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 Error! Reference source not found. Error! Reference source not found. to complete PMAR submission process.

11.3 General Activity Search
Future development release.
12 Projected Rotation Date (PRD) Management

A member’s Projected Rotation Date (PRD) is critical within enlisted distribution as well as processes inside CMS-ID. 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 Sea/Shore Flow 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 establishes the priority; 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 Manning Control Authority (MCA).

PRD validation is critical to CMS-ID functions, requisition generation and readiness measures. Specific guidance is provided in the Enlisted Distribution Verification Process (EDVP). Additional information can be found on the CMS-ID website resources section at http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Pages/default2.aspx.

12.1 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

12.2 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
Billet Based Distribution (BBD) How-To Guide

- 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

12.3 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.
13 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.

13.1 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.

13.1.1 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

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 Error! Reference source not found. Error! Reference source not found. 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.

13.1.2 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 13.4 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
Billet Based Distribution (BBD) How-To Guide

- 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

- 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.

13.1.3 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).

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.

13.2 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.
Billet Based Distribution (BBD) How-To Guide

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, or Processing Status, if accessed from the Reviewer or Manager view.

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 CMS-ID
  - The workflow participant’s recommendation
  - The date/time of the recommendation
  - The workflow participant’s comments
  - 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

**13.3 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 17 Personnel Manning Action Requests (PMAR) for further information on each PMAR type.

13.4 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 Enlisted System (NES)
  - Projected Rotation Date (PRD)
14 Flag Management

BBD 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, BBD 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 BBD daily and billet changes weekly. All flags persist between system initiated realignment cycles and then are reset upon realignment.

14.1 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

14.1.1 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.

14.1.2 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.

14.2 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.

14.2.1 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.
23 July, 2018

Billet Based Distribution (BBD) How-To Guide

- To view the Flag Details, select the desired flag by clicking the VIEW hyperlink for the alignment.

**14.2.2 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 14.2.1 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 14.2.1 Flag Search from Alignment Search

**14.2.3 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.
Billet Based Distribution (BBD) How-To Guide

- 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
15 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.
16 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
  - ACC
  - MCA
  - ATC
  - Geographic Location
Billet Based Distribution (BBD) How-To Guide

- 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
  - 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.
Billet Based Distribution (BBD) How-To Guide

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 CMS-ID or the order writing system provide final release has not occurred and no DTG is assigned. This includes:

- CMS initiated orders
- Accession orders (no CMS-ID associated selection/posting)
- ACC 342 orders (no CMS-ID associated selection/posting)
- Retirements/Separations orders (no CMS-ID 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.
17 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.

17.1 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.

17.1.1 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 Error! Reference source not found. Error! Reference source not found..

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.
Billet Based Distribution (BBD) How-To Guide

- 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.

17.1.1.1 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 (partial matches 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
Billet Based Distribution (BBD) How-To Guide

- **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

17.1.1.2 *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**
Billet Based Distribution (BBD) How-To Guide

- 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

### 17.1.1.3 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.

### 17.1.2 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 13 Change Request Summary for further information concerning the Change Request Summary page.

To adjudicate the Divert PMAR, perform the following steps:
Billet Based Distribution (BBD) How-To Guide

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 13.2 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
Billet Based Distribution (BBD) How-To Guide

- 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

17.2 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.

17.2.1 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.

### 17.2.1.1 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 (partial 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
Billet Based Distribution (BBD) How-To Guide

- 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

17.2.1.2 **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
Billet Based Distribution (BBD) How-To Guide

- 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

17.2.1.3 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
Billet Based Distribution (BBD) How-To Guide

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.

17.2.2 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 13 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 13.2 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
Billet Based Distribution (BBD) How-To Guide

- 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
17.3 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.

17.3.1 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.

17.3.1.1 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
Billet Based Distribution (BBD) How-To Guide

- 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

17.3.1.2 **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
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

- 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

17.3.1.3 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.

17.3.2 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 13 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 13.2 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
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

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

### 17.4 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 CMS-ID 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.

#### 17.4.1 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
Billet Based Distribution (BBD) How-To Guide

- 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.

17.4.2 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.

17.4.3 Adjudication
Once the Orders Modification PMAR begins the workflow routing, it will systematically 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 13 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 13.2 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
Billet Based Distribution (BBD) How-To Guide

- 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
Billet Based Distribution (BBD) How-To Guide

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.

17.5 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

17.5.1 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

17.5.2 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
Billet Based Distribution (BBD) How-To Guide

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 13 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 13.2 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
Billet Based Distribution (BBD) How-To Guide

- 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

17.6 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.
17.6.1 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

17.6.2 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 13 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 13.2 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

17.7 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.

17.7.1 Submission

To submit a Quick Note:
Billet Based Distribution (BBD) How-To Guide

- 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.

17.7.2 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
Billet Based Distribution (BBD) How-To Guide

- SQD
  - Ability to view the additional member data
- Cancel
  - Will close the Quick Note form without submitting

17.8 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.

17.8.1 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.

17.8.2 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.

17.8.3 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.
Billet Based Distribution (BBD) How-To Guide

- 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.

17.8.3.1 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.
Billet Based Distribution (BBD) How-To Guide

- **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.
## Appendix A - Supporting Information

### Table 1 - Data Change Flags

<table>
<thead>
<tr>
<th>Flag Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Flags</strong></td>
</tr>
<tr>
<td>Activity's imminent deployment date added</td>
</tr>
<tr>
<td>Activity's imminent deployment date changed</td>
</tr>
<tr>
<td>Activity's imminent deployment date deleted</td>
</tr>
<tr>
<td>Change in Activity's ARC</td>
</tr>
<tr>
<td>Change in Activity's OPC</td>
</tr>
<tr>
<td>Change in Activity's TGC</td>
</tr>
<tr>
<td><strong>Billet Flags</strong></td>
</tr>
<tr>
<td>Billet's funding delayed</td>
</tr>
<tr>
<td>Billet's funding ending soon</td>
</tr>
<tr>
<td>Billet's funding started</td>
</tr>
<tr>
<td>Billet's funding extended</td>
</tr>
<tr>
<td>Billet's NEC became closed-loop NEC</td>
</tr>
<tr>
<td>Billet's NEC removed from closed-loop NEC</td>
</tr>
<tr>
<td>Billet's NEC became floating NEC</td>
</tr>
<tr>
<td>Billet's NEC removed from floating NEC</td>
</tr>
<tr>
<td>Change in billet's rating</td>
</tr>
<tr>
<td>Change in billet's EMC</td>
</tr>
<tr>
<td>Change in billet rate not crossing pay band</td>
</tr>
<tr>
<td>Change in billet's rate crossing pay band</td>
</tr>
<tr>
<td>Change in billet's PNEC</td>
</tr>
<tr>
<td>Change in billet's SNEC</td>
</tr>
<tr>
<td>Change in billet's PFAC</td>
</tr>
<tr>
<td>Change in billet's SFAC</td>
</tr>
<tr>
<td>Change in billet's service component</td>
</tr>
<tr>
<td>Non-refillable position becomes refillable</td>
</tr>
<tr>
<td>Refillable Excess Position becomes non-refillable</td>
</tr>
<tr>
<td>Refillable Excess Position expires within 90 days</td>
</tr>
<tr>
<td>Alignment restriction Expires within 90 days</td>
</tr>
<tr>
<td><strong>Sailor Flags</strong></td>
</tr>
<tr>
<td>Change in Sailor's rating</td>
</tr>
<tr>
<td>Change in Sailor's current rate not crossing pay band</td>
</tr>
<tr>
<td>Change in Sailor's current rate crossing pay band</td>
</tr>
<tr>
<td>Change in Sailor's RCN</td>
</tr>
<tr>
<td>Change in Sailor's EMC</td>
</tr>
<tr>
<td>Change in Sailor's prospective rating</td>
</tr>
<tr>
<td>Change in Sailor's prospective rate crossing pay band</td>
</tr>
</tbody>
</table>
### Flag Description

<table>
<thead>
<tr>
<th>Change in Sailor's prospective rate not crossing pay band</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in Sailor's PRD</td>
</tr>
<tr>
<td>Change in Sailor's DNEC</td>
</tr>
<tr>
<td>Change in Sailor's ACC</td>
</tr>
<tr>
<td>Change in Sailor's EDLN</td>
</tr>
<tr>
<td>Change in Sailor's EDA</td>
</tr>
<tr>
<td>Change in Sailor's EDD</td>
</tr>
<tr>
<td>Change in Sailor's service component</td>
</tr>
<tr>
<td>Sailor gained an NEC</td>
</tr>
<tr>
<td>Sailor loses an NEC</td>
</tr>
<tr>
<td>Sailor's NEC became a floating NEC</td>
</tr>
<tr>
<td>Sailor's NEC was removed from floating NEC</td>
</tr>
<tr>
<td>Sailor's NEC became closed-loop NEC</td>
</tr>
<tr>
<td>Sailor's NEC was removed from closed-loop NEC</td>
</tr>
<tr>
<td>Unexpected Sailor gain</td>
</tr>
<tr>
<td>Unexpected Sailor loss</td>
</tr>
<tr>
<td>Sailor's billet no longer exists</td>
</tr>
</tbody>
</table>

### Table 2 - Terms and Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>This term describes a grouping of billets all having the same Unit Identification Code (UIC).</td>
</tr>
<tr>
<td>Alignment</td>
<td>The process of matching a person to a billet or position.</td>
</tr>
<tr>
<td>Additional Duty (ADDU)</td>
<td>Manpower authorizations are assigned to billets to satisfy the need for expertise not available</td>
</tr>
<tr>
<td></td>
<td>from within activity assets when valid workload does not support a full-time manpower requirement</td>
</tr>
<tr>
<td></td>
<td>or to accommodate limited staff functions.</td>
</tr>
<tr>
<td>Area of Responsibility</td>
<td>The grouping of billets and/or personnel that a given user is responsible for managing.</td>
</tr>
<tr>
<td>Assigned Rating</td>
<td>Currently held in Enlisted Assignment Information System (EAIS), this field conveys the rating</td>
</tr>
<tr>
<td></td>
<td>an Enlisted Member is considered to be for the current assignment.</td>
</tr>
<tr>
<td>Bridged Navy Enlisted Classification (NEC)</td>
<td>A gapped Navy Enlisted Classification (NEC) code requirement being filled by an Enlisted Member aligned to a different billet/position.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Closed-Loop Navy Enlisted Classification (NEC)</td>
<td>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.</td>
</tr>
<tr>
<td>Community</td>
<td>All ratings in the United States Navy (USN) including those specified by the functional business owner(s).</td>
</tr>
<tr>
<td>Component Navy Enlisted Classification (NEC)</td>
<td>Prerequisite qualifications for the assignment of the Principal Navy Enlisted Classification (NEC) code.</td>
</tr>
<tr>
<td>Compressed Rating Structure</td>
<td>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.</td>
</tr>
<tr>
<td>Critical Navy Enlisted Classification (NEC) codes Percentage of Manning Thresholds</td>
<td>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.</td>
</tr>
<tr>
<td>Detailer Action Management Queue (DAM-Q)</td>
<td>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.</td>
</tr>
<tr>
<td>Desk Codes</td>
<td>A code designated to identify an area of responsibility assignable to a user.</td>
</tr>
<tr>
<td>Distributed Navy Enlisted Classification (NEC)</td>
<td>A Navy Enlisted Classification (NEC) code an Enlisted Member is administratively assigned to indicate the Enlisted Member is filling a specific NEC requirement.</td>
</tr>
<tr>
<td>DSTAT</td>
<td>Deployment status, such as deployed, return, training, basic phase, etc.</td>
</tr>
<tr>
<td>Employment Type</td>
<td>A grouping of activities that either perform like missions or deploy on similar schedules.</td>
</tr>
<tr>
<td>Equitable Allocation Manning</td>
<td>Level expected for a prioritization category if alignable personnel were evenly distributed to activities with billets/positions that fall within the prioritization category.</td>
</tr>
<tr>
<td>Equitable Allocation Billet/Position Projection Point</td>
<td>The point in time used to calculate billets/positions to be included in the equitable allocation calculations.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Equitable Allocation Personnel Projection Point</td>
<td>The point in time used to calculate personnel to be included in the equitable allocation calculations.</td>
</tr>
<tr>
<td>Excess Position</td>
<td>A position created for personnel that are assigned above an activity’s manpower requirements.</td>
</tr>
<tr>
<td>Floating Navy Enlisted Classification (NEC)</td>
<td>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.</td>
</tr>
<tr>
<td>Full Strength</td>
<td>Currently a Navy Enlisted System (NES) data field Strength Indicator (SCIND) value with an “F” in the second position indicates full strength.</td>
</tr>
<tr>
<td>Functional Area Code (FAC)</td>
<td>A indicator on a billet identifying the need for special consideration in manpower programs, personnel detailing and placement.</td>
</tr>
<tr>
<td>Funded Billet</td>
<td>A manpower requirement that has been funded by a resource sponsor.</td>
</tr>
<tr>
<td>Gapped Navy Enlisted Classification (NEC) Requirement</td>
<td>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.</td>
</tr>
<tr>
<td>Host Activity</td>
<td>The activity that is capable of accommodating an embarked or a tenant activity.</td>
</tr>
<tr>
<td>Manning Requirement Type</td>
<td>Describes a billet’s/position’s funding status and manpower status. (I.e. funded billet, unfunded billet, refillable excess position, or excess position).</td>
</tr>
<tr>
<td>Orders Information Details (OID)</td>
<td>A visual display of PCS orders information including detaching, intermediate and ultimate activity data for original and modification orders.</td>
</tr>
<tr>
<td>Orders Negotiation Window</td>
<td>Represents the time period an Enlisted Member is eligible to negotiate for Permanent Change of Station (PCS) orders.</td>
</tr>
<tr>
<td>OPC</td>
<td>Operational Component identifies activities that are grouped together for a particular deployment mission. Usually the OPC is the hull number of the lead activity.</td>
</tr>
<tr>
<td>Personnel Manning Action Request (PMAR)</td>
<td>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.</td>
</tr>
<tr>
<td>Primary Navy Enlisted Classification (NEC)</td>
<td>Primary Navy Enlisted Classification (NEC) The first Navy Enlisted Classification (NEC) requirement which appears on a billet/position.</td>
</tr>
<tr>
<td>Principal Navy Enlisted Classification (NEC)</td>
<td>Identifies a stand-alone skill and may include skills or abilities identified by Component and/or Related Navy Enlisted Classification codes (NECs).</td>
</tr>
</tbody>
</table>
## Billet Based Distribution (BBD) How-To Guide

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prioritization Category</td>
<td>A grouping of requisitions defined by a set of characteristics that will be prioritized against one another.</td>
</tr>
<tr>
<td>Projected Alignment Level</td>
<td>The expected level of manning for a given activity at a projected point in time.</td>
</tr>
<tr>
<td>Projected Loss</td>
<td>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.</td>
</tr>
<tr>
<td>Prospective Gain</td>
<td>An Enlisted Member who is under Permanent Change of Station (PCS) orders to a given activity.</td>
</tr>
<tr>
<td>Reservation</td>
<td>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.</td>
</tr>
<tr>
<td>Refillable Excess Position</td>
<td>An excess position that is intended to be advertised for a backfill when vacant.</td>
</tr>
<tr>
<td>Requisition</td>
<td>An Enlisted personnel demand signal for manpower vacancy.</td>
</tr>
<tr>
<td>Sailor Qualifying Details (SQD)</td>
<td>Additional member data that is not PMAR specific that may be used during PMAR adjudication.</td>
</tr>
<tr>
<td>Secondary Navy Enlisted Classification (NEC)</td>
<td>Secondary Navy Enlisted Classification (NEC) The second Navy Enlisted Classification (NEC) requirement which appears on a billet/position.</td>
</tr>
<tr>
<td>Tag List/Tagging</td>
<td>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.</td>
</tr>
<tr>
<td>Take-Up Month</td>
<td>The month that the requisition is expected to be filled.</td>
</tr>
<tr>
<td>Target Alignment Level</td>
<td>The desired level of manning for a given activity.</td>
</tr>
<tr>
<td>Temporary Additional Duty (TAD)</td>
<td>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.</td>
</tr>
<tr>
<td>Tentative Gain</td>
<td>An Enlisted Member that has been selected for a billet prior to initial orders being assigned a Date Time Group (DTG).</td>
</tr>
<tr>
<td>TGC</td>
<td>Type Commander Group Code</td>
</tr>
</tbody>
</table>
### Billet Based Distribution (BBD) How-To Guide

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Navy Enlisted Classification (NEC)</td>
<td>NEC codes assigned to track personnel with certain accomplishments or special circumstances that are not used to describe billet requirements.</td>
</tr>
<tr>
<td>Unfunded Billet</td>
<td>A manpower requirement that has not been funded by a resource sponsor.</td>
</tr>
<tr>
<td>Unique Position Identifier (UPI)</td>
<td>A unique code identifying an excess position.</td>
</tr>
</tbody>
</table>

#### Table 3 - Quality of Alignment Descriptions

<table>
<thead>
<tr>
<th>Alignment Quality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QoA 1</td>
<td>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.</td>
</tr>
<tr>
<td>QoA 2 &amp; QoA 3</td>
<td>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.</td>
</tr>
<tr>
<td>QoA 4 &amp; QoA 5</td>
<td>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 CMS-ID realignment action unless the alignment is locked by the authorized user.</td>
</tr>
<tr>
<td>QoA 6</td>
<td>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.</td>
</tr>
<tr>
<td>QoA 7</td>
<td>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</td>
</tr>
<tr>
<td>Excess Alignments</td>
<td>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, CMS-ID will align Sailors to excess positions when there are alignment tie-breakers and no other alignment is available for the displaced Sailor. Additionally, some CMS-ID initiated alignments</td>
</tr>
</tbody>
</table>
**Billet Based Distribution (BBD) How-To Guide**

<table>
<thead>
<tr>
<th>Alignment Quality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alignment Quality</strong></td>
<td>are automatically aligned to excess positions based upon the status of the Sailor (i.e. activated reservists, pregnancy, and limited duty).</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td>- Refillable excess alignments are to positions that persist even vacant. This type of position can be advertised in CMS-ID for backfill.</td>
</tr>
<tr>
<td>Unaligned Sailors</td>
<td>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.</td>
</tr>
<tr>
<td>Alignment Exempt</td>
<td>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.</td>
</tr>
<tr>
<td>Unfunded Alignments</td>
<td>Alignments will normally be made to funded billet requirements identified on the Activity Manpower Document (AMD). In rare cases, alignments to 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.</td>
</tr>
<tr>
<td>Held Billets</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Table 4 - Maintenance Tables**

<table>
<thead>
<tr>
<th>Maintenance Table</th>
<th>Historical View Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEC</strong></td>
<td></td>
</tr>
<tr>
<td>Floating</td>
<td>No</td>
</tr>
<tr>
<td>OJT</td>
<td>Yes</td>
</tr>
<tr>
<td>Tracking</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Billet Based Distribution (BBD) How-To Guide

<table>
<thead>
<tr>
<th>Maintenance Table</th>
<th>Historical View Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Loop</td>
<td>Yes</td>
</tr>
<tr>
<td>Component</td>
<td>Yes</td>
</tr>
<tr>
<td>Critical</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### SCORING

<table>
<thead>
<tr>
<th>SCORING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>QoA</td>
<td>Yes</td>
</tr>
<tr>
<td>QoA Rule</td>
<td>Yes</td>
</tr>
<tr>
<td>Floating NEC</td>
<td>Yes</td>
</tr>
<tr>
<td>Bridged NEC</td>
<td>Yes</td>
</tr>
<tr>
<td>Vacant Billets</td>
<td>Yes</td>
</tr>
<tr>
<td>NEC Validation</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### REQUISITION

<table>
<thead>
<tr>
<th>REQUISITION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CNO Prioritization Factors</td>
<td>Yes</td>
</tr>
<tr>
<td>Critical NEC Prioritization Factors</td>
<td>Yes</td>
</tr>
<tr>
<td>Factor Bands</td>
<td>Yes</td>
</tr>
<tr>
<td>Requisition Prioritization Factors</td>
<td>Yes</td>
</tr>
<tr>
<td>Equitable Allocation Projection Points</td>
<td>Yes</td>
</tr>
<tr>
<td>Equitable Allocation Percentage</td>
<td>Yes</td>
</tr>
<tr>
<td>TUM Prioritization Factors</td>
<td>Yes</td>
</tr>
<tr>
<td>Requisition Comments</td>
<td>No</td>
</tr>
<tr>
<td>Requisition Comment Rules</td>
<td>No</td>
</tr>
<tr>
<td>Requisition Category Rules</td>
<td>No</td>
</tr>
<tr>
<td>Restricted Posting Rules</td>
<td>No</td>
</tr>
<tr>
<td>Requisition Category Change Reasons</td>
<td>Yes</td>
</tr>
<tr>
<td>Projected Loss Modification Rules</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### ALIGNMENT

<table>
<thead>
<tr>
<th>ALIGNMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed Rating</td>
<td>Yes</td>
</tr>
<tr>
<td>Loss Projection Window</td>
<td>Yes</td>
</tr>
<tr>
<td>Alignment Change Reasons</td>
<td>Yes</td>
</tr>
<tr>
<td>Alignment Lock Change Reasons</td>
<td>Yes</td>
</tr>
<tr>
<td>Flag Maintenance</td>
<td>No</td>
</tr>
<tr>
<td>Pay Bands</td>
<td>Yes</td>
</tr>
<tr>
<td>Enlisted Management Communities</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### ACTIVITY

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Employment Types</td>
<td>Yes</td>
</tr>
<tr>
<td>Default Activity Employment Type</td>
<td>Yes</td>
</tr>
<tr>
<td>Activity Employment Type UIC's</td>
<td>Yes</td>
</tr>
<tr>
<td>Activity Deployment Status</td>
<td>Yes</td>
</tr>
<tr>
<td>Deployment Action Types</td>
<td>Yes</td>
</tr>
<tr>
<td>UIC Access Grouping</td>
<td>No</td>
</tr>
<tr>
<td>Prospective Homeport Location</td>
<td></td>
</tr>
</tbody>
</table>

### ACTIVE/FTS MANAGEMENT
# Billet Based Distribution (BBD) How-To Guide

<table>
<thead>
<tr>
<th>Maintenance Table</th>
<th>Historical View Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify Orders Negotiation Window</td>
<td>No</td>
</tr>
<tr>
<td>Edit Sailor Alerts</td>
<td>No</td>
</tr>
<tr>
<td>Edit Application Flags</td>
<td>No</td>
</tr>
<tr>
<td>Edit Application Gates</td>
<td>No</td>
</tr>
<tr>
<td>Edit AC2RC Application Flags</td>
<td>Moved to Reserve Management tab</td>
</tr>
<tr>
<td>Edit AC2RC Application Gates</td>
<td>Moved to Reserve Management tab</td>
</tr>
<tr>
<td>Toggle RCN/Paygrade Gates</td>
<td>Moved to Reserve Management tab</td>
</tr>
<tr>
<td>Edit UIC Notes</td>
<td>Moved to Reserve Management tab</td>
</tr>
<tr>
<td>Manage Excluded Activities</td>
<td>No</td>
</tr>
<tr>
<td>Manage Excluded Communities</td>
<td>No</td>
</tr>
<tr>
<td>Edit RCN UIC Notes</td>
<td>Moved to Reserve Management tab</td>
</tr>
<tr>
<td>WIS Maintenance</td>
<td>No</td>
</tr>
<tr>
<td>Community Mapping</td>
<td>No</td>
</tr>
</tbody>
</table>

## PMAR MAINTENANCE

<table>
<thead>
<tr>
<th>Feature</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Maintain Workflow</td>
<td>No</td>
</tr>
<tr>
<td>Maintain Workflow Override</td>
<td>No</td>
</tr>
<tr>
<td>Rating Substitution Workflow</td>
<td>Yes</td>
</tr>
<tr>
<td>PAYSUB Workflow</td>
<td>Yes</td>
</tr>
<tr>
<td>ORDMOD Workflow</td>
<td>Yes</td>
</tr>
<tr>
<td>Request Reasons</td>
<td>Yes</td>
</tr>
<tr>
<td>LIMDU Capacity</td>
<td>Yes</td>
</tr>
<tr>
<td>Pregnancy Capacity</td>
<td>Yes</td>
</tr>
<tr>
<td>DCAT Codes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pregnancy Codes</td>
<td>Yes</td>
</tr>
<tr>
<td>LIMDU Codes</td>
<td>Yes</td>
</tr>
<tr>
<td>PAYSUB Exceptions</td>
<td>Yes</td>
</tr>
<tr>
<td>Activities Requiring PAYSUB Review</td>
<td>Yes</td>
</tr>
<tr>
<td>PRD Change Request Reasons</td>
<td>Yes</td>
</tr>
<tr>
<td>PRD Change Request Further Review Rules</td>
<td>Yes</td>
</tr>
<tr>
<td>Request Threshold</td>
<td>Yes</td>
</tr>
<tr>
<td>SDIP Eligibility Rules</td>
<td>Yes</td>
</tr>
<tr>
<td>DNEC Change Reasons</td>
<td>Yes</td>
</tr>
<tr>
<td>Maintain Excess Position Workflow</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## SYSTEM MANAGEMENT

<table>
<thead>
<tr>
<th>Feature</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Capabilities Allowed</td>
<td>No</td>
</tr>
<tr>
<td>System Capabilities Assigned</td>
<td>No</td>
</tr>
</tbody>
</table>
**Table 5 – User Roles**

<table>
<thead>
<tr>
<th>Role</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Manning Manager</td>
<td>RVRA</td>
</tr>
<tr>
<td>Activity Manning Support (AMS)</td>
<td>RVRA</td>
</tr>
<tr>
<td>Enlisted Command</td>
<td>RVRA</td>
</tr>
<tr>
<td>Enlisted Command Career Counselor (CCC)</td>
<td>RVRA</td>
</tr>
<tr>
<td>Enlisted User (Active/FTS/SELRES)</td>
<td>RVRA</td>
</tr>
<tr>
<td>Immediate Superior In Command (ISIC)</td>
<td>RVRA</td>
</tr>
<tr>
<td>Reserve Command</td>
<td>RVRA</td>
</tr>
<tr>
<td>Reserve Command Career Counselor (CCC)</td>
<td>RVRA</td>
</tr>
<tr>
<td>Reserve View Only</td>
<td>RVRA</td>
</tr>
<tr>
<td>Type Commander</td>
<td>RVRA</td>
</tr>
<tr>
<td>View Only</td>
<td>RVRA</td>
</tr>
<tr>
<td>Community Manager</td>
<td>UVRA</td>
</tr>
<tr>
<td>Enlisted Detailer</td>
<td>UVRA</td>
</tr>
<tr>
<td>Manning Control Authority</td>
<td>UVRA</td>
</tr>
<tr>
<td>Manning Control Readiness (MC-R)</td>
<td>UVRA</td>
</tr>
<tr>
<td>NOSC Detailer</td>
<td>UVRA</td>
</tr>
<tr>
<td>Placement Coordinator</td>
<td>UVRA</td>
</tr>
<tr>
<td>Placement Coordinator Lead</td>
<td>UVRA</td>
</tr>
<tr>
<td>RAO Detailer</td>
<td>UVRA</td>
</tr>
<tr>
<td>Rating Specialist</td>
<td>UVRA</td>
</tr>
<tr>
<td>Rating Specialist Lead</td>
<td>UVRA</td>
</tr>
<tr>
<td>Reserve Assignment Coordinator</td>
<td>UVRA</td>
</tr>
<tr>
<td>Allocation Manager</td>
<td>UVUA</td>
</tr>
<tr>
<td>Allocation Support</td>
<td>UVUA</td>
</tr>
<tr>
<td>Assignment Manager</td>
<td>UVUA</td>
</tr>
<tr>
<td>CMS/ID Administrator</td>
<td>UVUA</td>
</tr>
</tbody>
</table>
Billet Based Distribution (BBD) How-To Guide

<table>
<thead>
<tr>
<th>Role</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deployability Coordinator</td>
<td>UVUA</td>
</tr>
<tr>
<td>Help Desk</td>
<td>UVUA</td>
</tr>
<tr>
<td>Special Case Placement</td>
<td>UVUA</td>
</tr>
<tr>
<td>WIS Coordinator</td>
<td>UVUA</td>
</tr>
</tbody>
</table>

Table 6 – PMAR List

<table>
<thead>
<tr>
<th>PMAR Type</th>
<th>Initiation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Assignment</td>
<td>Systemic</td>
</tr>
<tr>
<td>Humanitarian Assignment</td>
<td>Systemic</td>
</tr>
<tr>
<td>Pregnancy Assignment</td>
<td>Manual</td>
</tr>
<tr>
<td>LIMDU Assignment</td>
<td>Manual</td>
</tr>
<tr>
<td>Divert</td>
<td>Systemic/Manual</td>
</tr>
<tr>
<td>Crossdeck</td>
<td>Systemic/Manual</td>
</tr>
<tr>
<td>Completion of Tour (COMPTOUR)</td>
<td>Systemic/Manual</td>
</tr>
<tr>
<td>Component Substitution (COMPSUB)</td>
<td>Systemic</td>
</tr>
<tr>
<td>Rating Substitution (RATINGSUB)</td>
<td>Systemic</td>
</tr>
<tr>
<td>Pat Grade Substitution (PAYSUB)</td>
<td>Systemic</td>
</tr>
<tr>
<td>EXCESS Position Creation/Modification</td>
<td>Systemic</td>
</tr>
<tr>
<td>Orders Modification (ORDMOD)</td>
<td>Manual</td>
</tr>
<tr>
<td>Operational Hold (OPHOLD)</td>
<td>Manual</td>
</tr>
<tr>
<td>Orders Cancel (ORDCANCEL)</td>
<td>Manual</td>
</tr>
<tr>
<td>Projected Rotation Date Change (PRD)</td>
<td>Manual</td>
</tr>
<tr>
<td>Sea Duty Incentive Pay (SDIP)</td>
<td>Manual</td>
</tr>
<tr>
<td>Alignment Change</td>
<td>Systemic</td>
</tr>
<tr>
<td>Member Realignment Request (MRR) *</td>
<td>Manual</td>
</tr>
<tr>
<td>Quick Note *</td>
<td>Manual</td>
</tr>
</tbody>
</table>

* 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.