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SECTION 1: NMCMPS Overview

1.1 BACKGROUND

The United States Navy manages its manpower resources under peacetime conditions to maximize the readiness of its total force. When the force is mobilized under order of the President of the United States, two manpower processes must be put in place that are distinct yet interrelated. First, the existing force must be expanded and augmented to attain the manpower level of the mobilized force. Second, the procedures and actions to sustain the mobilized force throughout the period of the emergency must be affected. One key element of mobilization is the tracking of Service Members from the time they report at the Navy Operational Support Center (NOSC) to their arrival at the Navy Mobilization Processing Site (NMPS), to the accession at the gaining command -- provided for by the Navy-Marine Corps Mobilization Processing System (NMCMPS).

Similarly, during demobilization the NMPS is responsible for the out-processing of Service Members. Demobilization can be more complex than mobilization from the NMPS's standpoint in that in addition to the movement and tracking of Service Members, accurate and expedient generation of separation documents is required for reservists.

1.1.1 Historical

NMCMPS was developed in response to the identified requirement to track Service Members throughout the entire manpower mobilization process. In April 2002, the United States Navy fielded a prototype system, which was tested at a number of designated NMPSs. This prototype was evaluated and enhancements were implemented to obtain the production version.

The NMCMPS prototype system was based on the USMC Marine Corps Mobilization Processing System (MCMPS) program that was initially deployed within the USMC in 1994. The USMC MCMPS program was developed as a result of lessons learned during Desert Shield/Desert Storm. The USMC MCMPS program provided the USMC the ability to track USMC Reservists throughout the entire manpower mobilization process.

1.1.2 Requirements

NMCMPS supports the NMPS in the processing and tracking of Service Members within the purview of the base. Three major activities are undertaken at the NMPS which are the critical elements requiring visibility both at the NMPS and at higher commands:

   a. administratively processing and holding Service Members,

   b. training Service Members, and

   c. forming casualty replacement pools.
NMCMPS satisfies the need for automated data collection and dissemination for these three activities and the primary functions of the NMPS.

The implementation of NMCMPS on Bupers Online (BOL) includes data from the Navy Personnel Database (NPDB). The NMCMPS database is updated on an as-needed basis. An overview of NMCMPS is provided in the following figure.

Note that the Requirement Tracking Module (RTM) is not deployed on BOL. While it is an “integrated” component of NMCMPS (considered a module of the larger system), due to the type of data being entered and tracked, it is installed and operated on the SIPRNET.

1.2 NMCMPS RELATIONSHIPS

NMCMPS is sponsored by the U.S. Navy. NMCMPS is used to capture, store, and retrieve information on Individual Augmentees and retired Service Members from the time the Service Member reports for duty through the time the Member has completed processing at the NMPS and is transferred to a gaining command. NMCMPS is also used to capture, store and retrieve information during demobilization.

The initial data for the NMCMPS database comes from the NPDB database or the Order Writing module. Each Navy Operational Support Center (NOSC) updates the NMCMPS database when a Service Member reports to the site for mobilization. The updated information is viewed at the NMPS for administrative processing, and tracking during individual training. The major operations in NMCMPS are:
a. Connect to and login to BOL where NMCMPS is located and login to NMCMPS.

b. Perform mobilization processing at the NOSC and NMPS.

The Order Writing Module (OWM) is fully integrated with the existing operational Navy-Marine Corps Mobilization Processing System (NMCMPS). As such, the OWM operates within BUPERS On-Line (BOL) and the Navy Marine-Corps Intranet (NMCI) as a web-based application. The OWM utilizes the existing user administration and BOL security integration currently implemented with the NMCMPS application.

The automated Data Transformation Service (DTS) established between the NPDB and NMCMPS transfers necessary personnel information for the OWM. The pre-defined schedule refreshes the data on an hourly basis to maintain an effective processing window.

The RTM provides approved requirement information directly into the SM allowing for the direct assignment of augmentation manpower to fill the identified requirement need. Once a Member is assigned to an approved requirement and selected for mobilization, an order request is created and orders are issued.

1.3 PURPOSE OF THIS USER REFERENCE MANUAL

The purpose of this manual is to provide a guide for the preparation of mobilization manpower data using NMCMPS. The User Reference Manual has been prepared in accordance with the terms of Contract Number N00140-06-D-0064.

1.4 SECURITY

The NMCMPS system processes UNCLASSIFIED data.

1.5 RELATIONSHIP TO OTHER ACTIVITIES

This manual should be considered in conjunction with the existing manuals, plans and procedures established for managing USN manpower assets. References to particular computerized models and manpower planning activities may be made throughout this manual without specific attribution.

1.6 TERMS AND ABBREVIATIONS

The terms, abbreviations and acronyms unique to this document can be found in Glossary of Terms.

1.7 REFERENCES

For further information, the reader is referred to the following documents:


SECTION 2: Local System Summary

2.1 SYSTEM FLOW

The local NCMCPS System functional options are illustrated in the following figure.

![NMCMP Functional Overview](image)

2.1.1 What is the AMM?

The Augmentation Management Module is designed for Supported and Supporting commands, as well as U.S. Navy Headquarters staff to track both Active and Reserve Individual Augmentees. This module facilitates requests for transfers, extensions, and demobilization.

2.1.2 What is the SM?

The Sourcing Module is designed for PERS and Reserve Forces Command to identify Active or Reserve members to fill Requirements, or task Commands to provide nominees.

Requesting Commands, Supported Commands and Headquarters Commands also use the SM to track requirements that have been filled and requirements that are still pending sourcing.
2.1.3 What is the OWM?

The Order Writing module is designed for use by PERS to facilitate all aspects of Active and Reserve Individual Augmentation order-writing, including mobilization, demobilization, and extensions.

2.1.4 What is the PM?

The Processing module facilitates the tracking and processing of the activation process and Active duty deployment. It also tracks and processes functions including medical, dental, legal, pay, delays and exemptions.

2.1.5 What is RTM?

The Requirement Tracking Module is designed to collect, route, validate, prioritize, approve/disapprove and track emergent Individual Augmentation requests.

The RTM is housed on the SIPRNET and transfers unclassified information to the NIPRNET for Sourcing. It is the only module housed in a classified environment.

2.1.6 What is NMCMPS RTM?

The NMCMPS RTM allows users to enter and track ADSW requirements through the NMCMPS. This module performs the same functionality as the Classified RTM with the exception of displaying classified field information and allowing for FTN functionality. ADSW requirements are entered in the NMCMPS RTM and are assigned a temporary CRI and RTN. When the requirements are approved, they are transferred to the Classified RTM, assigned a permanent CRI and RTN, transferred to the SM and then back to the NMCMPS RTM. Once the transfer from the NMCMPS RTM to the Classified RTM takes place, Requirements can be viewed but not edited in the NMCMPS RTM module.

2.2 SYSTEM APPLICATION

NMCMPS is sponsored by the U.S. Navy. NMCMPS is used to capture, store, and retrieve information on each augmentee from the time the Service Member reports for duty through the time the Member has completed processing at the NMPS and is transferred to a gaining command. NMCMPS is also used to capture, store and retrieve information during demobilization.

2.3 SYSTEM OPERATION

The initial data for NMCMPS database comes from the NPDB database or the Order Writing module. Each NOSC updates the NMCMPS database when a Service Member reports to the site for mobilization. The updated information is viewed at the NMPS for administrative processing, and tracking during individual training. The major operations in NMCMPS are:
a. Connect to and login to BOL where NMCMPS is located and login to NMCMPS.

b. Perform mobilization processing at the NOSC and NMPS.

### 2.4 SYSTEM CONFIGURATION

NMCMPS requires only a supported Internet browser for local processing.

#### 2.4.1 Equipment Environment

NMCMPS is designed to operate on equipment available to every NMPS and NOSC. The following list identifies the **minimum** equipment recommended.

<table>
<thead>
<tr>
<th>Location</th>
<th>Equipment Type</th>
<th>Minimum Recommended</th>
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</thead>
<tbody>
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<td>NMPS/NOSC</td>
<td>Workstations</td>
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</tr>
<tr>
<td></td>
<td>Pentium 133+</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RAM</td>
<td>32-128 Megabytes (depending on O.S.)</td>
</tr>
<tr>
<td></td>
<td>Screen Resolution</td>
<td>800 x 600 or better</td>
</tr>
<tr>
<td></td>
<td>Hard Drive</td>
<td>10 Megabytes</td>
</tr>
</tbody>
</table>

#### 2.4.2 Software Environment

NMCMPS is designed to use SQL Server 2005 as a database management system. The programs used to manipulate the database are written and compiled in Visual Studio .NET. The operating system should be Windows XP or higher with Internet Explorer v6.0 or higher.

### 2.5 SYSTEM ORGANIZATION

NMCMPS is organized into three operational functions: maintaining data on NMPS, processing of Service Members, generating reports and executing utilities for database administration.

### 2.6 PERFORMANCE

The anticipated performance of the NMCMPS processing is summarized in the following paragraphs.

#### 2.6.1 Interfaces

The NMCMPS database is updated automatically from NPDB and all of the NMCMPS modules: Augmentee Management Module (AMM), Order Writing Module (OWM), Processing Module (PM), Sourcing Module (SM), and the Requirement Tracking Module (RTM).
2.6.2 Error Rate

All processes report various validation errors, the severity of the errors and information to correct those errors. If a step fails, the user must correct the error and take whatever steps are necessary to resolve it before they can continue to the next step. Additional errors and recovery measures are outlined in Online Help and Technical Support.

2.6.3 Response Time

NMCMPS is accessible on a real-time basis. The response time for each individual function and/or screen in the system will vary with the speed of the user’s Internet connection. The upload of data from NPDB and the NMCMPS modules is performed automatically. Reports generated by the system can be produced at any time.

2.6.4 Flexibility

NMCMPS is flexible in that data is maintained in a SQL database.

2.6.5 Reliability

NMCMPS can be run on any computer system meeting specifications outlined in the System Configurations section.

2.6.6 Accuracy

NMCMPS performs only summation calculations. All calculations are at the integer level of accuracy.

2.7 LOCAL DATABASE

2.7.1 Database Management System

Microsoft’s SQL Server 2000 is used as the database engine for NMCMPS.

2.7.2 Security

NMCMPS processes UNCLASSIFIED data. Access to the program and database are controlled through an authorities table maintained by the database administrator (DBA). Use of the system requires a unique user name and associated password, which in turn is used, along with the role of the user, to identify those processes and functions to which the user will have access. Access can be limited to read-only or not authorized by specific functions and sub-functions.
2.7.3 Data Entry Tables

NMCMPS uses several tables for data entry validation. These tables are standard SQL tables. The tables generally have a structure of a list of codes as the argument and a description as the result.

2.8 PROCESSING

NMCMPS is designed to assist in the performance of all processing functions at the NMPS of the USN. The following paragraphs briefly describe the processing performed.

2.8.1 Master Database Maintenance

Changes are made to the information maintained on each Service Member who passes through the NOSC and/or NMPS. These changes are made through manual data entry procedures described in the General section of this help. The processing data for the Service Members reside in a single table: SERVICEMEMBER. All maintenance of these tables is performed through the NMCMPS program.

2.8.2 Scheduling System Tables Maintenance

The scheduling capability of NMCMPS is managed through two tables. These tables are updated automatically during the scheduling process for medical, dental and legal data entry. The activities table (SCHEDULER) and the staff table (LOOKUP_STAFF) are updated by the database administrator through the tables maintenance function.

   a. SCHEDULER: database of all individually scheduled actions

   b. LOOKUP_STAFF: list of staff available to perform scheduled activities (medical, dental & legal)

2.8.3 Data Integrity

The following procedures are used to ensure the integrity of NMCMPS data.

2.8.3.1 User’s Identification

When a user signs onto the system, the user's name is recorded in a modified record each time data entry is made on a screen. An audit log is maintained for each Member processed to identify the user who last updated the Member's data.

2.8.3.2 Access Authorization

When a user signs onto the system, the user is assigned an access authorization code for each function in NMCMPS. These codes identify which screens or modules the user has access to and what authorities the user has for each screen and module (i.e., no access, read only, or update).
2.8.3.3  Record Locking

The NMCMPS program does not perform record locking. As a result, the last change made to a record is what is saved to the database.

2.8.3.4  Update Lockout Flag

A flag is maintained in the system to prevent the modification of records after the Member has been posted to the gaining command at the final check-out screen and when transferring data between the SIPR and NIPR.

2.8.3.5  Precedence

The NMCMPS related data maintained in NPDB has precedence over the NMCMPS database. To ensure coordination between the databases, an automatic upload capability is provided in NMCMPS.

2.8.3.6  Data Edits and Validation

Most data entry fields are validated upon completion by the user (i.e., when the data entry field is exited or the record is saved). It is important to note that once the user has entered a data field to change it, the information contained in the field must be valid in order to save the record.

2.8.4  Input Processing

Input processing consists of entering data on each Member at each gaining command to include but not limited to the NOSC and NMPS.

2.8.5  Manual Data Entry

The NMCMPS application is used to access the server database and update information on each Service Member. The browse pages within each module are used to search for records. Data entry screens can be accessed by selecting records in the webgrid of the various browse pages. Refer to Data Entry Screens and Using the Browse WebGrid for more information.

2.8.6  Report Processing

Standard Reports (or predefined reports) can be generated from the any of the Reports options on the NMCMPS site map menu. User can also use Ad-Hoc Tool or the Dynamic Reporting Tool (DRT) to create user defined reports. Refer to these other sources for more information:
• For information on Ad-Hoc reports, refer to the *Generating Ad-Hoc Reports* section of this User Guide.
• For information on module specific reports, refer to the appropriate module’s User Guide.
• For information on the Dynamic Reporting Tool (DRT), refer to the *NMCMPS DRT User Guide*.

2.8.6.1 Rosters

NMCMPS is designed to produce rosters of Service Members for UICs, as well as by processing group, area/camp, billeting building, reporting status, reporting date or processing station indicator.

2.8.6.2 Inbound Report

NMCMPS can generate a report of the Service Members expected to arrive at the NOSC or NMPS by date. This report can be used to arrange transportation and to plan for required mobilization processing actions.

2.8.6.3 Scheduling Report

NMCMPS is used to generate reports of the scheduling of activities. Appointments can be listed by staff professional (i.e., doctor, dentist or attorney), by date and time, or by location.

2.8.7 Forms Processing

NMCMPS is able to generate the orders endorsement memorandum for a Member.

2.8.8 Orders Endorsement

NMCMPS can generate an orders endorsement memorandum.

2.9 GENERAL OPERATING PROCEDURES

NMCMPS operates on personal computers at NOSCs, NMPSs and at other designated sites.

2.9.1 Database

NMCMPS database is maintained in an SQL 2000 database.

2.9.2 Functions

NMCMPS is organized into functional areas accessed from the NMCMPS site map. The primary functions are:
a. Processing Module  
b. Augmentation Management Module  
c. Order Writing Module  
d. Sourcing Module  
e. Table Maintenance – General  
f. User Administration  
g. Change Processing UIC  
h. Authorized Personnel for this UIC  
i. Return to BOL

2.9.3 Navigation

Movement throughout NMCMPs has been standardized to aid the user in entry of information. The following paragraphs highlight the procedures for navigation through the screens. Please refer to the Site Map section for more information.

2.9.3.1 Browse Lists

Browse lists operate by clicking the hyperlink of the current selection option.

2.9.3.2 Data Entry Screens

The data entry screens are full screen presentations of the data required for that sub-function. Navigation through the data entry screen is performed with the aid of the following special keys:

a. **Edit**: The Edit button or menu option is used to open the record for data entry

b. **Save**: The *Save* button is used to explicitly save the data entered on the screen. Click on the *Save* button to automatically save the data entry information.

c. **Tab** and **Shift-Tab**: Use the **Tab** and **Shift-Tab** keys to navigate through radio buttons, list selection, and fields. Use the **Tab** key to navigate forward and the **Shift-Tab** keys simultaneously to navigate backwards. When you press either the **Tab** or **Shift-Tab** keys, the program performs the required editing and validation on the data field and either accepts the information or displays an error message.

d. **Tabs**: Navigational tabs are available to view different data entry fields

2.9.3.3 Lookup Tables

Whenever a lookup icon 🔄 appears in the right of a field, click the icon to display the lookup table and choose a valid value for that field.
Please refer to the *Using Lookup Fields* section.

2.9.3.4 Message Boxes/New Browser Pages

In many instances throughout NMCMPS, the user must decide on a course of action. In such cases, a message box or new browser page displays prompting the user to take further action. Additional browser pages may remain open until the user closes them.

2.9.4 Screen Layout

The NMCMPS screen displays are designed with a standardized Windows layout to facilitate use and training ease. The components and features of the layout are as follows.

2.9.4.1 Header Window

The top line of the display gives the system title and software version number.

2.9.4.2 Lookup Windows

Whenever a lookup icon appears in the right of a field, click the icon to display the lookup window and choose a valid value for that field.

Please refer to the *Using Lookup Fields* section.

2.10 DATA SOURCES

The inputs to NMCMPS fall into three categories:

- a. locally maintained data entry validation tables,
- b. the NPDB database and
- c. manually entered data.
SECTION 3: Accessing NCMCPS

3.1 ACCESSING BOL

To access NCMCPS, enter the BUPERS Online URL. The first page to appear is the Login page. Once you logon, select NCMCPS from the BOL Application menu.

Figure 3: BUPERS Online Login

3.2 NCMCPS HOME PAGE AND MAIN MENU

Once you choose NCMCPS from the BUPERS Application menu, the NCMCPS Application Home Page displays as shown in the following figure.
The following table describes the primary functions of the NCMCMPS Home Page Menu bar.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Map</td>
<td>Click on Site Map on the Main Menu to access the each module.</td>
</tr>
<tr>
<td>Table Maintenance</td>
<td>Allows you to update the NCMCMPS tables. Refer to the Table Maintenance section for more details.</td>
</tr>
<tr>
<td>User Administration</td>
<td>Allows you to administer online access rights for UICs. Refer to the User Administration section for more details.</td>
</tr>
<tr>
<td>Change Processing UIC</td>
<td>Allows you to switch the UIC for the current processor (only available for users listed under multiple UICs). Refer to the Change Processing UIC section for more details.</td>
</tr>
<tr>
<td>Downloads</td>
<td>Allows you to download Release Notes, User Guides, Issue Notes, Sample Spreadsheets, etc.</td>
</tr>
<tr>
<td>FAQ</td>
<td>Allows you to view Most Popular Questions and answers regarding the software.</td>
</tr>
<tr>
<td>View My Orders</td>
<td>Displays the most current Orders written for the logged in user.</td>
</tr>
<tr>
<td>Options</td>
<td>Provides access to the Custom WebGrid Tool.</td>
</tr>
<tr>
<td>About</td>
<td>Displays the About page from which you can review module and version information. See Online Help and Technical Support for more details on this feature.</td>
</tr>
</tbody>
</table>
### Menu Option | Description
--- | ---
Help | Displays the NMCMPS online help. See Online Help and Technical Support for more details on this feature.
Logout | Logs you off of BOL and NMCMPS.
Message Board | Provides important notices posted by the system administrator in coordination with HQ regarding NMCMPS system activity or augmentation information important to all users.
Authorized Personnel for this UIC | Displays the Authorized Personnel window from which you can view the list of personnel who have an NMCMPS role for the UIC of the logged on user(s). See Viewing Authorized Personnel for more details.
Return to BOL | Returns you to the BOL main page and logs you out of NMCMPS.
Where are the Module links? | The Module links are located to the ‘SITE MAP...’ menu located in the upper left corner of your screen. Simply hover over the text and the NMCMPS Navigational Map will be displayed. If you are in Member Access mode, the Navigational Map will be disabled. However, the links to view your individual records can be found to the right of the Site Map link.

### 3.3 VIEW MY ORDERS

The View My Orders feature is accessible from the NMCMPS Home Page by clicking View My Orders in the upper tool bar or the clicking the View My Orders button above the Message Board.

### 3.4 MESSAGE BOARD

Important messages posted by the system administrator display in the message board when you first log on to NMCMPS. System administrators can add and remove messages. All users with access to NMCMPS see messages posted on the message board. Messages are displayed until removed by a system administrator.
SECTION 4: NMC MPS Site Map and Navigational Map

The Site Map provides an organizational view of the NMC MPS application. By dragging your mouse over the Site Map icon, the NMC MPS Navigational Map appears.

Figure 5: Site Map / NMC MPS Navigational Map

The following table describes the primary functions of the NMC MPS Site Map.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM - Processing Module</td>
<td>Displays the Browse page from which you can search for and process Service Members. This includes mobilization and demobilization processing. You can also access the group processing functionality, Notification / Interview Checklist and Local Command Setup from here. Refer to the Processing Module User Guide for more information.</td>
</tr>
<tr>
<td>AMM - Augmentation Management Module</td>
<td>Provides management for the generation of requirements and order requests for augmentation management during mobilization events. Refer to the Augmentation Management Module User Guide for more information.</td>
</tr>
<tr>
<td>OWM - Order Writing Module</td>
<td>Allows you to manage the order writing process. This includes the ability to view orders and edit orders templates. Refer to the Order Writing Module User Guide for more details.</td>
</tr>
<tr>
<td>SM - Sourcing Module</td>
<td>Allows you to source requirements and mobilize members. Refer to the Sourcing Module User Guide for more details.</td>
</tr>
<tr>
<td>MSC - Sanctuary Calculator</td>
<td>Facilitates the determination and recordation of the statement of service associated with a sanctuary determination for each member in the Navy or Marines.</td>
</tr>
<tr>
<td>Menu Option</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unclassified RTM</td>
<td>Allows users to enter and track ADSW requirements through NMCMPS. The Unclassified RTM performs the same functionality as the Classified RTM with the exception of displaying classified field information and allowing for FTN functionality</td>
</tr>
<tr>
<td>NMCMPS</td>
<td>Allows you to access the Main Menu options as well as return to the NMCMPS Home Page or Message Board.</td>
</tr>
</tbody>
</table>
SECTION 5:  Online Help and Technical Support

5.1 NMCMPS ONLINE HELP

Access the NMCMPS Online Help by clicking the Help icon in the top right corner of the NMCMPS Main Menu. The following figure displays the Help screen.

Figure 6:    Online Help Screen

You can search by help in one of three ways:

- Use the **Contents** feature to search by an outline of predetermined topic areas in addition to the **Glossary of Terms, Technical Support** (or Frequently Asked Questions and Answers), and **User Administration Roles**
- Use the **Index** feature to search by a key word.
- Use the **Search** feature to search by a key word or words.

5.2 ABOUT PAGE

The About icon is in the top right corner of the NMCMPS Main Menu. The About Page displays module and version information. The USN Support link on the About Page opens a new email and auto populates the TO field with the support email address.

The following figure shows the About page.
5.3 LOGOUT

The Logout button is grouped with the Online Help and About buttons in the top right corner of the NMCMPS Main Menu. This feature allows you to logout of BOL thereby ending your session.
SECTION 6: Using the Lookup Fields

Many of the search fields provide a list of values from a dropdown or other lookup control as indicated by the Lookup icon in the right corner of the field.

The table below describes the five different types of lookup fields.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup Single</td>
<td>Allows you to select one entry to return to the parent page. (All UIC lookup windows will be this type.)</td>
</tr>
<tr>
<td>Lookup Multiple</td>
<td>Allows you to select more than one entry to return to the parent page. The multiple entries are displayed in the bottom textbox. The data element that uses this type of window is Group Code.</td>
</tr>
<tr>
<td>Lookup Text</td>
<td>Allows you to search on only one text entry. The data elements that use this type of window are Mission Name and Mission Type.</td>
</tr>
<tr>
<td>Lookup Choices</td>
<td>Allows you to search by two text fields and choose between different types of entries. The data elements that use this type of window are NEC/NOBC and Rating/Designator.</td>
</tr>
<tr>
<td>Search NPDB</td>
<td>Allows you to search NPDB for a member to fill a requirement. The SSN is returned to the Assignment page.</td>
</tr>
</tbody>
</table>

The following figures show examples of each of these lookup fields.

Figure 8: Example of Single Lookup
Figure 9: Example of Multiple Lookup

Figure 10: Example of Lookup Text
Figure 11: Example of Lookup Choices

Figure 12: Example of Search NPDB
To use a Lookup Field page:

a. When a Lookup Field appears, type the Search criteria in the appropriate fields and click “Go”. A list of data that fulfils your searching criteria is shown. (Repeat this step until you see the desired data in the displayed list.)

Note:
If you would like to view all available options, leave the Search fields blank and click “Go”.

b. After the data is displayed, select the desired result by clicking on the appropriate data row and clicking “OK”.

c. You will be returned to the original page and the data you selected will automatically populate the Lookup field value.
SECTION 7: Using the Browse WebGrid

7.1 WEBGRID OVERVIEW

When you perform a search, the results of your search display in a WebGrid. You use the Select hyperlink to display a record. You can also export the WebGrid to several different formats (see Exporting the WebGrid for more information) and group your search results by field (see Grouping Search Results for more information).

At the bottom of the WebGrid, a status bar displays messages and allows you to click on icons to perform certain functions with the data. The following figure shows the WebGrid status bar.

Figure 13: WebGrid Status Bar

The WebGrid status bar icons are described in the following table.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Switch to Grid View" /></td>
<td>Switch to Grid View</td>
<td>Switches users from PivotChart view into grid view.</td>
</tr>
<tr>
<td><img src="image2" alt="Switch to PivotChart View" /></td>
<td>Switch to PivotChart View</td>
<td>Switches users from WebGrid view into PivotChart view.</td>
</tr>
<tr>
<td><img src="image3" alt="Refresh Data" /></td>
<td>Refresh Data</td>
<td>Updates the WebGrid with the latest data.</td>
</tr>
<tr>
<td><img src="image4" alt="Load More Data" /></td>
<td>Load More Data</td>
<td>Loads additional records into the WebGrid in groups of 50. The WebGrid displays 50 records initially. Click this button to display 50 additional records.</td>
</tr>
<tr>
<td><img src="image5" alt="Export Grid" /></td>
<td>Export Grid</td>
<td>Displays a menu from which you can export the entire WebGrid or a subsection of the WebGrid in several different formats such as HTML, PDF, TIFF, and Microsoft Excel.</td>
</tr>
<tr>
<td><img src="image6" alt="Help" /></td>
<td>Help</td>
<td>Displays the WebGrid.NET Client help.</td>
</tr>
</tbody>
</table>

7.2 SORTING THE WEBGRID

You can sort the search results WebGrid by any column heading in either ascending or descending order. Click the column heading once and a small black up arrow appears to the right of the column heading. The WebGrid is sorted in ascending or chronological order by that field. Click the column heading a second time and a small black down arrow appears to the right of the column heading. The WebGrid is sorted in descending or reverse chronological order by that field.

You can also right click on the column heading to display a secondary menu as shown in the following figure. Depending on the column heading, the menu will allow you to sort the column alphabetically or by date (newest to oldest or oldest to newest).
Figure 14: Column Secondary Menu – Alphabetical Sort

- Sort A to Z
- Sort Z to A
- Group By This Field
- Group By Box
- Remove This Column
- Best Fit
- Filter Bar
- Freeze Pane
- Unfreeze Pane
- Select Columns

Figure 15: Column Secondary Menu – Date Sort

- Sort Oldest to Newest
- Sort Newest to Oldest
- Group By This Field
- Group By Box
- Remove This Column
- Best Fit
- Filter Bar
- Freeze Pane
- Unfreeze Pane
- Select Columns

Examples of ascending and descending sorts are displayed in the following figures.
7.3 EXPORTING THE WEBGRID

You can export the entire WebGrid or a subset of the WebGrid using the Export WebGrid button. When you click the Export WebGrid button on the WebGrid status toolbar, a menu displays. When you export the WebGrid, you choose whether to export the entire WebGrid (export root table) or the sourcing list (export selected child table).

Once you choose what to export, you choose the file format into which you want to export the WebGrid. Finally, you choose whether to display the exported results in portrait or landscape format.
To Export the WebGrid:

a. Perform a search by entering your search criteria in the appropriate fields within a module. Click the Search button. The WebGrid displays the results of your search.

b. Click on the Export WebGrid button in the lower right-hand corner of the page. A secondary menu displays the export options.

c. Click Export root table to export the entire WebGrid.

d. Choose a file format. Valid options include HTML, PDF, XML, EXCEL, TIFF, RTF, and TEXT. HTML is the default option.

e. Select Portrait or Landscape to define the orientation of your exported file. Portrait is the default option.

f. Click the Export Now button to execute the export. A new window pops up containing your exported WebGrid. Note that you can save the file by choosing the File, Save or File, Save As menu option in the new browser window.

7.4 GROUPING SEARCH RESULTS

You can group search results on the WebGrid by one of the WebGrid columns enabling you to organize all requirements by a particular field. For example, if you were performing a Search within the Sourcing Module, you could group information by Requestor UIC or Paygrade. The following figure shows the results of a Requirements search grouped by Req UIC.
Figure 19: Search Results WebGrid Grouped by Requestor UIC

In the above example, each different Req UIC displays once on the list. The number in parentheses to the right of the Req UIC name displays the number of records associated with each Req UIC. You can view the requests associated with a particular row by clicking on the plus icon to the left of the column. The following figure shows the WebGrid grouped by Req UIC with the requests falling under that group displayed.

Figure 20: Search Results WebGrid Listing Requirements of a Requestor UIC

To Group Search Results:

a. Perform a search by entering your search criteria. Click the Search button. The WebGrid displays the results of your search.

b. Determine column header you want to use to group your search results WebGrid. For example, when you perform search, you could display all requests grouped by Requestor UIC or by Paygrade. You can either:

   1. Drag the column header to the white box that says “Drag a column header here to group by that column.”
IMPORTANT!
You must drag the column header to the white box above the header. If you drag the column header to the surrounding gray area, the grouping will not work.

Figure 21:   WebGrid Sorted by Requestor UIC

-OR-

2. Right click on the column header to view the following menu selection. Select Group by this Field. The figure below shows how to execute this feature.

Figure 22:   WebGrid Secondary Menu

You may notice a slight delay while the data is reorganized. The search results are then grouped by the selected column heading. Note that the white box above the column headings is replaced with a blue box labeled with the column header you selected as shown above.

c. To display the contents of the group, click the plus icon.

d. To return to the original display:

1. Click on the blue box representing the column header you selected to group your WebGrid. Drag the blue box back to the row of column headings. The WebGrid returns to list each record individually.
2. Right click on the blue box representing the column header you selected to group your WebGrid. Select “Ungroup This Field” from the menu. The WebGrid returns to list each record individually.

7.5 FILTERING SEARCH RESULTS

To augment the requirement search capabilities, you can apply filters to the search result WebGrid in order to narrow your list. Filtering enables you to further refine your search by applying operators such as greater than, less than, like, or between to the columns displayed on the WebGrid. For example, you could search for all requirements with a Paygrade equal to E1 and a Begin Date greater than 2005.01.01.

To see the filter menu, click on the filter icon in the row underneath the column headings on the WebGrid. The dot inside the square to the left of the menu options indicates the current selection. The following figure shows the filter menu.

![WebGrid Filter Menu](image)

The following table describes the filter options.
Table VI: WebGrid Filter Menu Options

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Set</td>
<td>Indicates that there are currently no filters set.</td>
</tr>
<tr>
<td>Greater Than or Equals To</td>
<td>Displays all records with values greater than or equal to the value you enter in the selected column.</td>
</tr>
<tr>
<td>Greater Than</td>
<td>Displays all records with values greater than the value you enter in the selected column.</td>
</tr>
<tr>
<td>Equals To</td>
<td>Displays all records with values equal to the value you enter in the selected column.</td>
</tr>
<tr>
<td>Does Not Equal To</td>
<td>Displays all records with values that do not equal the value you enter in the selected column.</td>
</tr>
<tr>
<td>Less Than or Equals To</td>
<td>Displays all records with values less than or equal to the value you enter in the selected column.</td>
</tr>
<tr>
<td>Less Than</td>
<td>Displays all records with values less than the value you enter in the selected column.</td>
</tr>
<tr>
<td>Is Between</td>
<td>Displays all records with values between the two values you specify. You must enter Value #1 followed by “and” followed by Value #2. Note that the word “and” must be in lower case.</td>
</tr>
<tr>
<td>Is Not Between</td>
<td>Displays all records except for those with values between the two values you specify. You must enter Value #1 followed by “and” followed by Value #2. Note that the word “and” must be in lower case.</td>
</tr>
<tr>
<td>Is Null</td>
<td>Displays all records that contain unknown values (includes null values only) within the specified column.</td>
</tr>
<tr>
<td>Is Not Null</td>
<td>Displays all records with known values (omits null values) within the specified column.</td>
</tr>
<tr>
<td>Apply All Filters</td>
<td>Activates the filters you entered and refreshes the WebGrid.</td>
</tr>
<tr>
<td>Clear This Filter</td>
<td>Clears the filter to the LEFT of the filter icon you select.</td>
</tr>
<tr>
<td>Clear All Filter</td>
<td>Clears all filters.</td>
</tr>
</tbody>
</table>

To Apply a Filter:

a. Perform a search by entering your search criteria in and then click the Search button. The WebGrid displays the results of your search.

b. Enter your filter criteria below the column heading of the column(s) on which you want to apply the filter. For example, enter “E1” in the Paygrade column if you want to display all requirements with a Paygrade equal to E1 as shown in the following figure.

c. Click the filter icon 🔄 to display the filter menu.

d. Select the operation you want to apply from the menu, i.e. Greater Than, Equal To, Less Than, etc.
e. Select Apply All Filters from the filter menu. The filter is applied and the WebGrid refreshes. Note: Depending upon the number of records meeting your search criteria, the filter operation may take a few seconds.

**Figure 24: Filter Example**

![Filter Example](image)

**Note:**
To remove all filters, click the filter icon and then choose **Clear All Filters** from the filter menu.

### 7.6 ADDING AND REMOVING COLUMNS

In order to customize the WebGrid according to your preferences, you can add or remove columns.

**To Add a Column:**

a. Perform a search by entering your search criteria in and click the **Search** button. The WebGrid displays the results of your search.

b. Right click anywhere in the column-heading row to display a secondary menu as shown in the following figure.
Figure 25: Webgrid Secondary Menu

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort A to Z</td>
<td>Sorts data from A to Z</td>
</tr>
<tr>
<td>Sort Z to A</td>
<td>Sorts data from Z to A</td>
</tr>
<tr>
<td>Group By This Field</td>
<td>Groups data by this field</td>
</tr>
<tr>
<td>Group By Box</td>
<td>Groups data by box</td>
</tr>
<tr>
<td>Remove This Column</td>
<td>Removes selected column</td>
</tr>
<tr>
<td>Best Fit</td>
<td>Adjusts column width to best fit</td>
</tr>
<tr>
<td>Filter Bar</td>
<td>Enables or disables filter bar</td>
</tr>
<tr>
<td>Freeze Pane</td>
<td>Freezes or unfreezes pane</td>
</tr>
<tr>
<td>Unfreeze Pane</td>
<td>Freezes or unfreezes pane</td>
</tr>
<tr>
<td>Select Columns</td>
<td>Selects or clears column selection</td>
</tr>
</tbody>
</table>

**Note:**
Use the **Group By Box** option to show or hide the group by box at the top of the WebGrid.

c. Click on the **Select Columns** menu option and a list of available columns displays. Each column currently appearing in your WebGrid is marked with a check mark. Other available columns are listed without a check mark.

d. Click on an unchecked column name corresponding to a column you want to add to your WebGrid. Scroll to the bottom of the list and select **Apply Changes**. The column now displays in your WebGrid.

**Note:**
By selecting reset, the list will return to the default selections.

**To Remove a Column:**

a. Perform a search by entering your search criteria and then clicking the **Search** button. The WebGrid displays the results of your search.

b. In the WebGrid, right click on the column heading you want to remove. The secondary menu displays.

c. Click on the **Remove This Column** menu option. The column no longer displays in your WebGrid.

**Note:**
By selecting reset, the list will return to the default selections.
7.7 FREEZING AND UNFREEZING PANES

In order to customize the WebGrid view, you can freeze and unfreeze columns so that when you horizontally scroll, certain columns will always be available to view.

To Freeze a Pane:

a. Perform a search by entering your search criteria in and click the Search button. The WebGrid displays the results of your search.

b. Right click anywhere in the column-heading row to display a secondary menu.

c. Click on the Freeze Pane menu option. This column and all columns to the left of it will remain in place as you horizontally scroll in the WebGrid.

To Unfreeze a Pane:

a. Perform a search by entering your search criteria in and click the Search button. The WebGrid displays the results of your search.

b. Right click anywhere in the column-heading row to display a secondary menu.

c. Click on the Unfreeze Pane menu option. This column and all other columns that were frozen will unfreeze and will be move as you scroll horizontally in the WebGrid.

7.8 PIVOT CHARTS

After conducting a search on any page that displays the WebGrid, your search results can either be displayed in a grid format or in chart format.

To View a PivotChart:

a. Perform a search by entering your search criteria in the appropriate fields within a module. Click the Search button. The WebGrid displays the results of your search.

b. Click on the Switch to PivotChart View button in the lower right-hand corner of the page. The following screen displays:
Figure 26: PivotChart View

To Add Fields Displayed in a PivotChart:

a. Perform a search by entering your search criteria in the appropriate fields within a module. Click the Search button. The WebGrid displays the results of your search.

b. Click on the Switch to PivotChart View button in the lower right-hand corner of the page.

c. Click on the Field List icon. A list of available fields becomes available on the left hand side of the screen.

Figure 27: Field List for Pivot Chart
d. Double click on the field you would like to add to the chart OR highlight the field and click the Add To button.

**Note:**
You can add a field to the Data Area, Series Area, Category Area or Filter Area by changing the drop down next to the Add To button.

Notice that **Filter Fields** are added above the chart in the area that reads “Drop Filter Fields Here”. **Category Fields** are added below the chart in the area that reads “Drop Category Fields Here”.

**To Remove Fields Displayed in a PivotChart:**

a. Perform a search by entering your search criteria in the appropriate fields within a module. Click the Search button. The WebGrid displays the results of your search.

b. Click on the **Switch to PivotChart View** button in the lower right-hand corner of the page.

c. Click on the **Field List** icon. A list of available fields becomes available on the left hand side of the screen.

d. Notice that the **Filter Fields** in use are listed above the chart in the area that reads “Drop Filter Fields Here”. Click the field you would like to remove and drag it down into the **Field List** that is now available on the left hand side of the screen.

**To Change the Type of Chart Displayed:**

a. Perform a search by entering your search criteria in the appropriate fields within a module. Click the Search button. The WebGrid displays the results of your search.

b. Click on the **Switch to PivotChart View** button in the lower right-hand corner of the page.

c. Click the **Chart Type** icon. A menu of available chart types becomes available.

d. Select the type of chart you would like to display. The chart will automatically refresh to display you new selection.
To Change the Titles on the Chart Displayed:

a. Perform a search by entering your search criteria in the appropriate fields within a module. Click the Search button. The WebGrid displays the results of your search.

b. Click on the Switch to PivotChart View button in the lower right-hand corner of the page.

c. Type additional information that you would like displayed in the titles of the chart into the X Axis, Y Axis and/or Z Axis fields.

d. Click the Update icon. The chart refreshes with your updates.

7.9 USING THE CUSTOM GRID TOOL

The Custom Grid Tool allows users to create Templates that identify preferred WebGrid columns and the order of those columns on specific Browse pages. Once saved, Templates can be re-used or edited.

7.9.1 Viewing the Custom Grid Tool

The Options page allows you to select which browse page(s) will display the Custom Grid Tool.

To View the Custom Grid Tool:

a. From the Site Map, select Options under the NCMCPS list. The Options page displays.
b. Select the page(s) where you would like the Custom Grid Tool to display by clicking on the checkbox next to the page name. Once selected, a checkmark will appear in the box.

c. Click Save. When you return the selected pages, the Custom Grid Tool will automatically display.

7.9.2 Creating New Templates

To Create a New Template:

a. From a page displaying the Custom Grid Tool, click the Edit icon next to the Grid Template field. The Grid Template Manager page displays.
Figure 29:  Grid Template Manager Page

b. Click the **New** button. The Save As dialog box will appear.
Figure 30: Grid Template Manager with Save As Dialog Box

c. Enter a new name for the template and click **OK**.
d. Identify field(s) from the **Available** list that you would like to have displayed in the grid. Select the field(s) by clicking on the checkbox next to the field name. Once selected, a checkmark will appear in the box.
e. Click the right arrow (->) button to move the field (or fields) from the **Available** list to the **Selected** list. Repeat this step as necessary until all desired fields appear on the **Selected** list.
f. The WebGrid columns will display in the order that they appear in the **Selected** list. Change the order of this list by clicking on a field name and clicking the **Up** or **Down** buttons. After selecting a field name, you can move it to the top or bottom of the list by clicking the **Top** or **Bottom** buttons.
g. Click the **Save** button to save your changes.
h. Close the Grid Template Manager screen and return to the original WebGrid screen. Click the Refresh icon next to the **Grid Template** field. Your new template will become available from within the drop-down list.

---

**Note:**
The “Standard Template” is shown by default. To specify a new default template, click the “Use as Default” checkbox on the Grid Template Manager screen.

---

7.9.3 Editing Existing Templates

**To Edit an Existing Template:**

a. From a page displaying the Custom Grid Tool, click the **Edit** icon next to the Grid Template field. The Grid Template Manager page displays.

b. Identify field(s) from the **Available** list that you would like to have displayed in the grid. Select the field(s) by clicking on the checkbox next to the field name. Once selected, a checkmark will appear in the box.

c. Click the right arrow (->) button to move the field (or fields) from the **Available** list to the **Selected** list. Repeat this step as necessary until all desired fields appear on the **Selected** list.

d. The WebGrid columns will display in the order that they appear in the Selected list. Change the order of this list by clicking on a field name and clicking the **Up** or **Down** buttons. After selecting a field name, you can move it to the top or bottom of the list by clicking the **Top** or **Bottom** buttons.

e. Click the **Save** button to save your changes to this template.

**OR**

Click the **Save As** button to save your changes as a new template. Enter a new name for the template and click **OK**.

f. Close the Grid Template Manager screen and return to the original WebGrid screen. Click the Refresh icon next to the **Grid Template** field. Your new or edited template will become available from within the drop-down list.

---

**Note:**
The “Standard Template” is shown by default. To specify a new default template, click the “Use as Default” checkbox on the Grid Template Manager screen.
7.9.4 Deleting Templates

**To Delete a Template:**

a. From a page displaying the Custom Grid Tool, click the **Edit** icon next to the Grid Template field. The Grid Template Manager page displays.

b. Select the appropriate **Template** from the drop-down list.

c. Click the **Delete** button.

d. A confirmation message will appear. Click **OK** to proceed with the deletion.

e. When your template has been successfully deleted, a message will show in the bottom left-hand corner of the screen and your template will not be available from the Template drop-down list.

7.9.5 Exporting Data from the Custom Grid Tool

When using the Custom Grid Tool, records displayed within the WebGrid can be exported into Excel, CSV, Word or PDF Documents.

**To Export Data:**
From a page displaying the Custom Grid Tool, perform a search by entering your search criteria in and click the **Search** button. The WebGrid displays the results of your search.

a. Select a file type from the **Export** drop-down.

b. The download process will begin and will allow you to either **Open** or **Save** the new file.
SECTION 8: Using the Calendar Window

Whenever a calendar icon appears next to a date field, you can access the graphical calendar window to assist you in selecting the date. If you click the calendar icon, the calendar window displays the current month and year as shown in the following figure.

**Figure 31: Calendar Window**

Select a date by clicking on it. To move to a different month and/or year, select a month and year from the drop-down lists. As an alternative, select a prior month by clicking the left arrow (≤) or move to a future month by clicking the right arrow (≥). To display the calendar for three months prior to what is shown, click the double left arrows (<<<) or to move three months ahead of what is shown, click the double right arrows (>>>). The current date is highlighted in red.
SECTION 9: Downloads

You can download available documents by clicking on Downloads button on the NMCMPS Home page menu bar. When you click the Downloads, the Downloads page appears as shown in the following figure.

Figure 32: Downloads Window

A list of available documents is displayed on the Downloads page. To download a document, click on the blue hyperlinked document name. The document opens in the application with which the document’s file extension is associated on your computer. You can save the document to the location of your choice from whichever application was launched. Click Close on the Downloads page when you are finished.
SECTION 10: Generating Ad-Hoc Reports

Each module allows you to create and print custom reports that pertain to the information in that module. Although each module contains different reports and different information, using the Ad-Hoc feature is similar within each module.

Within each module, you can create a new report or retrieve and execute an existing report template. Reports are available for review on your computer or you can print the report using your browser. To generate reports, you use the Report Format page as shown in the following figure.

Figure 33: Report Format Page

The following table describes the buttons on the Report Format page.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Template</td>
<td>Displays the Report Template Search page from which you can select an existing report template.</td>
</tr>
<tr>
<td>Generate Report</td>
<td>Generate and displays your report after you select a template or enter report fields. Note that you if you are printing an HTML report, you can click the Headers/Feeters checkbox to display “For Official Use Only” above and below the body of the report.</td>
</tr>
</tbody>
</table>
### 10.1 Generating a Report from a Template

**To Generate a Report from a Template:**

a. From the respective browse page, enter search criteria in the appropriate Search/Filter fields and click the **Search** button. A hit list displays listing all records that meet your specified search criteria.

b. Click on the **Ad-Hoc Tool** button. The Report Format page opens in a new window.

c. To retrieve an existing report, click the **Load Template** button. The Search Template window appears.

![Template Search Window](image)

Figure 34: Template Search Window

<table>
<thead>
<tr>
<th>Report Template Search Criteria</th>
<th>Report Templates found: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Partial Name:</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td></td>
<td>Load</td>
</tr>
<tr>
<td></td>
<td>Load</td>
</tr>
</tbody>
</table>

d. Enter a **Partial Name** for the report and/or select a Report Type from the drop-down list. To view all report templates, click the **Search** button without entering a **Partial Name** or selecting a **Report Type**. Note: All users have access to Global reports; Personal reports are those that you have saved for your own use.
Note:
To execute a partial search, use the “%” character. You can use the “%” character before or after the search value. For example, to find all report templates names that begin with “IA”, type “IA%” and click Search. If you only know that the report template name ends in “IA”, you would type “%IA”.

For fields designated as “Partial” such as “Partial Name”, you do not need to enter the %. For example, to find all report templates names that begin with “IA”, type “IA” in the Name field and click Search.

e. Click the Load hyperlink corresponding to the report you want to select. The Report Format page returns with the template loaded.

f. Choose a Format from the drop-down list at the bottom of the page. You can choose to generate the report in HTML (in your browser), Text (tab-delimited), or Microsoft Excel format.

g. Click on the Headers/Footer checkbox to display “For Official Use Only” above and below the body of your report.

h. Click on the Generate Report button to execute your report. The report contains data matching the search criteria you entered in the first step. The report displays in a new browser window in the selected format.

Note:
You can add or change the primary and secondary sort fields or add WebGrid items to or remove WebGrid items from your report. You can save the template as another template by clicking on the Save Template As button. However, you cannot save any changes to a global template unless you are the template creator.

Figure 35: Sample Ad-Hoc Report from Template
(HTML Format w/ Headers/Footers Enabled)
**Note:**
If you selected Excel as the report type, you will see the report displayed in an Excel table. You can save the report as an Excel spreadsheet by selecting **File, Save As** from the main menu of your browser and selecting **Microsoft Excel Workbook** from the **Save as type** drop-down list.

- Print the report by clicking the **Print** icon on your browser.

### 10.2 GENERATING A NEW AD-HOC REPORT

**To Generate a New Ad-Hoc Report:**

- From the respective Browse Page, enter your search criteria in the appropriate Search/Filter fields and click the **Search** button. A list displays showing all records that meet your specified search criteria.

- Click on the **Ad-Hoc Tool** button. The Report Format page displays.

- From the Available WebGrid Items list, click on a field you want to include in your report. Hold down the **Shift** key or **Ctrl** key to select more than one field at a time.

- Click the right arrow (>) button to move the field (or fields) from the **Available WebGrid Items** list to the **Report WebGrid Items** list. Repeat this step as necessary until all desired fields appear on the **Report WebGrid Items** list.

- When you finish selecting the **Report WebGrid Items**, you can change the order of the fields by clicking on a WebGrid item and clicking the **Up** or **Dwn** buttons.

- (Optional) Choose primary and secondary sort fields by choosing fields from the **Sort 1** and **Sort 2** drop-down lists.
g. (Optional) Select one or more **Summary Report Options** from the list of **Available Summary Items**. Note that there are no summary options defined for the Sourcing Module (SM).

![Summary Options](image1)

**Figure 38:** Summary Options

h. (Optional) Enter a report name in the **Report Title** field. This appears at the top of your report if you select HTML as the report format. It does not appear if you select Excel.

![Report Title](image2)

**Figure 39:** Report Title

i. Choose whether to display your report in HTML, Text (tab-delimited), or Microsoft Excel format by choosing **HTML**, **Excel**, or **Text** from the **Format** drop-down list. Click on the **Headers/Footer** checkbox to display “For Official Use Only” above and below the body of your report.

j. Click the **Generate Report** button to display your report. The report contains data matching the search criteria you entered in Step c. Regardless of whether you chose to generate the report in HTML, text, or Excel, the report displays in a new browser window.

**Note:**
If you selected **Excel** as the report type, you will see the report displayed in an Excel table. You can save the report as an Excel spreadsheet by selecting **File, Save As** from the main menu of your browser and selecting **Microsoft Excel Workbook** from the **Save as type** drop-down list.

k. Print the report by clicking the **Print** icon on your browser.

l. To save your report as a template, follow the steps in *To Save a Template.*
10.3 MANAGING REPORT TEMPLATES

Report templates allow you to save the report formats you create so that you can easily generate the reports again in the future. You determine who has access to your report templates by defining each template as personal or global. You can only edit and delete your personal templates or global templates that you created.

To Save a Template:

a. To save a new report as a template or to save an existing template as a new template, create or modify your report on the Report Format page.

b. From the Report Format page, click the Save Template As button. The Template Save window displays.

   Figure 40: Template Save Window

   ![Template Save Window]

   c. Enter a name for your template in the Template Name field.

   d. Select either Personal or Global from the Template Type drop-down list. Select Global if you want all users to be able to access your template. Select Personal if you do not want other users to be able to access your template.

   e. Click the Save button to save your template.

To Delete a Template:

a. From the Report Format page, click the Load Template button to display the Search Template window.

b. Enter a Partial Name and/or a Report Type and click on Search. A list of templates meeting your search criteria displays.

c. Click the Load link corresponding to the report template you want to delete. The template is loaded into the Report Format page.
d. Click the **Delete Template** button to delete the template. A message appears prompting you to confirm whether or not you want to continue with the deletion.

**Figure 42: Delete Template Confirmation Request**

You are about to delete this record(s). Do you wish to continue?

- Yes
- No

e. Click **Yes** and a message appears stating that the report template was deleted.
f. Click OK.

IMPORTANT!
You can only delete personal templates or global templates that you create.
SECTION 11: Change Processing UIC

You can change your Processing UIC in order to process Service Members under that UICs jurisdiction. This may affect your Table Maintenance access rights.

**Figure 44: Change Processing UIC**

![UIC Processing Selection](image)

To Change Processing UIC:

a. Select the **Change Processing UIC** option on the NMCMPs Site Map on the NMCMPs Main Menu. The UIC Processing Selection page displays the available UICs as well as the role associated with each UIC. If more than one UIC is displayed, you can switch the Processing UIC.

b. Select a UIC from the UIC Processing Selection list.

c. Click the **Change Processing UIC** button. The change is implemented and the main menu returns with that role and UIC displayed at the top of the screen.
SECTION 12: Administration

12.1 TABLE MAINTENANCE

The Table Maintenance feature is accessible from the NMCMPS Home Page by clicking Table Maintenance in the upper tool bar. The following figure displays the Table Maintenance screen.

Figure 45: Table Maintenance Screen

The available tables can be used to view or update information used in the lookup tables throughout the NMCMPS application. The following tables are available by clicking the down arrow next to the Available Tables field:

- AUTHORITY: access roles
- LOOKUP_AIRHEADS: airport codes
- LOOKUP_ALTERNATE_UICS: alternate UIC list
- LOOKUP_BLOODTYPECODES: blood type codes
- LOOKUP_CARRIERCODES: transportation carrier codes
- LOOKUP_CLEARANCECODES: security clearance codes
- LOOKUP_COLORCODES: eye and hair color codes
- LOOKUP_CRISSICCODES: list of crisis codes
- LOOKUP_DELAYEXEMPTION: Reasons for Delay Exemption being granted
- LOOKUP_DENTALHOLDREASONS: dental hold reason
- LOOKUP_DESIG: designator codes
- LOOKUP_GROUPCODES: group processing codes
- LOOKUP_LEGALACTIVITIES: array of legal actions that are valid
- LOOKUP_LEGALHOLDREASONS: legal hold reason authorities
- LOOKUP_MARITALSTATUSCODES: marital status codes
- LOOKUP_MEDICALHOLDREASONS: medical hold reason authorities
- LOOKUP_MEDICALPROCEDURES: array of medical actions (shots, exams or tests) that are valid
- LOOKUP_NMPSBUILDINGCODES: NMPS building identification codes
- LOOKUP_NMPSREPORTINGSTATUSCODES: NMPS reporting status codes
- LOOKUP_NOTIFICATIONMESSAGES: notification status codes
- LOOKUP_NOSCIMS: IMS codes
To view and manage records in a maintenance table:

a. From the NMCMPS Home Page, click on the **Table Maintenance** button in the upper toolbar.

b. Choose the desired table from the **Available Tables** dropdown list.

c. Click **Load Table**.

d. Click the **Add Entry** button to add a record to a table.

e. Click the **Edit** button in a row to modify an existing record.

f. Click the **Delete** button in a row to delete a record from the table.
12.2 USER ADMINISTRATION

The User Administration feature is accessible from the NMCMPS Site Map or the NMCMPS Main Menu by clicking User Administration. The following figure displays the User Administration screen.

Figure 46: User Administration Page

The page displays UICs in which you are authorized to administer. You can change a Users Access Rights by selecting the UIC number hyperlink corresponding to the UIC you wish to change. The following figure displays the User Access Rights page.

Figure 47: Administration for User Rights Page

The following figure provides information on the access types:
### Figure 48: User Role / Processing Tab Access Matrix

<table>
<thead>
<tr>
<th>Role Description</th>
<th>Minitor</th>
<th>Check-In</th>
<th>Identification</th>
<th>Qualifications</th>
<th>Medical</th>
<th>Dental</th>
<th>Legal</th>
<th>Service Record</th>
<th>Pay / Disbursement</th>
<th>Clothing / Equipment</th>
<th>Endorsement</th>
<th>Travel</th>
<th>Assignment / Billeting</th>
<th>ECRC</th>
<th>Check-Out</th>
<th>History</th>
</tr>
</thead>
</table>
| Administrator                           | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| IDEAMATICS Testing Full Access          | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| Full Access                             | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| OWM Administrator                       | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| Full Access, no config, no table maintenance | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| System Viewer                           | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| Orders Template Administrator           | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| Orders Template Editor                  | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| SM Administrator                        | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| CNRFQ_Sourcing                          | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| Administrator-Only Viewer               | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| NMFS Administrator                      | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| NMFS Updater                            | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| OWM Order Cell                          | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| NMFS Check-In/Out Processor             | 1 2 1 1 0 0 0 0 0 0 1 2 2 2 1 2 2 2 2 2 2
| OWM Call Center                         | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| NMFS Viewer                             | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| OWM View Orders Only                    | 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
| NMFS-Only Viewer                        | 1 1 1 1 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1 1
| Command Admin, SM, OWM Viewer           | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| Command Administrator                   | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| Command_Sourcing_Admin                  | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| Command Updater                         | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
| Command Check-In/Out Processor          | 1 2 1 1 0 0 0 0 0 0 1 2 2 2 1 2 2 2 2 2 2
| Command Viewer                          | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| Command-Only Viewer                     | 1 1 1 1 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1 1
| Medical Updater                         | 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| Medical Processor                       | 1 1 0 0 2 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 2
| Medical Viewer                          | 1 1 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 1 0 1 0 2
| Med/Dental Updater                      | 1 1 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2
| Med/Dental Processor                    | 1 1 0 0 2 2 0 0 0 0 0 0 0 0 0 0 0 1 0 2 2 2 2 2
| Med/Dental Viewer                       | 1 1 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 1 0 1 0 2
| Dental Updater                          | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2
| Dental Processor                        | 1 1 0 0 1 2 0 0 0 0 0 0 0 0 0 0 0 1 0 2 2 2 2
| Dental Viewer                           | 1 1 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 1 0 1 0 2
| Legal Updater                           | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| Legal Processor                         | 1 1 0 0 0 0 2 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0
| Legal Viewer                            | 1 1 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0
| PSD Updater                             | 1 1 1 1 1 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1
| PSD Processor                           | 1 1 0 0 0 0 0 0 0 0 2 2 0 0 0 0 0 1 0 0 0 0 0
| PSD Viewer                              | 1 1 0 0 0 0 0 0 1 1 0 0 0 0 0 0 0 1 0 0 0 0 0
| SM Full Updater                         | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| SM View Only                            | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
| TMO Processor                           | 1 1 0 0 0 0 0 0 0 0 0 0 0 0 2 0 1 0 0 0 0 0 0
| Supply Processor                        | 1 1 0 0 0 0 0 0 0 0 0 0 0 0 2 0 1 0 0 0 0 0 0
| Billing Manager/Processor               | 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 2 1 0 0 0 0
| AMM Admin                               | 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
| AMM NPC Approver                        | 2 1 1 1 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1 1
| AMM Claimant Approver                   | 1 1 1 1 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1 1
| AMM ULDUSTA Approver                    | 1 1 1 1 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1
| AMM View-Only                           | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
| MSC Full Access                         | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
| MSC Updater                             | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Access Types: 2 - Edit; 1=View; 0=None
12.2.1 Authorizing Users in Your UIC

To Authorize Users in your UIC:

a. Select **User Administration** from the NMCMPS Site Map.

b. On the **User Administration** page, select the appropriate Authorized Administrative Category. Note: Depending on your BOL application administrative rights, you may have one or several options.

c. On the **Administration of User Rights** page, select **NMCMPS Administration** under the **Select an Application to Administer** section.

d. Make an appropriate selection under **Select a Logical Group of Personnel**.

e. Click the “**Click Here to Continue**” button.

f. Results from your selection criteria will display. Select the User Name from the list.

g. After selecting the **NMCMPS Capability** from the drop down list, click the “**Proceed**” button. Refer to the “User Role / Processing Tab Access Matrix” figure above.

h. A confirmation page will display.

**Figure 49:** Confirmation of Updated User Right

![Confirmation of Updated User Right](image)

12.2.2 Authorizing Users from Other UICs

To Authorize Users From Other UICs:

a. Select **User Administration** from the NMCMPS Site Map.
b. On the User Administration page, select the appropriate Authorized Administrative Category. Note: Depending on your BOL application administrative rights, you may have one or several options.

c. On the Administration of User Rights page, select NMCMPS Administration under the Select an Application to Administer section.

d. Under Select a Logical Group of Personnel, select the “Assign Non-UIC personnel Administration rights” option. Enter the SSN for Non-UIC personnel.

e. Click the “Click Here to Continue” button.

f. Results from your selection criteria will display. Select the User Name from the list.

g. After selecting the NMCMPS Capability from the drop down list, click the “Proceed” button. Refer to the “User Role / Processing Tab Access Matrix” figure above.

h. A confirmation page will display.

12.3 VIEWING AUTHORIZED PERSONNEL

You can view the list of authorized personnel who have been assigned an NMCMPS role for the UIC of the logged on user(s).

To View This List:

a. Click User Administration on the NMCMPS Site Map or the NMCMPS Main Menu.

b. Select the UIC to view.

c. Select NMCMPS Administration and All Personnel Currently Authorized.

d. Select Click Here to Continue.

e. When you finish viewing the list, click Go Back in the top right corner of the page. The following figure shows the Authorized Personnel window.
12.4 UPDATE PROCEDURES

12.4.1 Frequency

The NMCMPS database should be updated daily by the NOSCs and NMPSs. The database is updated automatically on a real-time basis as records/changes are saved.

12.4.2 Restrictions

None.

12.4.3 Sources

A description of all data input into this database can be found in Local System Summary and Data Entry Functions sections.

12.4.4 Access and Update Procedures

The procedures for execution of the NMCMPS System are followed to update any information in the database. These procedures are described in the Data Entry Functions section.
12.4.5 Recovery and Error Correction Procedures

Recovery and error correction procedures are the same as found in the Data Entry Functions section.

12.4.6 Year 2000 Compliance

NMCMPS has been tested and is certified to be Year 2000 Compliant.

12.4.7 Updating the NMCMPS Database

Prior to and during a mobilization, demobilization, or mobilization exercise various NMCMPS tables may require modification. The procedure for updating these tables is described in the Table Maintenance section. The following sections highlight the tables that may be modified and the type of command allowed to alter the tables.

12.4.8 NOSC Database Updates

For events at the NOSC, the following tables may need to be modified:

- User Administration (from the NMCMPS Home menu bar): password and roles data
- Local Command Setup (from the NMCMPS Home menu bar): system configuration defaults
- OrdersSignatureAuthority: authorized signatories for orders endorsement; accessed from the Signature Authority field on the Endorsements tab
- OrdersEndorsementOptions: orders endorsement entry options; accessed from the Government quarters, Government meals and Per Diem fields on the Orders tab

12.4.9 NMPS Database Updates

For events at the NMPS, the following tables may be modified in addition to the NOSC database files that may need to be modified:

- Lookup Staff: list of staff available to perform scheduled activities (medical, dental and legal); accessed from the Scheduled Appointments field on the Medical, Dental and Legal tabs
- Lookup MedicalProcedures: array of medical actions (shots, exams or tests) that are valid; accessed from the Shots, Examinations & Tests field on the Medical tab
- UICMedicalProcedure: list of UIC-specific exams as well as default set of exams
• Lookup_DentalHoldReasons: dental hold reason authorities; accessed from the Reason/Authority field on the Dental tab
• Lookup_LegalHoldReasons: legal hold reason authorities; accessed from the Reason/Authority field on the Legal tab
• Lookup_MedicalHoldReasons: medical hold reason authorities; accessed from the Reason/Authority field on the Medical tab
• Lookup_NMPSBuildingCodes: NMPS building identification codes; accessed from the Building field on the Assignment/Billeting tab
SECTION 13: Frequently Asked Questions (FAQ)

The Frequently Asked Questions (FAQ) feature is accessible from the NMCMPS Home Page by clicking FAQ in the upper tool bar. The following figure displays the FAQ screen. When you click the FAQ, a message appears as shown in the following figure.

![Figure 51: FAQ Message Screen](image)

To proceed into the FAQ feature, you must exit the NMCMPS page by clicking the OK button. When you do this, the following page appears.

![Figure 52: IDEAMATICS Knowledge Base](image)

The IDEAMATICS Knowledge Base page displays a list of Frequently Asked Questions and Answers.

You can either enter key words into the Search field or Browse by Category. The Most Popular Questions are also listed on the main page.
SECTION 14: Member Entry

14.1 MEMBER ENTRY OVERVIEW

The Member Entry page allows users to add NCMCMPS records for individuals, such as civilians or other services, who are not in NPDB. After records are added for these individuals, Orders can be written for them and they can be tracked within the various NCMCMPS modules.

14.2 SEARCHING FOR MEMBERS

The Member Entry Browse page allows you to search for members with existing records in the NCMPS database. Searches can be conducted based on a member’s Social Security Number and/or name.

The following figure displays the Member Entry Browse page.

![Member Entry Browse Page](image)

The following table describes the fields on the Member Entry Browse page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>Searches on Social Security Number.</td>
</tr>
<tr>
<td>Last 4</td>
<td>Searches on the last four digits of the social security number.</td>
</tr>
<tr>
<td>Name (Partial)</td>
<td>Searches on full or partial name.</td>
</tr>
</tbody>
</table>

To Execute a Search:

a. From the Site Map, select the Member Entry option under the NCMCMPS options. The Member Entry Browse page displays.
b. Enter your search criteria in the **Search Criteria** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields.

c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The members matching your search criteria display in the WebGrid at the bottom of the page.

d. Click on the **Select** hyperlink corresponding to a Member record you would like to see. The following figure displays the Civilian/Other Services page.

![Civilian/Other Services Page](image)

**Figure 54: Civilian/Other Services Page**

### 14.3 ADDING A MEMBER

If an individual does not have a record within NPDB, you can create a record for them so that Orders can be written for them. By adding records, Civilians and Other Services can be tracked and managed within the various NMCMPs modules.

**To Add a Member:**

a. From the Site Map, select the Member Entry option under the NMCMPs options. The Member Entry Browse page displays.

b. Click the **Add** button. The Civilian/Other Services page displays.

c. Enter information about the member on the Civilian/Other Service tab.

d. Click the Save icon at the top of the screen. If the record saves successfully, a message will display in the bottom left hand corner of the screen. If more information is needed, you will be redirected to the Validation tab which will list the errors that occurred.
## Glossary of Terms

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<th>Term</th>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td>ACC</td>
<td>Account Category Code</td>
<td>Three digit code indicating the accounting category in which officers are carried in active duty accounts</td>
</tr>
<tr>
<td>ADSW</td>
<td>Active Duty for Special Work</td>
<td>Type of Orders.</td>
</tr>
<tr>
<td>AMD</td>
<td>Activity Manning Document</td>
<td>Activity Manning Document</td>
</tr>
<tr>
<td>AMM</td>
<td>Augmentation Management Module</td>
<td>Module within NMCMPS that allows user to track and manage identified contingency augmentees.</td>
</tr>
<tr>
<td>AOR</td>
<td>Area of Responsibility</td>
<td>Area of Responsibility</td>
</tr>
<tr>
<td>Appr. Thru</td>
<td>Approved Through</td>
<td>The date through which the requirement is approved to be sourced.</td>
</tr>
<tr>
<td>AUIC</td>
<td>Active Unit Identification Code</td>
<td>5 digit code that displays the Active duty Parent Command unit identification number (UIC)</td>
</tr>
<tr>
<td>BAH Sub</td>
<td>Basic Allowance for Housing Subsidy</td>
<td>Basic Allowance for Housing Subsidy</td>
</tr>
<tr>
<td>Begin Date</td>
<td>Begin Date</td>
<td>The date the requirement was approved to begin.</td>
</tr>
<tr>
<td>BIN</td>
<td>Billet Identification Number</td>
<td>Billet Identification Number (specific to AMD index)</td>
</tr>
<tr>
<td>BOG</td>
<td>Boots On Ground</td>
<td>Days located in the Area of Responsibility (AOR).</td>
</tr>
<tr>
<td>CJCS</td>
<td>Chairman, Joint Chiefs of Staff</td>
<td>Chairman, Joint Chiefs of Staff</td>
</tr>
<tr>
<td>CRI</td>
<td>Contingency Request Identifier</td>
<td>System-generated number that uniquely identifies a request.</td>
</tr>
<tr>
<td>DOB</td>
<td>Date of Birth</td>
<td>The member’s date of birth</td>
</tr>
<tr>
<td>DTG</td>
<td>Date Time Group</td>
<td>This is used when working with orders. A date time group is created when a new order is sent out and it marks the exact date and time it was sent. The DTG will not change. When a modification is made to the order the modified order will show the original date time group as a reference point for finding the original order it is modifying.</td>
</tr>
<tr>
<td>DTS</td>
<td>Data Transformation Services</td>
<td>Used by SQL Enterprise Manager to transfer data from one place to another.</td>
</tr>
<tr>
<td>EDA</td>
<td>Estimated Date of Arrival</td>
<td>Projected date of arrival at the gaining command.</td>
</tr>
<tr>
<td>eJMAPS</td>
<td>Electronic Joint Manpower and Personnel System</td>
<td>Electronic Joint Manpower and Personnel System</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>End Date</td>
<td>End Date</td>
<td>The date the requirement is scheduled to end.</td>
</tr>
<tr>
<td>EXORD</td>
<td>Executive Order</td>
<td>Executive Order</td>
</tr>
<tr>
<td>FFA</td>
<td>For Further Assignment</td>
<td>Location that the augmentee will ultimately be assigned but does not have a UIC.</td>
</tr>
<tr>
<td>FTN</td>
<td>Force Tracking Number</td>
<td>Force Tracking Number</td>
</tr>
<tr>
<td>GCUIC</td>
<td>Gaining Command Unit Identification Code</td>
<td>5 digit tracking code for location of gaining command.</td>
</tr>
<tr>
<td>GLI</td>
<td>Gain/Loss Indicator</td>
<td>A one-character code which indicates the status of an officer for strength accounting purposes.</td>
</tr>
<tr>
<td>IMAPMIS</td>
<td>Inactive Manpower and Personnel Management Information System</td>
<td>Inactive Manpower and Personnel Management Information System</td>
</tr>
<tr>
<td>IMS</td>
<td>Individual Mobilization Status</td>
<td>An indicator code as to what part of the mobilization process a member is currently located.</td>
</tr>
<tr>
<td>IRR</td>
<td>Individual Ready Reserve</td>
<td>Classification of Reservists assigned in a non-drilling status.</td>
</tr>
<tr>
<td>JMD</td>
<td>Joint Manning Document</td>
<td>Official CJCS tasking document to the services to fill specific requirements in support of a Contingency Operation.</td>
</tr>
<tr>
<td>LAD</td>
<td>Latest Arrival Date</td>
<td>Identified latest arrival date of identified augmentee to gaining command.</td>
</tr>
<tr>
<td>Line</td>
<td>Line</td>
<td>JMD billets are constructed using a paragraph and line number as a tracking mechanism for requirements.</td>
</tr>
<tr>
<td>MEP</td>
<td>Mobilization Employment Period</td>
<td>Mobilization Employment Period</td>
</tr>
<tr>
<td>MOD</td>
<td>Modification</td>
<td>Modification to Executive Order</td>
</tr>
<tr>
<td>NEC</td>
<td>Navy Enlisted Classification Code</td>
<td>This code provides a more specific type of billet than the Rating code does. It is the specialty within the rating for a more accurate description of the type of billet.</td>
</tr>
<tr>
<td>NMCMPMS</td>
<td>Navy Marine Corps Mobilization Processing System</td>
<td>Navy Marine Corps Mobilization Processing System</td>
</tr>
<tr>
<td>NMPS</td>
<td>Navy Mobilization Processing Site</td>
<td>Processing site for Augmentees where suitability for augmentation is determined.</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>NOBC</td>
<td>Naval Officer Billet Classification</td>
<td>Officer Naval Officer Billet Classification (NOBC) &quot;NEC&quot; code for special qualifications mandated for a requirement.</td>
</tr>
<tr>
<td>NPC</td>
<td>Naval Personnel Command</td>
<td>Naval Personnel Command</td>
</tr>
<tr>
<td>NOSC</td>
<td>Navy Operational Support Center</td>
<td>Navy Operational Support Center</td>
</tr>
<tr>
<td>OWM</td>
<td>Orders Writing Module</td>
<td>Module within NMCMPS that allows the authorized user to write all needed orders/modifications for identified augmentees.</td>
</tr>
<tr>
<td>Paragraph</td>
<td></td>
<td>JMD billets are constructed using a paragraph and line number as a tracking mechanism for requirements.</td>
</tr>
<tr>
<td>PC</td>
<td>Personal Computer</td>
<td>Personal Computer</td>
</tr>
<tr>
<td>PM</td>
<td>Processing Module</td>
<td>Module within NMCMPS that allows the authorized user to process the identified augmentee, this includes mobilization and demobilization, searching for and processing groups and adding or updating interview requirements.</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
<td>Identified person for that location to be used as the source of all information for the identified augmentee.</td>
</tr>
<tr>
<td>PSD</td>
<td>Personnel Support Detachment</td>
<td>Activity which assists with mobilization and personnel processing.</td>
</tr>
<tr>
<td>RBSC</td>
<td>Reserve Billet Sequence Code</td>
<td>Identification code for reserve billet that the identified augmentee is currently filling.</td>
</tr>
<tr>
<td>RDTG</td>
<td>Refill Date Time Group</td>
<td>Refill Date Time Group</td>
</tr>
<tr>
<td>Request</td>
<td></td>
<td>A grouping of requirements, which include common elements such as Destination UIC, Operation, and Classified Justification Description. Request may contain many requirements.</td>
</tr>
<tr>
<td>Requirement</td>
<td></td>
<td>Contains specific information such as Billet Title, Required Clearance Level, or Requirement Begin Date to describe and identify the need for an Individual Augmentee (IA).</td>
</tr>
<tr>
<td>RFF</td>
<td>Request for Forces</td>
<td>Request for Forces</td>
</tr>
<tr>
<td>RHS</td>
<td>Reserve Headquarters System</td>
<td>Reserve Headquarters System</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>RLD</td>
<td>Ready Load to Date</td>
<td>Date member is available to embark CONUS</td>
</tr>
<tr>
<td>RTM</td>
<td>Requirement Tracking Module</td>
<td>Module within NMCMPS that allows the authorized user to request and track requirements needed for Contingency support. Also allows for tracking sourcing information.</td>
</tr>
<tr>
<td>RTN</td>
<td>Requirement Tracking Number</td>
<td>System-generated number that uniquely identifies a requirement within a request.</td>
</tr>
<tr>
<td>RUIC</td>
<td>Reserve Unit Identification Code</td>
<td>5 digit code that displays the Naval Reserve unit identification number (UIC)</td>
</tr>
<tr>
<td>SM</td>
<td>Sourcing Module</td>
<td>Module within NMCMPS that allows the authorized user to identify a qualified member to fill a requirement.</td>
</tr>
<tr>
<td>SPC</td>
<td>Special Program Code</td>
<td>Special Program Code</td>
</tr>
<tr>
<td>SPI</td>
<td>Special Program Indicator</td>
<td>Special Program Indicator</td>
</tr>
<tr>
<td>SR</td>
<td>Standby Reserve</td>
<td>Indicates whether a member is part of the Standby Reserve</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>TDY</td>
<td>Temporary Duty</td>
<td>Short term duty assignment remote to the member’s reporting command</td>
</tr>
<tr>
<td>UIC</td>
<td>Unit Identification Code</td>
<td>Unit Identification number</td>
</tr>
<tr>
<td>ULDUSTA</td>
<td>Ultimate Duty Station</td>
<td>Ultimate Duty Station</td>
</tr>
<tr>
<td>VTU</td>
<td>Volunteer Training Unit</td>
<td>Indicates whether a member is part of a volunteer training unit (i.e. drilling as a reservist without pay)</td>
</tr>
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