What’s New for You?
CMS-ID Phase 1c Upgrade
Activity Manning Manager Capabilities

When is it Changing?
System deployment is scheduled for July 2018 and will be implemented with the August 2018 CMS-ID cycle.

Online Member Alignment Requests
Phase 1c will provide command level users [Activity Manning Managers (AMMs), the command triad, and personnel officers] with the ability to submit Member Realignment Requests (MRRs) using an automated process in CMS-ID. This replaces the current process which uses e-mails/ message traffic, and phone calls to COMNAVPERSCOM, PERS-4013 Placement Coordinators. These alternative methods to submit realignment requests will still be available post delivery, but the automated MRR process is preferred. The command will be able to:

- Submit Unlinked MRRs
  - Single: Submission for one Sailor to a vacant job
  - Multiple: Submission of many single realignments in one request
- Submit Linked MRRs
  - Linked: Submission of a group of realignment requests that are linked so that all must be approved or disapproved together. This is for cases when one realignment request will displace an incumbent Sailor who will have to be aligned to a different job. The request will end when the last Sailor is requested to be aligned to a vacant or a newly created excess position.
- View MRR Action List
  - The AMM will be able to track the status of all requests in work or completed.
- Adjudicate MRR
  - The MRRs will be reviewed and adjudicated by the activity’s Placement Coordinator in PERS-4013. ISIC and senior manning managers will be able to review submitted requests, but not take part in the adjudication process.
What’s New for You?

**New AMM Support Role (Activity Manning Support—AMS)**

The AMM Support role will be the same as AMM role except will have less access to sensitive data. Activity leadership should determine if any current AMM users should be downgraded to the AMS role and if this role would be more appropriate for activity users currently assigned a ‘View Only’ role.

**Other BBD Process Improvements in CMS-ID**

- Provide Fleet Manning Managers a real time online system (using CMS-ID) to research, submit, review, and adjudicate Personnel Manning Action Requests (PMARs) to handle unplanned losses, unfilled vacancies due to lack of personnel or training resources, emergent readiness requirements, or unforeseen personnel needs. Replacing the current manual process of sharing manning information via SharePoint and e-mail with an automated managed workflow process will shorten review time and synchronizing information.
- PMAR archive and audit capability
- Greater transparency of manning information and processes
- TAD personnel tracker. (Will track command entered TAD info into NSIPS)
- ADDU billet tracker. (Will allow visibility on ADDU To and ADDU FROM billets)
- Billet Compensation Connections. (Tracks funding from unfilled BA used as compensation to fill another unfunded position.)
- Additional user roles to allow for refined capabilities to include a new ISIC Role which will be able to track Member Realignment Requests (MRRs) submitted to NPC, PERS-4013 via CMS-ID by their subordinate activities and all Personnel Manning Actions Requests (PMARs) for all subordinate commands. Additionally, they will be able to review and provide recommendations for authorized PMARs to senior manning and distribution managers.

**Training**

1. PERS 4013 Web-based (DCS) command user training sessions will be conducted two times per week (Tues, Thurs) beginning Tuesday, 26 June, and continuing through 16 August.
   - A one time TYCOM/BSO Refresher Training DCS will be conducted Wednesday, 1 August.

2. PERS 4013 Fleet Roadshows
   - Jacksonville and San Diego, 16-20 July
   - Norfolk and Everett, 23-27 July

3. Training materials will be posted on the NPC website, [http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Pages/default2.aspx)
   - User Guide (will also be available via link from CMS-ID)
   - User Brief Card

4. Online CMS-ID training tutorials for specific business processes will be available in CMS-ID to provide step by step instructions for completing required tasks.

For specific training event schedule details contact your COMNAVPERSCOM, PERS-4013 Placement Coordinator.
What’s New for You?

Help

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


For additional information regarding CMS-ID:

Contact your COMNAVPERSCOM, PERS-4013 Placement Coordinator with any questions.

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

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

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

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