TABLE OF CONTENTS

Section 1  General ................................................................................................................. 1
  1.1  Processing Module overview ....................................................................................... 1
  1.1.1  Member Processing Modes ...................................................................................... 1
  1.1.2  NRA Database Updates ............................................................................................ 1
  1.1.3  NMPS Database Updates ......................................................................................... 2
  1.1.4  Processing Module Flow .......................................................................................... 3
  1.2  Inputs .......................................................................................................................... 4
  1.3  Outputs ........................................................................................................................ 4

Section 2  Getting Started with the Processing Module .......................................................... 5
  2.1  Accessing the Processing Module (PM) ...................................................................... 5
  2.2  Processing Module Menu Options ............................................................................... 6
  2.3  Searching for a Service Member .................................................................................. 6
  2.4  Viewing a Service Member’s Record ........................................................................... 10
  2.5  Editing a Record ......................................................................................................... 11

Section 3  Mobilization Processing Function ........................................................................... 12
  3.1  General Mobilization Information .............................................................................. 12
  3.2  Processing Color Indicators ....................................................................................... 14
  3.3  Check-In Procedures (Mob) ......................................................................................... 14
  3.4  Identification Procedures (Mob) ................................................................................ 19
  3.5  Qualification Procedures (Mob) .................................................................................. 21
  3.6  Medical Procedures (Mob) ......................................................................................... 23
  3.7  Dental Procedures (Mob) ............................................................................................ 26
  3.8  Legal Procedures (Mob) ............................................................................................. 28
  3.9  Service Records Procedures (Mob) ............................................................................. 30
  3.10  Pay/Disbursing Procedures (Mob) ............................................................................ 32
  3.11  Clothing/Equipment Issue Procedures (Mob) ........................................................... 34
  3.12  Endorsements Procedures (Mob) .............................................................................. 36
  3.13  Travel Procedures (Mob) .......................................................................................... 38
  3.14  Assignment/Billeting Procedures (Mob) .................................................................... 40
  3.15  ECRC Procedures (Mob) ......................................................................................... 42
  3.16  Check-Out Procedures (Mob) ................................................................................... 45
  3.17  History (Mob) .......................................................................................................... 48

Section 4  Demobilization Processing Function ....................................................................... 49
  4.1  General Demobilization Information ......................................................................... 49
  4.2  Check-In Procedures (Demob) ................................................................................... 50
  4.3  Identification Procedures (Demob) .............................................................................. 54
  4.4  Qualification Procedures (Demob) .............................................................................. 56
  4.5  Medical Procedures (Demob) ..................................................................................... 57
  4.6  Dental Procedures (Demob) ....................................................................................... 59
  4.7  Legal Procedures (Demob) ......................................................................................... 61
  4.8  Service Records Procedures (Demob) ........................................................................ 63
  4.9  Pay/Disbursing Procedures (Demob) ......................................................................... 65
  4.10 Clothing/Equipment Issue Procedures (Demob) ........................................................ 66
  4.11 Endorsements Procedures (Demob) .......................................................................... 68
4.12 Travel Procedures (Demob) ................................................. 70
4.13 Assignment/Billeting Procedures (Demob) .......................... 72
4.14 ECRC Procedures (Demob) ............................................... 74
4.15 Check-Out Procedures (Demob) ........................................ 77
4.16 History (Demob) ............................................................. 80

Section 5  Group Processing ...................................................... 82
5.1 Group Processing Functional Overview ................................ 82
5.2 Group Processing User Access ............................................ 82
5.3 Group Processing User Interface ........................................ 82
5.4 Check-In Tab (Group Processing) ........................................ 86
5.5 Identification Tab (Group Processing) .................................. 88
5.6 Qualifications Tab (Group Processing) .................................. 89
5.7 Medical Tab (Group Processing) ......................................... 90
5.8 Dental Tab (Group Processing) .......................................... 91
5.9 Legal Tab (Group Processing) ............................................ 92
5.10 Service Record Tab (Group Processing) ................................. 94
5.11 Pay/Disbursing Tab (Group Processing) ................................. 96
5.12 Clothing/Equipment Tab (Group Processing) .......................... 97
5.13 Endorsements Tab (Group Processing) .................................. 97
5.14 Travel Tab (Group Processing) .......................................... 98
5.15 Assignment/Billeting Tab (Group Processing) ......................... 98
5.16 ECRC Tab (Group Processing) ........................................... 99
5.17 Check-Out Tab (Group Processing) ..................................... 99
5.18 History Tab (Group Processing) .......................................... 99
5.19 Update Errors Tab (Group Processing) ................................. 99

Section 6  Comments ................................................................ 100
6.1 Comments Functional Overview .......................................... 100
6.2 Comments User Access ..................................................... 100
6.3 Comments User Interface ................................................... 100
6.4 Comments Report ............................................................. 102

Section 7  Instructions ............................................................... 104
7.1 Instructions Functional Overview ......................................... 104
7.2 Instructions User Access ..................................................... 104
7.3 Instructions User Interface .................................................. 104

Section 8  Notification / Interview Checklist ................................ 106

Section 9  Summary Profile Report .............................................. 107
9.1 Summary Profile Report Functional Overview .......................... 107
9.2 Summary Profile Report User Access ..................................... 107
9.3 Summary Profile Report User Interface .................................. 107

Section 10  Audit Log ................................................................. 110
10.1 Viewing the Audit Log ...................................................... 110
10.2 Audit Log Report .............................................................. 111

Section 11  NMCMPS Reports .................................................... 113
11.1 Reporting Engine ............................................................ 113
11.2 Printing a Standard Report ............................................... 113
11.3 Standard Reports ............................................................ 115
<table>
<thead>
<tr>
<th>Section</th>
<th>Database Maintenance Functions</th>
<th>132</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.3.1</td>
<td>List of Reports</td>
<td>115</td>
</tr>
<tr>
<td>11.3.2</td>
<td>Alpha List</td>
<td>116</td>
</tr>
<tr>
<td>11.3.3</td>
<td>Average Days at Command - NMPS</td>
<td>116</td>
</tr>
<tr>
<td>11.3.4</td>
<td>Average Days at Command - NRA</td>
<td>118</td>
</tr>
<tr>
<td>11.3.5</td>
<td>Due-In</td>
<td>118</td>
</tr>
<tr>
<td>11.3.6</td>
<td>Hold Status</td>
<td>119</td>
</tr>
<tr>
<td>11.3.7</td>
<td>IMS Code</td>
<td>119</td>
</tr>
<tr>
<td>11.3.8</td>
<td>Late Report</td>
<td>119</td>
</tr>
<tr>
<td>11.3.9</td>
<td>NMPS SitRep</td>
<td>120</td>
</tr>
<tr>
<td>11.3.10</td>
<td>NMPS SitRep (All)</td>
<td>121</td>
</tr>
<tr>
<td>11.3.11</td>
<td>No-Shows</td>
<td>122</td>
</tr>
<tr>
<td>11.3.12</td>
<td>Onboard</td>
<td>123</td>
</tr>
<tr>
<td>11.3.13</td>
<td>Processing Status by NMPS</td>
<td>124</td>
</tr>
<tr>
<td>11.3.14</td>
<td>Processing Status by NRA</td>
<td>124</td>
</tr>
<tr>
<td>11.3.15</td>
<td>Processing Status by ULDUSTA</td>
<td>125</td>
</tr>
<tr>
<td>11.3.16</td>
<td>Roster</td>
<td>126</td>
</tr>
<tr>
<td>11.3.17</td>
<td>Scheduled Travel</td>
<td>127</td>
</tr>
<tr>
<td>11.3.18</td>
<td>Shows</td>
<td>128</td>
</tr>
<tr>
<td>11.3.19</td>
<td>Status</td>
<td>128</td>
</tr>
<tr>
<td>11.3.20</td>
<td>Status Total</td>
<td>128</td>
</tr>
<tr>
<td>11.4</td>
<td>The Crystal Reports Toolbar</td>
<td>129</td>
</tr>
<tr>
<td>11.5</td>
<td>Generating Ad-Hoc Reports</td>
<td>130</td>
</tr>
<tr>
<td>11.6</td>
<td>Managing Report Templates</td>
<td>131</td>
</tr>
<tr>
<td>11.3.1</td>
<td>List of Reports</td>
<td>115</td>
</tr>
<tr>
<td>11.3.2</td>
<td>Alpha List</td>
<td>116</td>
</tr>
<tr>
<td>11.3.3</td>
<td>Average Days at Command - NMPS</td>
<td>116</td>
</tr>
<tr>
<td>11.3.4</td>
<td>Average Days at Command - NRA</td>
<td>118</td>
</tr>
<tr>
<td>11.3.5</td>
<td>Due-In</td>
<td>118</td>
</tr>
<tr>
<td>11.3.6</td>
<td>Hold Status</td>
<td>119</td>
</tr>
<tr>
<td>11.3.7</td>
<td>IMS Code</td>
<td>119</td>
</tr>
<tr>
<td>11.3.8</td>
<td>Late Report</td>
<td>119</td>
</tr>
<tr>
<td>11.3.9</td>
<td>NMPS SitRep</td>
<td>120</td>
</tr>
<tr>
<td>11.3.10</td>
<td>NMPS SitRep (All)</td>
<td>121</td>
</tr>
<tr>
<td>11.3.11</td>
<td>No-Shows</td>
<td>122</td>
</tr>
<tr>
<td>11.3.12</td>
<td>Onboard</td>
<td>123</td>
</tr>
<tr>
<td>11.3.13</td>
<td>Processing Status by NMPS</td>
<td>124</td>
</tr>
<tr>
<td>11.3.14</td>
<td>Processing Status by NRA</td>
<td>124</td>
</tr>
<tr>
<td>11.3.15</td>
<td>Processing Status by ULDUSTA</td>
<td>125</td>
</tr>
<tr>
<td>11.3.16</td>
<td>Roster</td>
<td>126</td>
</tr>
<tr>
<td>11.3.17</td>
<td>Scheduled Travel</td>
<td>127</td>
</tr>
<tr>
<td>11.3.18</td>
<td>Shows</td>
<td>128</td>
</tr>
<tr>
<td>11.3.19</td>
<td>Status</td>
<td>128</td>
</tr>
<tr>
<td>11.3.20</td>
<td>Status Total</td>
<td>128</td>
</tr>
<tr>
<td>11.4</td>
<td>The Crystal Reports Toolbar</td>
<td>129</td>
</tr>
<tr>
<td>11.5</td>
<td>Generating Ad-Hoc Reports</td>
<td>130</td>
</tr>
<tr>
<td>11.6</td>
<td>Managing Report Templates</td>
<td>131</td>
</tr>
<tr>
<td>Section</td>
<td>Database Maintenance Functions</td>
<td>132</td>
</tr>
<tr>
<td>11.3.1</td>
<td>List of Reports</td>
<td>115</td>
</tr>
<tr>
<td>11.3.2</td>
<td>Alpha List</td>
<td>116</td>
</tr>
<tr>
<td>11.3.3</td>
<td>Average Days at Command - NMPS</td>
<td>116</td>
</tr>
<tr>
<td>11.3.4</td>
<td>Average Days at Command - NRA</td>
<td>118</td>
</tr>
<tr>
<td>11.3.5</td>
<td>Due-In</td>
<td>118</td>
</tr>
<tr>
<td>11.3.6</td>
<td>Hold Status</td>
<td>119</td>
</tr>
<tr>
<td>11.3.7</td>
<td>IMS Code</td>
<td>119</td>
</tr>
<tr>
<td>11.3.8</td>
<td>Late Report</td>
<td>119</td>
</tr>
<tr>
<td>11.3.9</td>
<td>NMPS SitRep</td>
<td>120</td>
</tr>
<tr>
<td>11.3.10</td>
<td>NMPS SitRep (All)</td>
<td>121</td>
</tr>
<tr>
<td>11.3.11</td>
<td>No-Shows</td>
<td>122</td>
</tr>
<tr>
<td>11.3.12</td>
<td>Onboard</td>
<td>123</td>
</tr>
<tr>
<td>11.3.13</td>
<td>Processing Status by NMPS</td>
<td>124</td>
</tr>
<tr>
<td>11.3.14</td>
<td>Processing Status by NRA</td>
<td>124</td>
</tr>
<tr>
<td>11.3.15</td>
<td>Processing Status by ULDUSTA</td>
<td>125</td>
</tr>
<tr>
<td>11.3.16</td>
<td>Roster</td>
<td>126</td>
</tr>
<tr>
<td>11.3.17</td>
<td>Scheduled Travel</td>
<td>127</td>
</tr>
<tr>
<td>11.3.18</td>
<td>Shows</td>
<td>128</td>
</tr>
<tr>
<td>11.3.19</td>
<td>Status</td>
<td>128</td>
</tr>
<tr>
<td>11.3.20</td>
<td>Status Total</td>
<td>128</td>
</tr>
<tr>
<td>11.4</td>
<td>The Crystal Reports Toolbar</td>
<td>129</td>
</tr>
<tr>
<td>11.5</td>
<td>Generating Ad-Hoc Reports</td>
<td>130</td>
</tr>
<tr>
<td>11.6</td>
<td>Managing Report Templates</td>
<td>131</td>
</tr>
</tbody>
</table>

**INDEX** ........................................................................ 140
# LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1</td>
<td>Processing Module Flow</td>
<td>4</td>
</tr>
<tr>
<td>Figure 2</td>
<td>Processing Home Page</td>
<td>5</td>
</tr>
<tr>
<td>Figure 3</td>
<td>Processing Module Menu</td>
<td>6</td>
</tr>
<tr>
<td>Figure 4</td>
<td>Browse Page before Executing Search</td>
<td>7</td>
</tr>
<tr>
<td>Figure 5</td>
<td>Browse Page Displaying Search Results</td>
<td>10</td>
</tr>
<tr>
<td>Figure 6</td>
<td>Mobilization Processing Tabs</td>
<td>13</td>
</tr>
<tr>
<td>Figure 7</td>
<td>Member Mobilization Processing Page</td>
<td>15</td>
</tr>
<tr>
<td>Figure 8</td>
<td>Check-In Tab (Mob)</td>
<td>17</td>
</tr>
<tr>
<td>Figure 9</td>
<td>Identification Tab</td>
<td>20</td>
</tr>
<tr>
<td>Figure 10</td>
<td>Qualification Tab (Mob)</td>
<td>22</td>
</tr>
<tr>
<td>Figure 11</td>
<td>Medical Tab (Mob)</td>
<td>24</td>
</tr>
<tr>
<td>Figure 12</td>
<td>Dental Tab (Mob)</td>
<td>26</td>
</tr>
<tr>
<td>Figure 13</td>
<td>Legal Tab (Mob)</td>
<td>29</td>
</tr>
<tr>
<td>Figure 14</td>
<td>Service Record Tab (Mob)</td>
<td>31</td>
</tr>
<tr>
<td>Figure 15</td>
<td>Pay/Disbursing Tab (Mob)</td>
<td>33</td>
</tr>
<tr>
<td>Figure 16</td>
<td>Clothing/Equipment Tab (Mob)</td>
<td>35</td>
</tr>
<tr>
<td>Figure 17</td>
<td>Endorsements Tab (Mob)</td>
<td>36</td>
</tr>
<tr>
<td>Figure 18</td>
<td>Print Endorsement Window (Mob)</td>
<td>37</td>
</tr>
<tr>
<td>Figure 19</td>
<td>Travel Tab (Mob)</td>
<td>38</td>
</tr>
<tr>
<td>Figure 20</td>
<td>Assignment/Billeting Tab (Mob)</td>
<td>40</td>
</tr>
<tr>
<td>Figure 21</td>
<td>ECRC Tab (Mob)</td>
<td>43</td>
</tr>
<tr>
<td>Figure 22</td>
<td>Check-Out Tab (Mob)</td>
<td>46</td>
</tr>
<tr>
<td>Figure 23</td>
<td>History Tab (Mob)</td>
<td>48</td>
</tr>
<tr>
<td>Figure 24</td>
<td>Demobilization Processing Tabs</td>
<td>49</td>
</tr>
<tr>
<td>Figure 25</td>
<td>Member Demobilization Processing Module</td>
<td>51</td>
</tr>
<tr>
<td>Figure 26</td>
<td>Check-In Tab (Demob)</td>
<td>52</td>
</tr>
<tr>
<td>Figure 27</td>
<td>Identification Tab (Demob)</td>
<td>55</td>
</tr>
<tr>
<td>Figure 28</td>
<td>Medical Tab (Demob)</td>
<td>57</td>
</tr>
<tr>
<td>Figure 29</td>
<td>Dental Tab (Demob)</td>
<td>59</td>
</tr>
<tr>
<td>Figure 30</td>
<td>Legal Tab (Demob)</td>
<td>61</td>
</tr>
<tr>
<td>Figure 31</td>
<td>Service Record Tab (Demob)</td>
<td>63</td>
</tr>
<tr>
<td>Figure 32</td>
<td>Pay/Disbursing Tab (Demob)</td>
<td>65</td>
</tr>
<tr>
<td>Figure 33</td>
<td>Clothing/Equipment Tab (Demob)</td>
<td>67</td>
</tr>
<tr>
<td>Figure 34</td>
<td>Endorsements Tab (Demob)</td>
<td>68</td>
</tr>
<tr>
<td>Figure 35</td>
<td>Print Endorsement (Demob)</td>
<td>69</td>
</tr>
<tr>
<td>Figure 36</td>
<td>Travel Tab (Demob)</td>
<td>70</td>
</tr>
<tr>
<td>Figure 37</td>
<td>Assignment/Billeting Tab (Demob)</td>
<td>72</td>
</tr>
<tr>
<td>Figure 38</td>
<td>ECRC Tab (Demob)</td>
<td>75</td>
</tr>
<tr>
<td>Figure 39</td>
<td>Check-Out Tab (Demob)</td>
<td>78</td>
</tr>
<tr>
<td>Figure 40</td>
<td>History Tab (Demob)</td>
<td>81</td>
</tr>
<tr>
<td>Figure 41</td>
<td>Group Process Scan</td>
<td>84</td>
</tr>
<tr>
<td>Figure 42</td>
<td>Message Indicating Members Added to Group</td>
<td>85</td>
</tr>
<tr>
<td>Figure 43</td>
<td>Service Member Group Process Page (Check-In Tab)</td>
<td>86</td>
</tr>
<tr>
<td>Figure 44</td>
<td>Group Check-In Tab (Mob)</td>
<td>87</td>
</tr>
<tr>
<td>Figure</td>
<td>Description</td>
<td>Page</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>44</td>
<td>Group Check-In Tab (Demob)</td>
<td>88</td>
</tr>
<tr>
<td>45</td>
<td>Group Identification Tab (Mob)</td>
<td>88</td>
</tr>
<tr>
<td>46</td>
<td>Group Identification Tab (Demob)</td>
<td>89</td>
</tr>
<tr>
<td>47</td>
<td>Group Qualifications Tab (Demob)</td>
<td>89</td>
</tr>
<tr>
<td>48</td>
<td>Group Qualifications Tab (Demob)</td>
<td>90</td>
</tr>
<tr>
<td>49</td>
<td>Group Medical Tab (Mob)</td>
<td>90</td>
</tr>
<tr>
<td>50</td>
<td>Group Medical Tab (Demob)</td>
<td>91</td>
</tr>
<tr>
<td>51</td>
<td>Group Dental Tab (Mob)</td>
<td>91</td>
</tr>
<tr>
<td>52</td>
<td>Group Dental Tab (Demob)</td>
<td>92</td>
</tr>
<tr>
<td>53</td>
<td>Group Legal Tab (Mob)</td>
<td>93</td>
</tr>
<tr>
<td>54</td>
<td>Group Legal Tab (Demob)</td>
<td>94</td>
</tr>
<tr>
<td>55</td>
<td>Group Service Record Tab (Mob)</td>
<td>95</td>
</tr>
<tr>
<td>56</td>
<td>Group Service Record Tab (Demob)</td>
<td>95</td>
</tr>
<tr>
<td>57</td>
<td>Group Pay/Disbursing Tab (Mob)</td>
<td>96</td>
</tr>
<tr>
<td>58</td>
<td>Group Pay/Disbursing Tab (Demob)</td>
<td>96</td>
</tr>
<tr>
<td>59</td>
<td>Group Clothing/Equipment Tab (Mob)</td>
<td>97</td>
</tr>
<tr>
<td>60</td>
<td>Group Clothing/Equipment Tab (Demob)</td>
<td>97</td>
</tr>
<tr>
<td>61</td>
<td>Group Endorsements Tab (Mob)</td>
<td>98</td>
</tr>
<tr>
<td>62</td>
<td>Group Endorsement Tab (Demob)</td>
<td>98</td>
</tr>
<tr>
<td>63</td>
<td>Group Assignment/Billeting Tab (Mob and Demob)</td>
<td>99</td>
</tr>
<tr>
<td>64</td>
<td>Comments Window</td>
<td>101</td>
</tr>
<tr>
<td>65</td>
<td>Tabs with Comment Icons</td>
<td>102</td>
</tr>
<tr>
<td>66</td>
<td>Comments Report</td>
<td>103</td>
</tr>
<tr>
<td>67</td>
<td>Instructions (Demob)</td>
<td>105</td>
</tr>
<tr>
<td>68</td>
<td>Summary Profile Report Options</td>
<td>108</td>
</tr>
<tr>
<td>69</td>
<td>Summary Profile Report</td>
<td>109</td>
</tr>
<tr>
<td>70</td>
<td>Service Member Audit Log</td>
<td>111</td>
</tr>
<tr>
<td>71</td>
<td>Audit Log Report</td>
<td>112</td>
</tr>
<tr>
<td>71</td>
<td>Report Page</td>
<td>113</td>
</tr>
<tr>
<td>72</td>
<td>Report Page with Available Search Fields</td>
<td>113</td>
</tr>
<tr>
<td>73</td>
<td>NRA/NMPS Reports Sample</td>
<td>115</td>
</tr>
<tr>
<td>74</td>
<td>Crystal Reports Toolbar</td>
<td>129</td>
</tr>
<tr>
<td>75</td>
<td>Crystal Reports Group Tree</td>
<td>130</td>
</tr>
<tr>
<td>76</td>
<td>Local Command Setup Page</td>
<td>132</td>
</tr>
<tr>
<td>77</td>
<td>Table Maintenance – View Table</td>
<td>134</td>
</tr>
<tr>
<td>78</td>
<td>UIC Medical Procedures Table</td>
<td>135</td>
</tr>
<tr>
<td>79</td>
<td>Lookup Medical Procedures Table</td>
<td>136</td>
</tr>
<tr>
<td>80</td>
<td>Personnel List</td>
<td>138</td>
</tr>
<tr>
<td>81</td>
<td>Individual Administration</td>
<td>138</td>
</tr>
</tbody>
</table>
LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table I</td>
<td>Processing Menu Options</td>
<td>6</td>
</tr>
<tr>
<td>Table II</td>
<td>Browse Page Buttons</td>
<td>7</td>
</tr>
<tr>
<td>Table III</td>
<td>Browse Page Fields</td>
<td>8</td>
</tr>
<tr>
<td>Table IV</td>
<td>Station Indicator Status Icons</td>
<td>14</td>
</tr>
<tr>
<td>Table V</td>
<td>Member Mobilization Processing Page Buttons</td>
<td>15</td>
</tr>
<tr>
<td>Table VI</td>
<td>Check-In Tab – Validation Rules (Mob)</td>
<td>19</td>
</tr>
<tr>
<td>Table VII</td>
<td>Identification Tab – Validation Rules (Mob)</td>
<td>21</td>
</tr>
<tr>
<td>Table VIII</td>
<td>Qualifications Tab – Validation Rules (Mob)</td>
<td>23</td>
</tr>
<tr>
<td>Table IX</td>
<td>Medical Tab – Validation Rules (Mob)</td>
<td>25</td>
</tr>
<tr>
<td>Table X</td>
<td>Dental Tab – Validation Rules (Mob)</td>
<td>27</td>
</tr>
<tr>
<td>Table XI</td>
<td>Legal Tab – Validation Rules (Mob)</td>
<td>30</td>
</tr>
<tr>
<td>Table XII</td>
<td>Service Record Tab – Validation Rules (Mob)</td>
<td>32</td>
</tr>
<tr>
<td>Table XIII</td>
<td>Pay/Disbursing Tab – Validation Rules (Mob)</td>
<td>34</td>
</tr>
<tr>
<td>Table XIV</td>
<td>Clothing/Equipment Tab – Validation Rules (Mob)</td>
<td>36</td>
</tr>
<tr>
<td>Table XV</td>
<td>Endorsements Tab – Validation Rules (Mob)</td>
<td>38</td>
</tr>
<tr>
<td>Table XVI</td>
<td>Travel Tab – Validation Rules (Mob)</td>
<td>39</td>
</tr>
<tr>
<td>Table XVII</td>
<td>Assignment/Billeting Tab – Validation Rules (Mob)</td>
<td>41</td>
</tr>
<tr>
<td>Table XVIII</td>
<td>ECRC Tab – Validation Rules (Mob)</td>
<td>45</td>
</tr>
<tr>
<td>Table XIX</td>
<td>Check-Out Tab – Validation Rules (Mob)</td>
<td>48</td>
</tr>
<tr>
<td>Table XX</td>
<td>Check-In Tab – Validation Rules (Demob)</td>
<td>54</td>
</tr>
<tr>
<td>Table XXI</td>
<td>Identification Tab – Validation Rules (Demob)</td>
<td>56</td>
</tr>
<tr>
<td>Table XXII</td>
<td>Medical Tab – Validation Rules (Demob)</td>
<td>58</td>
</tr>
<tr>
<td>Table XXIII</td>
<td>Dental Tab – Validation Rules – (Demob)</td>
<td>60</td>
</tr>
<tr>
<td>Table XXIV</td>
<td>Legal Tab – Validation Rules (Demob)</td>
<td>63</td>
</tr>
<tr>
<td>Table XXV</td>
<td>Service Record Tab – Validation Rules (Demob)</td>
<td>65</td>
</tr>
<tr>
<td>Table XXVI</td>
<td>Pay/Disbursing Tab – Validation Rules (Demob)</td>
<td>66</td>
</tr>
<tr>
<td>Table XXVII</td>
<td>Endorsements Tab – Validation Rules (Demob)</td>
<td>70</td>
</tr>
<tr>
<td>Table XXVIII</td>
<td>Travel Tab – Validation Rules (Demob)</td>
<td>71</td>
</tr>
<tr>
<td>Table XXIX</td>
<td>Assignment/Billeting – Validation Rules (Demob)</td>
<td>73</td>
</tr>
<tr>
<td>Table XXX</td>
<td>ECRC Tab – Validation Rules (Demob)</td>
<td>76</td>
</tr>
<tr>
<td>Table XXXI</td>
<td>Check-Out Tab – Validation Rules (Demob)</td>
<td>80</td>
</tr>
<tr>
<td>Table XXXII</td>
<td>Crystal Reports Toolbar</td>
<td>129</td>
</tr>
<tr>
<td>Table XXXIII</td>
<td>Table Maintenance Buttons</td>
<td>134</td>
</tr>
<tr>
<td>Table XXXIV</td>
<td>Individual Administration Page Fields</td>
<td>139</td>
</tr>
</tbody>
</table>
## RECORD OF CHANGES

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date of Change</th>
<th>Date Received</th>
<th>Date Entered</th>
<th>Signature of Person Entering Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0.2</td>
<td>2002.04.01</td>
<td>2002.04.01</td>
<td>2002.04.01</td>
<td>Original Issue</td>
</tr>
<tr>
<td>2.0.0</td>
<td>2003.01.14</td>
<td>2003.01.14</td>
<td>2003.01.14</td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>2.0.14</td>
<td>2003.02.21</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>3.0.0</td>
<td>2003.10.24</td>
<td></td>
<td></td>
<td>Nfsaab</td>
</tr>
<tr>
<td>4.0.0</td>
<td>2004.08.05</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.0.0</td>
<td>2005.02.01</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.1.0</td>
<td>2005.08.31</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.1.1</td>
<td>2006.01.11</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.2</td>
<td>2006.05.15</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.2.1</td>
<td>2006.09.15</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.2.2</td>
<td>2006.12.28</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.3</td>
<td>2007.10.02</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>5.3.1</td>
<td>2007.10.21</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>2.5.3.2</td>
<td>2008.08.15</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>2.5.3.3</td>
<td>2010.01.01</td>
<td></td>
<td></td>
<td>Reissued in Entirety</td>
</tr>
<tr>
<td>2.5.3.3</td>
<td>2010.12.15</td>
<td></td>
<td></td>
<td>Reviewed for PII</td>
</tr>
</tbody>
</table>
Section 1  General

1.1  PROCESSING MODULE OVERVIEW

Before mobilization, you should take certain actions to prepare the NMCMPs system for the entry of Member records.

1. Create roles for all users.
2. Review configuration for proper setup.
3. Purge all old schedules if appropriate.
4. Review Medical Staff availability and create/delete staff.
5. Review Legal Staff availability and create/delete staff.
6. Review Dental Staff availability and create/delete staff.
7. Review Medical activities list for inclusion in selection.
8. Review Legal activities list for inclusion in selection.
9. Review Dental activities list for inclusion in selection.
10. Review Medical routine task items for inclusion on entry screen.
11. Review Legal routine task items for inclusion on entry screen.
12. Create/Delete Medical hold reason codes.
13. Create/Delete Legal hold reason codes.
14. Create/Delete Dental hold reason codes.
15. Update local tables in Table Maintenance.

1.1.1  Member Processing Modes

NMCMPs has four Member Processing Modes:

- NMPS Processing
- NRA Processing (Reservists) /Parent Command Processing (Active Duty)
- Ultimate Duty Station Processing
- Super UIC Processing

The program will decide which processing modes the user will have access to based upon the user’s role given by the database administrator. The Member Processing screens vary for each of the selections. The NMPS, Ultimate Duty Station and Super UIC Processing Modes give access to all of the NMCMPs functions whereas the NRA/Parent Command Processing Mode has fewer functions. For example, only the NMPS is allowed to Check-Out Service Members, so this function is not allowed in the NRA Processing Mode.

**Note:**
The NRA Processing Mode provides access to the Check-In, Service Record, Endorsements, Travel and History tabs only.

1.1.2  NRA Database Updates

For events at the NRA, the following tables may need to be modified:
User Administration (from NCMCPS main menu): password and roles data
Local Command Setup (from PM main menu): 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

1.1.3 NMPS Database Updates

For events at the NMPS, the following tables may be modified in addition to the NRA 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

Changes can be made to the tables used to validate entered data. These changes are made through manual data entry procedures.

- LOOKUP_AIRHEADS: airport codes
- LOOKUP_BLOODTYPECODES: blood type codes
- LOOKUP_CARRIERCODES: transportation carrier codes
- LOOKUP_CLEARANCECODES: security clearance codes
- LOOKUP_COLORCODES: eye and hair color codes
- LOOKUP_DENTALHOLDREASONS: dental hold reason authorities
- 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_NRAIMS: IMS codes
• LOOKUP_NRASTATUSCODES: NRA reporting status codes
• LOOKUP_SERVICECODES: armed forces service code
• LOOKUP_STAFF: list of medical, dental, and legal staff
• LOOKUP_SUPERUIC: headquarters or global UIC list
• ORDERSENDOREMENTOPTIONS: NMPS orders endorsement entry options
• ORDERSSIGNATUREAUTHORITY: authorized signatories for orders endorsement
• TABLETYPES: list of tables and their table types, which are used in conjunction with roles
• UICMEDICALPROCEDURE: list of medical procedures by UIC
• LOOKUP_DELAYEXEMPTION: Reasons for Delay Exemption being granted.
• LOOKUP_QUALIFICATIONSHELDREASONS: Qualifications Hold Reason Authorities.

1.1.4 Processing Module Flow

The following figure shows an overview of the PM process flow.
1.2 INPUTS

The NMCMPS System has three inputs:

a. personnel data from the NPDB database and the Order Writing module,

b. manually entered data used to track Service Members through the Navy Operational Support Center (NOSC), and

c. manually entered data used to track the Service Members through the Navy Mobilization Processing Site (NMPS).

1.3 OUTPUTS

NMCMPS has two outputs:

a. displayed information showing the data applicable to each Member, and

b. reports giving rosters, lists and statistics in either printed form or on a computer disk file.
Section 2  Getting Started with the Processing Module

2.1  ACCESSING THE PROCESSING MODULE (PM)

To access the Processing Module, navigate to BUPERS Online URL. After logging in, select NMCMPs from the BOL Application menu.

For information on accessing BOL, please refer to Accessing NMCMPs in NMCMPs Overview and Common Features.

Select Site Map from the NMCMPs Main Menu and then select PM from the NMCMPs Navigational Map.

For information on the NMCMPs Site Map and Navigational Map, please refer to NMCMPs Overview and Common Features.

The Processing home page displays as shown in the following figure.

Figure 2:  Processing Home Page

Note:
Access the NMCMPs Online Help by clicking the Help icon in the top right corner of the NMCMPs Main Menu. Refer to NMCMPs Overview and Common Features for more information.

Submit a technical support email by clicking the About icon in the top right corner of the NMCMPs Main Menu. The USN Support link on the About Page opens a new email and auto populates the TO field with the support email address. Refer to NMCMPs Overview and Common Features for more information.
2.2 PROCESSING MODULE MENU OPTIONS

Processing Module Menu Options are available in two areas. The Menu can be accessed from the NMCMPS home page under the Site Map menu. Once you have entered the Processing Module, the Processing Module Menu Options are also available from the toolbar at the top of the page.

![Figure 3: Processing Module Menu](image)

Depending on your user role, you may not be authorized to access all of the processing functions. The following table displays the options accessible from the Processing Menus.

<table>
<thead>
<tr>
<th>Hyperlink</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Map</td>
<td>View and access all NMCMPS Modules.</td>
</tr>
<tr>
<td>Member Processing</td>
<td>Search for and process service members.</td>
</tr>
<tr>
<td>Local Command Setup</td>
<td>Specify the format for the orders endorsements used by NMCMPS.</td>
</tr>
<tr>
<td>Notification / Interview</td>
<td>Display and/or update the latest interview checklist for the Member.</td>
</tr>
<tr>
<td>Checklist</td>
<td>Run Standard Reports.</td>
</tr>
</tbody>
</table>

2.3 SEARCHING FOR A SERVICE MEMBER

Display the Member Processing Browse page by selecting **Member Processing** from the Site Map to search for mobilized or demobilized Service Members. A blank Browse page is shown in the following figure.
The following table describes the buttons found on the Member Processing Browse page.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Executes your search using the criteria you specify in the General Search Criteria/Additional Search Criteria group boxes (you can also press the Enter key to execute a search). The Service Members matching your search criteria are displayed in the WebGrid at the bottom of the screen. Note that the Record Count dropdown limits the number of records that will be retrieved at one time.</td>
</tr>
<tr>
<td>Clear Fields</td>
<td>Removes all entries from the search criteria fields.</td>
</tr>
<tr>
<td>Ad-Hoc Tool</td>
<td>Displays the Report Format page from which you can generate ad hoc reports.</td>
</tr>
<tr>
<td>DRT</td>
<td>Provides access to the Dynamic Reporting Tool. For more information, please refer to the NMCMPS DRT User Guide.</td>
</tr>
<tr>
<td>Group Process</td>
<td>Processes checked member records in the WebGrid as a group.</td>
</tr>
<tr>
<td>About</td>
<td>Displays the About page from which you can review module and version information in addition to submitting a support request by email. See About Page for more information.</td>
</tr>
<tr>
<td>Help</td>
<td>Displays the NCMCPS online help.</td>
</tr>
<tr>
<td>Logout</td>
<td>Logs you off BOL and the NCMCPS.</td>
</tr>
</tbody>
</table>

**Note:**
You can use the Site Map button on the Main Menu to return to the NCMCPS Home Page or access other NCMCPS modules.
To Execute a Search:

Enter your search criteria in the **Search/Filter** fields. The Search/Filter fields are divided into two collapsible areas under the headings General Search Criteria and Additional Search Criteria. You can enter search criteria in one or more fields across both sections. You do not need to enter data in all of the fields. The following table describes the available search fields.

**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 orders where the RTN begins with “NE”, type “NE%” in the RTN field and click **Search**. If you only know the last CRI portion of the CRI, you would type “%1001%”.

For fields designated as “Partial”, you do not need to enter the % at the end of the search value. For example, to find all Members whose last name begins with “SMI”, type “SMI” in the **Name** field and click **Search**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>Enter a Service Member’s Social Security Number. All but the last 4 digits are masked on the search results list. After clicking the Search button, the SSN originally used in the Search will also be masked.</td>
</tr>
<tr>
<td>Last 4</td>
<td>Enter the last four numbers of a Service Member’s Social Security Number.</td>
</tr>
<tr>
<td>Name (partial)</td>
<td>Enter all or part of a Service Member’s name. Note that last name is first, followed by first name, followed by middle name with no punctuation. For example, ADAMS JOHN DAVID.</td>
</tr>
<tr>
<td>RTN</td>
<td>Searches by the Requirement Tracking Number.</td>
</tr>
<tr>
<td>Aug Type</td>
<td>Allows you to search by Aug Type (Augmentation Type)</td>
</tr>
<tr>
<td>Component</td>
<td>Select the Component. Valid values are: Active Duty, Reserve – IRR, Reserve – SELRES, and Reserves.</td>
</tr>
<tr>
<td>VTU</td>
<td>Select Yes from the dropdown to search for members in a volunteer training unit.</td>
</tr>
<tr>
<td>Group Code</td>
<td>Search by a Group Code assigned to a set of Members. The Group Code is typically entered at check-in and is used to track a specific subset of Service Members, for example a rotation of Seabees.</td>
</tr>
<tr>
<td>Order Hold Reason</td>
<td>Allows the filtering of member records based on hold reasons. Valid values are: Legal Hold, Medical Hold, Sanctuary, and Hold.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Has Jurisdiction</td>
<td>Click on this check box to limit the search results to those Service Members within the processor’s jurisdiction. The jurisdiction is dictated by the processor’s Onboard UIC and processor's role which is indicated in the top right corner of the page.</td>
</tr>
<tr>
<td>Mobilize Mode</td>
<td>Choose the mobilization mode, e.g. blank for [Not Specified], Mob for mobilization, Demob for demobilization, or Terminated from the drop-down list. Note that the search results list displays “M” for mobilization, “D” for demobilization, and “X” for termination.</td>
</tr>
<tr>
<td>Crisis Code</td>
<td>Select from the list of valid crisis codes.</td>
</tr>
<tr>
<td>IMS Code (partial)</td>
<td>Enter a valid Individual Mobilization Status code.</td>
</tr>
<tr>
<td>FTN</td>
<td>Allows you to search by FTN (Force Tracking Number).</td>
</tr>
<tr>
<td>RFF</td>
<td>Allows you to search by RFF (Request for Forces).</td>
</tr>
<tr>
<td>MOD</td>
<td>Allows you to search by MOD (Modification to EXORD).</td>
</tr>
<tr>
<td>eJMAPS</td>
<td>Allows you to search by eJMAPS (Electronic Joint Manpower and Personnel System).</td>
</tr>
<tr>
<td>EDA Begin</td>
<td>Enter estimated date of arrival begin date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)</td>
</tr>
<tr>
<td>EDA End</td>
<td>Enter estimated date of arrival end date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)</td>
</tr>
<tr>
<td>UIC Code</td>
<td>Enter the Service Member’s UIC code or click the search button 📡 to view the UIC Lookup page. Note the UIC Code is used in conjunction with UIC Type. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)</td>
</tr>
<tr>
<td>UIC Type</td>
<td>Select the UIC type(s). This field becomes available after the UIC Code is selected. Available values include: [ALL], NRA/Parent, NMPS, I-Stop, Return I-Stop, UDUSTA, RUIC, and AUIC. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)</td>
</tr>
<tr>
<td>Reported Begin</td>
<td>Enter reported begin date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)</td>
</tr>
<tr>
<td>Reported End</td>
<td>Enter reported end date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)</td>
</tr>
</tbody>
</table>

After you enter your search criteria, click on the Search button or strike the Enter key. The Service Members matching your search criteria display in the WebGrid at the bottom of the page. See the Mobilization Processing Function help section for information on how to select and process a Service Member.
Figure 5: Browse Page Displaying Search Results

Note:
Use the Record Count drop-down to specify the maximum number of member records retrieved from the database at one time by the search.

You can sort your list by clicking on one of column headings. For example, to sort your list in numeric order by SSN, click on the Last 4 SSN hyperlink in the column headings.

For more information on the Standard Webgrid and Custom Webgrid, please refer to NMCMPS Overview and Common Features.

2.4 VIEWING A SERVICE MEMBER’S RECORD

Once you perform a search, you see a list of Service Members matching the search criteria you specified on the Browse page WebGrid. You can select a row in the hit list to open and display a Member’s record. The Member’s information appears on several different Processing tabs.
To View a Service Member’s Record:

a. Select PM (Processing Module) from the Site Map menu.

b. Perform a search as described in the *Searching for a Service Member* section.

c. From the resulting list, click on the Select hyperlink next to the Service Member for whom you are searching. The NMCMPS Processing page displays.

2.5 **EDITING A RECORD**

It is highly recommended that you do NOT walk away from your computer with a Service Member record still in edit mode. Either **Save** or **Cancel** any changes to an open record before walking away.

---

**Note:**
The system will disconnect and will have to be restarted after a period of inactivity. “Activity” is defined as opening a new window or clicking the Edit, Save or Cancel button.

---

To ensure that any edits made to a record are saved, it is recommended that the field contents of the Service Member’s record be quickly reviewed to verify that the data is the same as what was entered, since the data is automatically re-read from the database after a save.
Section 3  Mobilization Processing Function

3.1 GENERAL MOBILIZATION INFORMATION

You can perform the fourteen mobilization processing sub-functions in any order. However, you must "Check-In" a Service Member prior to processing on any other sub-function. In addition, once the "Check-Out/Posted" function is performed and accepted, the information on the processed Member is displayed but cannot be modified.

To cycle through the mobilization processing functions, select the various tabs to view each corresponding screen. Once you select a Member, the mobilization processing tabs remain displayed and accessible throughout the entire mobilization processing function.

Note that there are two modes on the Mobilization Processing page: view and edit. When you initially select a tab after choosing a Member’s record, you see the tab contents in view mode. You are able to view the record, view comments, view instructions, and print the Comment Report, Summary Profile Report and Audit Log Report but you cannot edit the record. Click the Edit Record button to switch to edit mode and begin entering data into the fields.

When you enter data into the fields, the system automatically performs field validation. You will see a red asterisk to the right of any field that does not pass the validation rules. If you attempt to save a record containing validation errors, you will see an “Errors on Tabs” section at the bottom of the Mobilization Processing page. The Errors on Tabs section lists the tabs on which an error has occurred as well as the specific error message. Note: You may need to expand the bottom of your Processing window in order to view the error messages.

IMPORTANT!
All dates must be entered in the following format: yyyy.mm.dd.
To Select a Mobilization Processing Tab:

a. Select Site Map from the NCMCPS Main Menu and then select PM from the NMCPS Navigational Map.

b. Perform a search (see Searching for a Member) and select a Member from the list (see Viewing a Member’s Record). The NMCPS Processing page displays.

c. From the NCMCPS Processing page, select a mobilization processing sub-function by left clicking on the appropriate tab. When you click on different tabs, the fields associated with that tab display in the NCMPS Processing page.

d. The vertical menu box is continuously displayed during the mobilization processing function. At any time, select a sub-function by using the mouse to click on the title of the desired sub-function. This feature provides movement among the various NMPS data entry sub-functions.

e. The column to the left of the tab strip displays the station indicator status of each tab (green check mark, yellow triangle, red octagon, or red X). See Processing Color Indicators for more details.

f. The column on the right side of the tab strip identifies tabs that have had one or more comments entered. In the example above, four tabs have comments as indicated by the icon.
3.2 PROCESSING COLOR INDICATORS

The column to the left of each tab on the NMCMPs Processing page displays the station indicator status for each Member for each NMPS station. The color and shape of the station indicator is significant. The following table describes the station indicator status icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete</td>
<td>Indicates the station is complete.</td>
</tr>
<tr>
<td></td>
<td>No Action</td>
<td>This is the default status indicating that the tab is not complete and there are no holds or errors.</td>
</tr>
<tr>
<td></td>
<td>Hold Status/Info Missing</td>
<td>Indicates that the station has been placed on hold status or required information is missing.</td>
</tr>
<tr>
<td></td>
<td>Validation Error</td>
<td>Indicates a validation error was encountered when attempting to save the record.</td>
</tr>
</tbody>
</table>

**IMPORTANT!**
In order for the status indicator to turn green, enter valid data into all required fields on the tab AND click the checkbox at the bottom of the tab that reads *All instructions have been read and data entry is complete for this tab.*

3.3 CHECK-IN PROCEDURES (MOB)

The check-in station is the first process under the mobilization processing function.

**To Complete the Check-In Process:**

a. The mobilized Member reports to the check-in station.

b. Obtain the Member’s social security number (or other Member information) and search for it by clicking the **Search** button on the Browse page (see *Searching for a Member* for more information).

c. Choose the record from the list corresponding to the Member for whom you are searching by clicking on the appropriate **Select** hyperlink (see *Viewing a Member’s Record* for more information). After you select a Member, the NMCMPs Processing page displays as shown in the following figure.
Figure 7: Member Mobilization Processing Page

The following table describes the buttons found on the Member Mobilization Processing page:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
</table>
| View Comments/Edit Comments | Displays as “View Comments” unless you click on Edit Record to switch to edit mode. In edit mode, displays as “Edit Comments”. Refer to the Comments Module help section for more details.  
View Comments – Enables you to view the comments associated with the selected tab.  
Edit Comments – Enables you to add new comments or edit your own existing comments associated with the selected tab. |
<p>| Instructions | Displays the Checklist Instructions page from which you can view the instructions associated with each tab. |
| Comment Report | Displays the Comment Report, which lists all comments associated with the selected Service Member. Only tabs for which comments are attached are included in the report. Note that you must click Save or Cancel to return to view mode in order to enable the Comment Report button. |</p>
<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Profile Report</td>
<td>Displays the Summary Profile Options window from which you can generate the Summary Profile Report. You must be in view mode in order to enable the Summary Profile Report button. Refer to the Summary Profile Report help section for more details.</td>
</tr>
<tr>
<td>Audit Log Report</td>
<td>Displays the Audit Log Report window. This report will display audit log information for all of the Audit Logs within the module.</td>
</tr>
<tr>
<td>Edit Record</td>
<td>Switches the Mobilization Processing page from view mode to edit mode. You must click on the Edit Record button in order to enter data in any fields or to add or edit a comment. Once you click on Edit Record, the button is disabled until you click on Save or Cancel to return to view mode.</td>
</tr>
<tr>
<td>Save</td>
<td>Saves all changes and returns the Mobilization Processing page to view mode. You must click on the Edit Record button to enter any additional changes.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels your changes and returns the Mobilization Processing page to view mode.</td>
</tr>
<tr>
<td>Audit Log</td>
<td>Enables you to view the audit log associated with the Service Member’s record.</td>
</tr>
<tr>
<td>Close</td>
<td>Closes the Mobilization Processing page.</td>
</tr>
<tr>
<td>Group Info</td>
<td>Opens the Group Info page to associate the Member with a group or to remove the Member from a group.</td>
</tr>
<tr>
<td>Show Orders</td>
<td>Enables you to retrieve current orders for a Member.</td>
</tr>
<tr>
<td>Help</td>
<td>Displays the NCMCMPS online help.</td>
</tr>
<tr>
<td>About</td>
<td>Displays the About page from which you can review module and version information. See About Page for more information.</td>
</tr>
<tr>
<td>Close Window</td>
<td>Returns the user to the parent page</td>
</tr>
</tbody>
</table>

d. Click on the Edit Record button to begin entering data in the Check-In tab fields. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data. Click the Group Info button to edit the Group Code.
**Figure 8: Check-In Tab (Mob)**

<table>
<thead>
<tr>
<th>UIC</th>
<th>EDA</th>
<th>Status</th>
<th>Reported Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA/Parent</td>
<td>09032</td>
<td>06.07.11</td>
<td>A</td>
</tr>
<tr>
<td>UIC Desc: VFA 204</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMPS</td>
<td>3250A</td>
<td>2005.07.12</td>
<td></td>
</tr>
<tr>
<td>UIC Desc: NMPS SAN DIEGO CA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LL/USTA</td>
<td>62980</td>
<td>2005.07.22</td>
<td></td>
</tr>
<tr>
<td>UIC Desc: COMNAV/PPS SAN MARYLAND MD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I-STOPS**

<table>
<thead>
<tr>
<th>UIC</th>
<th>EDA</th>
<th>Status</th>
<th>Reported Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>STOP 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IMS Code: ROC (Mobilization/recall orders cancelled prior to execution)

Crisis Code: RTN: 

- [ ] Anti-Terrorism
- [ ] Interview not started.

- View IAR Checklist
- Notification / Interview

**Delay Exemption**

Request for a Delay Exemption:

- Delay Request Date: 
- Delay Approved Date: 

**Check-in Checklist**

- [ ] All Instructions Have Been Read And Data Entry Is Complete For This Tab.
- [ ] 1. Call Mobilization Sailor Advocacy (MSA)
e. Enter data in the applicable data fields:

- NRA/Parent UIC
- NRA/Parent EDA
- NRA/Parent Status
- Date reported to NRA
- Time reported to NRA
- NMPS UIC
- NMPS EDA
- Reporting status at NMPS
- Date reported to NMPS
- Time reported to NMPS
- Ultimate Duty Station UIC
- Ultimate Duty Station EDA
- Date reported to Ultimate Duty Station
- Time reported to Ultimate Duty Station
- Intermediate Stops Enroute to the Ultimate Duty Station (usually related to requisite training):
  - Stop 1 – 6 UIC
  - Stop 1 – 6 EDA
  - Stop 1 – 6 Reporting Status
  - Stop 1 – 6 Date Reported
  - Stop 1 – 6 Time Reported
- IMS Code (read-only)
- Crisis Code
- RTN
- Anti-Terrorism
- Request for Delay Exemption
- Delay Requested Date
- Delay Approved Date
- Checklist for this Tab

**Note:**
At the time a mobilization order is generated in the OWM, the NRA UIC and ULDUSTA UIC reporting data are blanked out before the order information is written to the PM record.

f. After all the entries are made for the Member checking in, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPs Processing page.

g. Click the **View NRA Checklist** button to display the NRA checklist for all tabs. Click the **Notification/Interview** button to display and/or update the latest interview checklist for the Member.
h. The Member is now verified as reporting to the NMPS and other processing can be performed.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA</td>
<td>Green</td>
<td>NRA Reported Date Populated</td>
</tr>
<tr>
<td>NMPS</td>
<td>Green</td>
<td>NMPS Reported Date Populated</td>
</tr>
<tr>
<td>ULDUSTA</td>
<td>Green</td>
<td>ULDUSTA Reported Date Populated</td>
</tr>
</tbody>
</table>

The following business rules need to be met, when the corresponding fields are modified, before the system will save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **NRA EDA** must be no earlier than yesterday
- **NMPS EDA** must be no earlier than yesterday
- **NRA Reported Date** must be less than or equal to **NMPS Reported Date** and no earlier than yesterday
- **NMPS Reported Date** must be greater than or equal to the **NRA Reported Date**
- **ULDUSTA EDA** must be greater than or equal to the **NMPS EDA**
- **ULDUSTA Report Date** must greater than or equal to the **NMPS Report Date**

### 3.4 IDENTIFICATION PROCEDURES (MOB)

The identification station is used to verify and/or update basic identifying information for a service Member. This tab is also used to track the issuance of identification cards.
To Complete the Identification Process:

a. Click on the **Edit Record** button to begin entering data in the **Identification** tab fields. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Confirm, and if needed update, the basic information about the Service Member:

- Ethnic Code (read-only)
- Race Code (read-only)
- Religion Code (read-only)
- Blood Type (read-only)
- Height (in inches)
- Weight (in pounds)
- Eyes Color
- Hair Color
- Marital Status
- Have a Military Spouse
- Children (Y/N)
- Dependents
- Geneva
c. Determine which identification cards are required for the Member. Toggle through the options of Has, Needs, Done, Unnecessary, or Not Specified for the following fields:

- Deers Enrollment
- Active Duty ID Card
- Meal Card
- Dog Tags
- Dependent ID
- DOD Vehicle Sticker

d. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

e. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

### Note:
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Any drop down with a ‘Needs’ selected</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Height** must be within configured limits of inches
- **Weight** must be within configured limits of pounds

### 3.5 QUALIFICATION PROCEDURES (MOB)

The qualifications station is used to perform special qualification screening on an as-needed basis. Qualifications screening is used to identify special skills possessed by the Service Member. You can also see training activities required of the Member. These training activities MUST be checked off, including **Date Completed**, in order to turn the tab green. The training grid is populated based on the Member’s ULDUSTA UIC.
To Enter Qualifications Information:

a. Click on the **Edit Record** button to begin entering data on the **Qualifications** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. You can place the Member on hold by clicking the **Hold** check box. If a hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.

c. Verify and update, if needed, the following information:

   - NOBC (read-only)
   - NEC (read-only)
   - Civilian Employment
   - Required Clearance
   - Member’s Clearance
   - Investigation Date
d. If there are training courses listed, click on the **Complete** checkbox and enter the **Date Completed** for all required training activities. You MUST check off all training courses before the green checkmark is applied to the **Qualifications** tab.

e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPs Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Hold Checked</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Investigation Date** must be less than or equal to today
- **Investigation Date** must be in the proper date format (yyyy.mm.dd)

### 3.6 MEDICAL PROCEDURES (MOB)

The medical station is used to assist in the medical evaluation of the Service Member. The station procedures allow for two distinct modes of operation: (1) the system can be used (even in advance of the arrival of the Member) to plan for the shots, examinations and tests that must be provided to the Member, and (2) the system can be used to record the results of the medical records review and schedule appointments for further medical processing.
Figure 11: Medical Tab (Mob)

To Enter Medical Information:

a. Click on the Edit Record button to begin entering data on the Medical tab. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. You can place a Member on medical hold by clicking the Hold check box. If a medical hold is indicated, you must select a reason for the hold from the Reason/Authority drop-down list.

c. Verify and update, if needed, the following information:
   - Last Physical
d. For each Member, identify the Required Shots, Examinations & Tests that must be done. This procedure can be done in advance by the medical staff through a review of the medical records. The purpose of this step is to record whether a Member has or needs shots, exams or tests. Use the Tab key to move through the array of required actions. Use the space bar to toggle the options for each/any required action. Note that the check boxes you see may vary depending upon the codes established for your UIC. Once the required shot/test/exam is administered to the Member, check the appropriate check box to indicate it was accomplished. The Medical tab status indicator will remain a yellow triangle until all required shots/test/exams are administered.

e. Schedule a medical appointment, if needed. Note that you can only click on the Show All Appointments for this Member button if you are in view mode.

f. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

g. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red Hold Checked</td>
</tr>
<tr>
<td>All</td>
<td>Red Last Physical &gt; configured length or exceeding 60 months</td>
</tr>
<tr>
<td>All</td>
<td>Green All required shots, examinations and tests checked</td>
</tr>
</tbody>
</table>
The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Medical appointment date** must be no earlier than today
- **Medical appointment date** and **Last Physical Date** must be in the proper date format (yyyy.mm.dd)

### 3.7 DENTAL PROCEDURES (MOB)

The dental station is used to assist in the dental evaluation of the Service Member. The station procedures allow for two distinct modes of operation: (1) the system can be used (even in advance of the arrival of the Member) to plan for the examinations that must be provided to the Member, and (2) the system can be used to record the results of the dental records review and schedule appointments for further dental processing.

**Figure 12: Dental Tab (Mob)**

To Enter Dental Information:

a. Click on the **Edit Record** button to begin entering data on the **Dental** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
b. You can place a Service Member on dental hold by checking the **Hold** check box. If a dental hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.

c. Verify and update, if needed, the following information:

   - Last Exam
   - Last XRay
   - XRay Type
   - Dental Class
   - Assistance Required
   - Description

d. Schedule a dental appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.

---

**Note:**
If the Member is identified as being Class 3 Dental or Class 4 Dental and an appointment has not been scheduled, a message will appear requesting the user to schedule an appointment.

---

e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPs Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

---

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

---

**Table X: Dental Tab – Validation Rules (Mob)**

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Hold Checked</td>
</tr>
<tr>
<td>All</td>
<td>Red</td>
<td>Dental Exam &gt; configured length or exceeding 75 months</td>
</tr>
<tr>
<td>All</td>
<td>Red</td>
<td>Dental Class = 4</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Dental Class = 1,2,3</td>
</tr>
</tbody>
</table>
The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- Dental X-Ray Type is required if date of last x-ray is specified
- Scheduled Appt. Date must be no earlier than today
- Last Exam, Last XRay, and Schedule Appt. Date must be in the proper date format (yyyy.mm.dd)
- Scheduled Appt. Time must be in the proper time format (hhmm)

3.8 LEGAL PROCEDURES (MOB)

The legal station is used to assist in the evaluation of legal assistance for the Service Member. The station procedures allow for two distinct modes of operation: (1) the system can be used (even in advance of the arrival of the Member) to plan for briefings and legal assistance, and (2) the system can be used to schedule appointments for further legal processing.
Figure 13: Legal Tab (Mob)

To Enter Legal Information:

a. Click on the Edit Record button to begin entering data on the Legal tab. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. You can place a Member on legal hold by checking the Hold check box. If a legal hold is indicated, you must select a reason for the hold from the Reason/Authority drop-down list.

c. Verify and update, if needed, the following information:
   - Former Peace Corps
   - Was Reservist a POW
- Legal Brief Provided
- Screened/Briefed

d. If assistance is required for the Member, identify the actions that are needed in the Requested Assistance section. The purpose of this step is to record what the Member needs. Use the Tab key to move through the array of required actions. Use the space bar to check or uncheck the currently highlighted checkbox.

e. Schedule a legal appointment, if needed. Note that you can only click on the Show All Appointments for this Member button if you are in view mode.

f. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

g. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPs Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Hold Checked</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Any Required Assistance checked</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Screened/Briefed checked</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- Legal appointment date must be no earlier than today and must be in the proper date format (yyyy.mm.dd)

### 3.9 SERVICE RECORDS PROCEDURES (MOB)

The service records station is used to track the administrative processing performed in the review of a Member’s service record book.
To Enter Service Record Information:

a. Click on the **Edit Record** button to begin entering data on the **Service Record** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Use the **Tab** key to move from one selected field to the next. Select the status options of Has, Needs, Done, Unnecessary or Not Specified for each of the following:

- NAVPERS 1070/74
- DD 2058 (Legal Residence)
- NAVMC 1092 (BAH)
- VA 21-8951 (Benefits Waiver)
- SGLV-0206 (SGLI Election)
- Page 2 – Emergency Data
- DD 2058-1
- NAVMC 1000 (Privacy Act)
- OPNAV 5211/9 (Disclosure)
- W-4 Form

Choose an option from the **Recently Separated from Active Duty** drop-down list. Options include “Yes, Greater than 30 Days”, “Yes, 30 Days or Less”, and Not Specified.
d. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

e. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Any drop down with a ‘Needs’ selected</td>
</tr>
<tr>
<td>All</td>
<td>Yellow</td>
<td>All drop downs with a (Not Specified)</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Any drop down with other than a ‘Needs’ selected and no drop downs with ‘Needs’ selected</td>
</tr>
</tbody>
</table>

### 3.10 PAY/DISBURSING PROCEDURES (MOB)

The pay/disbursing station is used to record pay actions, including advances.
Figure 15: Pay/Disbursing Tab (Mob)

To Enter Pay/Disbursing Information:

a. Click on the Edit Record button to begin entering data on the Pay/Disbursing tab. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. Verify and update, if needed, the following information:

- Charge Card Status
- Issued a Government Charge Card
- DD 1351 Required/Provided
- Completed Allotment
- BAH Sub
- Enrolled in Direct Deposit
- Received Advance Pay
- Amount (of Advance Pay)
Note:
If you enter an advance pay amount, you must check the Received Advance Pay check box. In addition, the advance cannot exceed $1,000.

c. Determine if the Member has a pay-related issue. Select a pay status from the drop-down list and, if necessary, add a comment to the Description field.

d. Schedule an appointment, if needed. Note that you can only click on the Show All Appointments for this Member button if you are in view mode.

e. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

f. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

Note:
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Other than 'No Issue' selected</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Any check box selected</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- PSD Appointment date must be no earlier than today and must be in the proper date format (yyyy.mm.dd)
- Received Advance Pay must be checked if and advanced amount is specified
- Amount must not be blank if Received Advance Pay is checked
- Amount must be between configured max and min values

3.11 CLOTHING/EQUIPMENT ISSUE PROCEDURES (MOB)

The clothing station is entered to record the issuance of clothing and/or equipment.
To Enter Clothing/Equipment Information:

a. Click on the **Edit Record** button to begin entering data on the **Clothing/Equipment** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. For each Member who is issued clothing or equipment, verify and update, if needed, the following information:

   - Uniforms Issued
   - Uniform Allowance Authorized
   - Helmet Size
   - Gas Mask Size
   - ICCE Gear ([Not Specified], Has, Needs, Issued)
   - Household Goods/POV Storage ([Not Specified], Not Required, Arranged, Limited Shipped)
   - Weapon Issue (Rifle, Pistol, or None)
   - Weapon's Serial Number, if applicable

c. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

d. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.
The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

Note:
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

**Table XIV: Clothing/Equipment Tab – Validation Rules (Mob)**

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>ICCE Gear ‘Needs’ selected</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Serial Number** must be specified if **Weapon Issued** is checked

### 3.12 ENDOREEMENTS PROCEDURES (MOB)

The endorsements station is used to print an endorsement of the orders for a mobilized Service Member.

**Figure 17: Endorsements Tab (Mob)**

To Enter Endorsements Information:

1. Click on the **Edit Record** button to begin entering data on the **Endorsements** tab. Note that the **Edit Record** button is disabled if you are already in edit mode.
Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Select choices for identifying the entitlement (quarters, meals, and per diem). Values are initialized at the default for the mobilization.

c. Select **Signature Authority** from the drop-down list.

d. Click **Print Endorsement** to merge the endorsement order and display it in a new window. You can either print or close the window.

---

**Note:**
The **Print Endorsement** button is not available while you are in edit mode. The resulting Endorsement is based on local configuration entries that are setup via the **Local Command Setup** main menu option. Following is a sample Endorsement Window.

---

**Figure 18: Print Endorsement Window (Mob)**

![Print Endorsement Window](image)

---

e. Use the **Previously Printed** check box to indicate that an Endorsement has previously been printed for this Member.
f. Click on **Clear Endorsement Information** to remove the contents of all the fields on this tab.

**Note:**
The Clear Endorsement Information button is only available while in edit mode.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>Signature Authority Selected</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Previously Printed checked</td>
</tr>
</tbody>
</table>

3.13 **TRAVEL PROCEDURES (MOB)**

The **Travel** tab displays travel information for the selected Service Member.

**Figure 19:** Travel Tab (Mob)

To Enter Travel Information:

a. Click on the **Edit Record** button to begin entering data on the **Travel** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you
save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Verify and update, if needed, the following fields, to reflect the Member’s travel information:

- Airhead
- Carrier
- Route Number
- Arrival Date
- Arrival Time
- Itinerary Notes
- Special Conveyance ([Not Specified], Special, Advanced)
- Authorized POV Use
- Reservist Deploying OCONUS

c. Click **Clear Travel Information** to remove the contents of all the fields on this tab.

---

**Note:**
The Clear Travel Information button is only available while in Edit mode.

d. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

e. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPs Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

---

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>Authorized POV Use checked</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Airhead, Carrier, Arrive Time and Arrive Date populated</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:
• **Arrival Date** must be in the proper date format (yyyy.mm.dd) and **Arrival Time** must be in the proper time format (hhmm)
• **Airhead** code must match an existing code
• **Carrier** code must match an existing code

### 3.14 ASSIGNMENT/BILLETING PROCEDURES (MOB)

The assignment/billeting station is used for tracking Service Members while they are under the cognizance of the Mobilization Processing Site. This station displays billet information and allows local billeting for the Service Member. It also displays reserve assignment information.

**Figure 20: Assignment/Billeting Tab (Mob)**

To Enter Assignment/Billeting Information:

a. Click on the **Edit Record** button to begin entering data on the **Assignment/Billeting** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Verify the following fields:

   - RTN – Requirement Tracking Number
   - ACC – Account Category Code
   - SPC – Specialization Program Code
   - GLI – Gain / Loss Indicator
c. Verify the following **Current Reserve Billet** fields:
   - RUIC - Reserve Billet Unit Identification Code (read-only)
   - RBSC - Reserve Billet Sequence Code (read-only)
   - AUIC - Administrative Unit Identification Code (read-only)

d. Verify the following **Future Assignment** fields:
   - ULDUSTA - Ultimate Duty Station (read-only)
   - EDA – Estimated Date of Arrival (read-only)

e. Verify and update, if needed, the following **Local Billeting** fields:
   - Billeting Building
   - Billeting Room
   - Phone Number
   - In - Date assigned quarters
   - Out - Date vacated quarters

f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

---

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>Room, Building, Phone, In, and Out fields populated</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- Billeting **In** date must be no earlier than today and must be less than or equal to Billeting **Out** date
- Billeting **Out** date must be no earlier than today and must be greater than or equal to billeting **In** date
- Billeting **In** and **Out** dates must be in the proper date format (yyyy.mm.dd)

### 3.15 ECRC PROCEDURES (MOB)

The ECRC (Expeditionary Combat Readiness Command) tab captures contact information on the Sailor. It also captures information on the Spouse/Next to Kin and other familial status of the Sailor.
Figure 21: ECRC Tab (Mob)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Command Phone #</td>
<td>Dynamic 1</td>
</tr>
<tr>
<td>Sailor</td>
<td></td>
</tr>
<tr>
<td>Is Sailor an Individual</td>
<td></td>
</tr>
<tr>
<td>Augmented?</td>
<td></td>
</tr>
<tr>
<td>Navy Email</td>
<td></td>
</tr>
<tr>
<td>Army Email</td>
<td></td>
</tr>
<tr>
<td>Personal Email</td>
<td></td>
</tr>
<tr>
<td>Gaining Command In-Theater</td>
<td>Dynamic 2</td>
</tr>
<tr>
<td>Gaining Command Phone #</td>
<td></td>
</tr>
<tr>
<td>MEMBER NOTES</td>
<td>Dynamic 3</td>
</tr>
<tr>
<td>Spouse/Next of Kin (NOK)</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Relationship to Sailor</td>
<td></td>
</tr>
<tr>
<td>Address (While Sailor is Deployed)</td>
<td></td>
</tr>
<tr>
<td>Street 1</td>
<td></td>
</tr>
<tr>
<td>Street 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Dynamic 4</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Spouse/NOK Home Phone #</td>
<td>Dynamic 5</td>
</tr>
<tr>
<td>Spouse/NOK Cell Phone #</td>
<td>Dynamic 6</td>
</tr>
<tr>
<td>Spouse/NOK Email</td>
<td>Dynamic 7</td>
</tr>
<tr>
<td>Number of Children</td>
<td>Dynamic 8</td>
</tr>
<tr>
<td>Does the service member’s family have an</td>
<td>Exceptional Family Member? Dynamic 9</td>
</tr>
<tr>
<td>Exceptional Family Member?</td>
<td></td>
</tr>
<tr>
<td>Is above address different than address</td>
<td>Exceptional Family Member? Dynamic 9</td>
</tr>
<tr>
<td>prior to deployment?</td>
<td></td>
</tr>
<tr>
<td>NOK NOTES</td>
<td>Dynamic 10</td>
</tr>
<tr>
<td>ECRC Checklist</td>
<td></td>
</tr>
</tbody>
</table>

☐ All Instructions Have Been Read And Data Entry Is Complete For This Tab.
To Enter ECRC Information:

a. Click on the Edit Record button to begin entering data on the ECRC tab. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. Enter the Parent Command Phone Number.

c. Verify and update the following Sailor information:
   - Is the Sailor an Individual Augmentee? (Yes / No)
   - Navy Email
   - Army Email
   - Personal Email
   - Gaining Command In-Theater
   - Gaining Command Phone Number
   - Member Notes

d. Verify and update the following Spouse/Next of Kin (NOK) information:
   - Last Name
   - First Name
   - Middle Initial
   - Relationship to Sailor
   - Address While Sailor is Deployed (Street 1, Street 2, City, State, Zip)
   - Spouse/NOK Home Phone Number
   - Spouse/NOK Cell Phone Number
   - Number of Children
   - Does the service member’s family have an Exceptional Family Member? (Yes / No)
   - Is above address different than address prior to deployment? (Yes / No)
   - NOK Notes

e. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

f. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.
Table XVIII: ECRC Tab – Validation Rules (Mob)

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>The checklist checkbox is selected.</td>
</tr>
</tbody>
</table>

There are no business rules for this tab.

3.16 CHECK-OUT PROCEDURES (MOB)

The check-out station is the final step in mobilization processing. This is the point where the exit interview with the mobilized Service Member is performed and all required liaison is finalized and verified. The check-out function can provide for a daily check-out of the NMPS as well as a final check-out when the Member is to be transferred to his/her gaining command.
## Figure 22: Check-Out Tab (Mob)

### Disposition of Member
- **No Action**

Member Record Last Update:
- Date/Time: 2008.05.10 17:18
- User Name: TEST USER - x

<table>
<thead>
<tr>
<th>UIC</th>
<th>Departure Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA</td>
<td></td>
</tr>
<tr>
<td>NMPS</td>
<td></td>
</tr>
</tbody>
</table>

### I-STOPS

<table>
<thead>
<tr>
<th>UIC</th>
<th>EDA</th>
<th>Departure Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>57907</td>
<td>2007.07.30</td>
<td></td>
</tr>
<tr>
<td>02635</td>
<td>2008.08.01</td>
<td></td>
</tr>
<tr>
<td>0431A</td>
<td>2007.08.15</td>
<td></td>
</tr>
<tr>
<td>0431A</td>
<td>2008.08.03</td>
<td></td>
</tr>
<tr>
<td>48942</td>
<td>2007.08.15</td>
<td></td>
</tr>
<tr>
<td>69939</td>
<td>2008.08.05</td>
<td></td>
</tr>
<tr>
<td>400153</td>
<td>2007.08.17</td>
<td></td>
</tr>
<tr>
<td>00153</td>
<td>2008.08.05</td>
<td></td>
</tr>
<tr>
<td>86890</td>
<td>2007.08.18</td>
<td></td>
</tr>
<tr>
<td>02535</td>
<td>2007.08.20</td>
<td></td>
</tr>
</tbody>
</table>

**Check-Out Checklist**

- [ ] All Instructions Have Been Read And Data Entry is Complete For This Tab.
- [ ] 1. If Applicable, ensure that the Reservist has Completed Overseas Screening.
- [ ] 6. Provide the reservist With the Follow On Command Contact Phone Number For Enroute Delays.
- [ ] 7. Ensure that the reservist has been Provided A Copy Of His/Her Completed Mobilization Checklist? If CRC (IPPM) is Required, Provide Reservist An Extra Copy Of The Mobilization Checklist For The CRC (IPPM) Activity. (The Navy Reduces The Completed Original Mobilization Checklist For The Reservist's...
To Check Out a Service Member:

a. Click on the **Edit Record** button to begin entering data on the **Check-Out** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Choose an option from the **Disposition of Member** group box. If the Service Member will remain attached to the NMPS, then select the **Remain at Current Command** option. If the Member has completed all processing and is ready to be transferred to the gaining command, then select the **Report To Ultimate Duty Station** option.

**IMPORTANT!**
Once posted to a gaining command, a Member’s record cannot be modified except by the NMCMPs database administrator or someone with supervisor authority in the system.

c. The **Member Record Last Update** information documents when and by whom the Member record was last updated.

d. Verify and update, if needed, the following departure information:

1. NRA UIC (read-only)
2. NRA Departure Date/Time
3. NMPS UIC (read-only)
4. NMPS Departure Date/Time

e. Verify and update, if needed, the following I-Stop information:

- Stop 1 – 6 UIC
- Stop 1 – 6 EDA
- Stop 1 – 6 Departure Date
- Stop 1 – 6 Departure Time
- RETN 1 – 6 Departure Date
- RETN 1 - 6 Departure Time

f. Click on the **Show all Appointments for this Member** button to view a list of all appointments, if any, associated with this Member.

**Note:**
The **Show all Appointments** for this Member button is not available while in Edit mode.

g. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
h. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA</td>
<td>Green</td>
<td>Remain at Current Command selected and NRA Depart Date populated</td>
<td></td>
</tr>
<tr>
<td>NMPS</td>
<td>Green</td>
<td>Report to ultimate duty station selected and NMPS Depart Date populated</td>
<td></td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **NMPS Depart Date** must be greater than or equal to **NMPS Reported**
- **NRA Depart Date** must be greater than or equal to **NRA Reported Date**
- **NRA Depart Date** and **NMPS Depart Date** must be in the proper date format (yyyy.mm.dd)
- **NRA Depart Time** and **NMPS Depart Time** must be in the proper time format (hhmm)

### 3.17 HISTORY (MOB)

The History station displays the mobilization and demobilization history of the selected Service Member. Each record contains a Mob/Demob code that indicates an “M” if the Member was mobilized or “D” if the Member was demobilized at the time the record was created.

**Figure 23:** History Tab (Mob)

<table>
<thead>
<tr>
<th>RTN</th>
<th>Mode</th>
<th>Crisis</th>
<th>PayGrade</th>
<th>NRA UIC</th>
<th>IMS</th>
<th>NRA Report</th>
<th>NMPS UIC</th>
<th>NMPS Report</th>
<th>LULDSTA</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE-0635-0084</td>
<td>M</td>
<td>9GF</td>
<td>E4</td>
<td>62105</td>
<td>RM1</td>
<td>3243A</td>
<td>ULDSTA</td>
<td>ULDSTA</td>
<td>7/22/2003 8:32:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
The mobilization/demobilization transfer functionality available in previous versions of the software has been replaced with the Order Writing and Sourcing Modules.
Section 4  **Demobilization Processing Function**

4.1 **GENERAL DEMOBILIZATION INFORMATION**

Demobilization processing in the NMCMPS is accessed in the same manner as mobilization processing. Select the **PM** option from the NMCMPS Navigational Map to display the NMCMPS Browse page. Perform searches and select records in the same manner regardless of whether you are performing mobilization processing or demobilization processing. You can search for demobilized Members only by choosing Demob from the **Mobilize Mode** drop-down list on the NMCMPS Browse page.

You can perform the thirteen demobilization processing sub-functions in any order. In addition, once the "Check-Out/Posted" function is performed and accepted, the information on the processed Member will only be displayed, and cannot be modified.

To cycle through the demobilization processing functions, select the various tabs to view each corresponding screen. The demobilization processing tabs remain displayed and accessible throughout the entire demobilization process function for the selection of alternate sub-functions.

**Note:**
The Qualifications tab is disabled in demobilization mode.

**Figure 24: Demobilization Processing Tabs**

To Select a Demobilization Processing Tab:

a. Select **Site Map** from the NMCMPS Main Menu and then select **PM** from the **NMCMPS Navigational Map**.
b. Perform a search (see *Searching for a Member*) and select a Member from the list (see *Viewing a Member’s Record*). In your search criteria, select **Demob** from the Mobilize Mode. The NMCMPS Processing page displays.

c. From the NMCMPS Processing page, select a demobilization processing sub-function by left-clicking on the appropriate tab. When you click on different tabs, the fields associated with that tab display in the NMCMPS Processing page.

d. The vertical menu box is continuously displayed during the demobilization processing function. At any time, select an NMCMPS sub-function by using the mouse to click on the title of the desired sub-function. This feature provides movement among the various NMCMPS data entry sub-functions.

e. The column to the left of the tab strip displays the station indicator status of each tab (green check mark, yellow triangle, red octagon, or red X). See *Processing Color Indicators* for more details.

f. The column on the right side of the tab strip identifies tabs that have had one or more comments entered. In the example above, a comment is associated with only the **Endorsements** tab as indicated by the icon.

### 4.2 CHECK-IN PROCEDURES (DEMOB)

The check-in station is the first process under the demobilization processing function. This is the point where the initial interview with the demobilized Member is performed and all required liaisons are initiated.

**To Check-In a Member:**

1. The demobilized Member reports to the check-in station.

2. Obtain the Member’s social security number (or other Member information) and search for it by clicking the Search button on the Browse page (see *Searching for a Member* for more information)

3. Choose the record from the list corresponding to the Member for whom you are searching by clicking on the appropriate Select hyperlink (see *Viewing a Member’s Record* for more information). After you select a Member, the NMCMPS Processing page displays as shown in the following figure.
4. Click on the **Edit Record** button to begin entering data on the **Check-In** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data. Click the **Group Info** to edit the **Group Code**.
Figure 26: Check-In Tab (Demob)

<table>
<thead>
<tr>
<th>UIC</th>
<th>EDA</th>
<th>Status</th>
<th>Reported Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ULDUSTA</td>
<td>46247</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMPS</td>
<td>3248A</td>
<td></td>
<td>2003.05.20</td>
</tr>
<tr>
<td>NRA/Parent</td>
<td>51919</td>
<td></td>
<td>2003.05.23</td>
</tr>
</tbody>
</table>

**I-STOPS**

<table>
<thead>
<tr>
<th>UIC</th>
<th>EDA</th>
<th>Status</th>
<th>Reported Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>STOP 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOP 6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IMS Code: RD2 (Reported back to NRA and returned to billet)

Crisis Code: 9GF

Anti-Terrorism

Delay Exemption

Request for a Delay Exemption: 

Delay Request Date: 

Delay Approved Date: 

Check-in Checklist

- All Instructions Have Been Read And Data Entry Is Complete For This Tab.
- 1. Call Mobilization Sailor Advocacy (MSA)
5. Enter appropriate data in editable data fields.

- Ultimate Duty Station UIC
- Ultimate Duty Station EDA
- Date reported to Ultimate Duty Station
- Time reported to Ultimate Duty Station
- NMPS UIC
- EDA at NMPS
- Reporting status at NMPS
- Date reported to NMPS
- Time reported to NMPS
- NRA/Parent UIC
- EDA at NRA/Parent
- Reporting status at NRA
- Date reported to NRA
- Time reported to NRA
- Stop 1 – 6 UIC
- Stop 1 – 6 EDA
- Stop 1 – 6 Reporting Status
- Stop 1 – 6 Reported Date
- Stop 1 – 6 Reported Time
- IMS Code (read-only)
- Crisis Code
- RTN
- Anti-Terrorism
- Request for Delay Exemption
- Delay Requested Date
- Delay Approved Date

6. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

7. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

8. The Member is now verified as reporting to the NMPS and you can perform other processing.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.
Note:
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA</td>
<td>Green</td>
<td>NRA Reported Date Populated</td>
</tr>
<tr>
<td>NMPS</td>
<td>Green</td>
<td>NMPS Reported Date Populated</td>
</tr>
<tr>
<td>ULDUSTA</td>
<td>Green</td>
<td>ULDUSTA Reported Date Populated</td>
</tr>
</tbody>
</table>

The following business rules need to be met, when the corresponding fields are modified, before the system will save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **NRA EDA** must be greater than or equal to the most recent of **NMPS EDA** or **NMPS Reported Date**
- **NMPS EDA** must be no earlier than yesterday
- **NRA Reported Date** must be greater than or equal to the **NMPS Reported Date** and no earlier than today
- **NMPS Reported Date** must be within the previous 5 days
- All date fields must be in the proper date format (yyyy.mm.dd)
- All time fields must be in the proper time format (hhmm)

4.3 IDENTIFICATION PROCEDURES (DEMOB)

The identification station is used to verify and/or update basic identifying information for a Member. This procedure is also used to track the issuance of identification cards.
To Enter Identification Information:

a. Click on the Edit Record button to begin entering data on the Identification tab. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. Confirm and, if needed, update the basic information about the Member:

- Ethnic Code (read-only)
- Race Code (read-only)
- Religion Code (read-only)
- Blood Type (read-only)
- Height (in inches)
- Weight (in pounds)
- Eyes Color
- Hair Color
- Marital Status
- Have a Military Spouse
- Children (Y/N)
- Dependents
- Geneva Code
c. Determine which identification cards are required for the Member. Choose from the options of Has, Needs, Done, Unnecessary, or Not Specified for the following fields:

- Deers Enrollment
- Reserve ID

d. Verify the Member’s EAOS Date.

e. Check the **All Instructions Have Been Read and Data Entry is Complete for This Tab** check box when you finish.

f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

---

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Any drop down with a ‘Needs’ selected</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Height** must be within configured limits of inches
- **Weight** must be within configured limits of pounds
- **Eyes Color** must match one of the available codes in the lookup table
- **Hair Color** must match one of the available codes in the lookup table
- **Marital Status** must match one of the available codes in the lookup table

### 4.4 QUALIFICATION PROCEDURES (DEMOB)

The **Qualifications** tab is not available in demobilization mode.
4.5 **MEDICAL PROCEDURES (DEMOB)**

The medical station is used to assist in the medical evaluation of the Service Member. The station procedures allow for two distinct modes of operation: (1) the system can be used (even in advance of the arrival of the Member) to plan for the shots, examinations and tests that must be provided to the Member, and (2) the system can be used to record the results of the medical records review and schedule appointments for further medical processing.

**Figure 28: Medical Tab (Demob)**

To Enter Medical Information:

a. Click on the **Edit Record** button to begin entering data on the **Medical** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
b. You can place the Member on medical hold by clicking the Hold check box. If a medical hold is indicated, you must select a reason for the hold from the Reason/Authority drop-down list.

c. Verify and update, if needed, the following information:

- Last Physical
- Blood Type
- Hearing Aids
- Prescription
- Medical Warning Tags

d. For each Member, identify the **Required Examinations & Tests** that must be performed. This procedure could be completed in advance by the medical staff through a review of the medical records. The purpose of this step is to record if a Member has or needs shots, exams or tests. Use the Tab key to move through the array of required actions. Use the space bar to toggle the options for each/any required action. Check the appropriate check box after the Member is administered the required shots/tests/exams/documentation.

e. Schedule a medical appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.

f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPSPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

---

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

---

**Table XXII: Medical Tab – Validation Rules (Demob)**

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Hold Checked</td>
</tr>
<tr>
<td>All</td>
<td>Red</td>
<td>Last Physical &gt; configured length or exceeding 75 months</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>All required shots, examinations and tests checked</td>
</tr>
</tbody>
</table>
The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Medical Appointment Date** must be no earlier than today
- If the **Hold** checkbox is selected, then there must be an associated **Reason/Authority** selected
- If a **Reason/Authority** is selected, then the **Hold** checkbox must be selected
- **Last Physical** date must be in the proper date format (yyyy.mm.dd)
- **Scheduled Appt. Date** must be in the proper date format (yyyy.mm.dd)
- **Scheduled Appt. Date** must be no earlier than today
- **Scheduled Appt. Time** must be in the proper time format (hhmm)

### 4.6 DENTAL PROCEDURES (DEMOB)

The dental station is used to assist in the dental evaluation of the Service Member. The station procedures allow for two distinct modes of operation: (1) the system can be used (even in advance of the arrival of the Member) to plan for the examinations that must be provided the Member, and (2) the system can be used to record the results of the dental records review and schedule appointments for further dental processing.

**Figure 29: Dental Tab (Demob)**

To Enter Dental Information:

a. Click on the **Edit Record** button to begin entering data on the **Dental** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you
save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. You can place a Member on dental hold by checking the **Hold** check box. If a dental hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.

c. Verify and update, if needed, the following information:

- Last Exam
- Dental Class
- Form 2808 Completed
- Description

d. Schedule a dental appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.

e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPM Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Hold Checked</td>
</tr>
<tr>
<td>All</td>
<td>Red</td>
<td>Dental Exam &gt; configured length or exceeding 75 months</td>
</tr>
<tr>
<td>All</td>
<td>Red</td>
<td>Dental Class = 4</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Dental Class = 1,2,3</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Dental Appointment Date** must be no earlier than today
- If the **Hold** checkbox is selected, then there must be an associated
Reason/Authority selected
- If a Reason/Authority is selected, then the Hold checkbox must be selected
- Last Physical date must be in the proper date format (yyyy.mm.dd)
- Scheduled Appt. Date must be in the proper date format (yyyy.mm.dd)
- Scheduled Appt. Date must be no earlier than today
- Scheduled Appt. Time must be in the proper time format (hhmm)

4.7 LEGAL PROCEDURES (DEMOB)

The legal station is used to assist in the evaluation of legal assistance for the Service Member. The station procedures allow for two distinct modes of operation: (1) the system can be used (even in advance of the arrival of the Member) to plan for briefings and legal assistance, and (2) the system can be used to schedule appointments for further legal processing.

Figure 30: Legal Tab (Demob)
To Enter Legal Information:

a. Click on the Edit Record button to begin entering data on the Legal tab. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. You can place a Member on legal hold by checking the Hold check box. If a legal hold is indicated, you must select a reason for the hold from the Reason/Authority drop-down list.

c. Verify and update, if needed, the following information:
   - Former Peace Corps
   - Was Reservist a POW
   - Screening Required
   - Screened/Briefed

d. If assistance is required for the Member, identify the actions that are needed in the Requested Assistance section. The purpose of this step is to record what the Member needs. Use the Tab key to move through the array of required actions. Use the space bar to toggle the options for each/any required action.

e. Schedule a legal appointment, if needed. Note that you can only click on the Show All Appointments for this Member button if you are in view mode.

f. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

g. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).
Table XXIV: Legal Tab – Validation Rules (Demob)

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Hold Checked</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Any Required Assistance checked</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Screened/Briefed checked</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Legal Appointment Date** must be no earlier than today
- If the Hold checkbox is selected, then there must be an associated Reason/Authority selected
- If a Reason/Authority is selected, then the Hold checkbox must be selected
- Scheduled Appt. Date must be in the proper date format (yyyy.mm.dd)
- Scheduled Appt. Date must be no earlier than today
- Scheduled Appt. Time must be in the proper time format (hhmm)

4.8 SERVICE RECORDS PROCEDURES (DEMOB)

The service records station is used to track the administrative processing performed in the review of a Member’s service record book.

**Figure 31: Service Record Tab (Demob)**

```
NAVPERs 1070/74 (Not Specified) Recently Separated from Active Duty (Not Specified)
DD 214 (Not Specified)
AFRM (Armed Forces Reserve Medal) Mobilized (Not Specified)
VA 21-8951 (Benefits Waiver) (Not Specified) OPNAV 5211/9 (Disclosure) (Not Specified)
SGLV-8286 (SGLI Election) (Not Specified) W-4 Form (Not Specified)
Page 2 -- Emergency Data (Not Specified)
TRICARE Reserve Select Eligible: Yes
TRS Briefing: 
DDL Agreement To Serve: (Not Specified)

☐ PSD Processing Complete

Service Record Checklist:

☐ All Instructions Have Been Read And Data Entry Is Complete For This Tab.
```
To Enter Service Record Information:

a. Click on the **Edit Record** button to begin entering data on the **Service Record** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Use the **Tab** key to move among records/forms designator and select the status options of Has, Needs, Done, Unnecessary or Not Specified for each of the following:

   - NAVPERS 1070/74
   - DD214
   - AFRM (Armed Forces Reserve Medal) Mobilized
   - VA 21-8951 (Benefits Waiver)
   - SGLV-8286 (SGLI Election)
   - Page 2 -- Emergency Data
   - TRICARE Reserve Select
     - Eligible
     - TRS Briefing
     - DDL Agreement to Serve
   - OPNAV 5211/9 (Disclosure)
   - W-4 Form

c. Choose an option from the **Recently Separated from Active Duty** drop-down list. Options include: Yes, Greater than 30 Days; Yes, 30 Days or Less; and Not Specified.

d. Check if **PSD Processing Complete**.

e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green.)
**Table XXV: Service Record Tab – Validation Rules (Demob)**

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Any drop down with a 'Needs' selected</td>
</tr>
<tr>
<td>All</td>
<td>Yellow</td>
<td>All drop downs with (Not Specified)</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Any drop down with other than a 'Needs' selected and no drop downs with 'Needs' selected</td>
</tr>
</tbody>
</table>

### 4.9 PAY/DISBURSING PROCEDURES (DEMOB)

The pay/disbursing station is used to record pay actions, including advances.

**Figure 32: Pay/Disbursing Tab (Demob)**

**To Enter Pay/Disbursing Information:**

a. Click on the **Edit Record** button to begin entering data on the **Pay/Disbursing** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Verify and update, if needed, the following information:

- Charge Card Status
- Recovered Government Charge Card
- 1351-2 (Travel Claim)
- Leave Sellback
c. Determine if the Service Member has a pay-related issue. Choose an option from the pay status drop-down list. If there is a problem, indicate the problem with a brief explanation in the **Description** field.

d. Schedule an appointment, if applicable, by entering date, time, location, and representative. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.

e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Red</td>
<td>Other than 'No Issue' selected</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Any check box selected</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- PSD Appointment date must be no earlier than today
- Appt Date must be in proper date format (yyyy.mm.dd)
- Appt Time must be in proper time format (hhmm)

### 4.10 CLOTHING/EQUIPMENT ISSUE PROCEDURES (DEMOB)

The clothing station is entered to record the issuance of clothing and/or equipment.
Figure 33: Clothing/Equipment Tab (Demob)

To Enter Clothing Information:

a. Click on the Edit Record button to begin entering data on the Clothing tab. Note that the Edit Record button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. For each Member who is issued clothing or equipment, enter the information to identify the issue.

- Clothing Inventory
- Recover NBC Gear
- Uniforms Issued
- Weapon Issue (Rifle, Pistol, or None)
- Serial Number (if weapon issued)
- Household Goods/POV Storage

c. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

d. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMC MPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

Note:
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).
The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **Serial Number** must be specified if **Weapon Issue** is checked
- **Serial Number** is limited to 10 characters

### 4.11 ENDORSEMENTS PROCEDURES (DEMOB)

The endorsements station is used to print an endorsement of the orders for a demobilized Member.

**Figure 34: Endorsements Tab (Demob)**

To Enter Endorsements Information:

a. Click on the **Edit Record** button to begin entering data on the **Endorsements** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Check the **Issued Discharge Orders** box if the Member was issued discharge orders.

c. Select **Reserve Status** from the drop-down list. The choices for identifying the entitlement (reserve status) are initialized as the default for the demobilization.

d. Select the **Signature Authority** from the drop-down list.

e. Click on the **Print Endorsement** button to merge and display the endorsement order. You can either print or close the window.
Note:
The Print Endorsement button is not available while in edit mode.

The resulting Endorsement is based on local configuration entries that are setup via the **Local Command Setup** main menu option. Refer to the **Local Command Setup** help under **Database Maintenance Functions** for details. Following is a sample Endorsement window.

**Figure 35: Print Endorsement (Demob)**

![Endorsement Window]

- **MEMORANDUM ENDORSEMENT**

  From: CDR R. Charge
  Ft Isenguard

  To: [Redacted]

  Subj: Mobilize Units


  2. Government Quarters:

  3. Government Meals:

  4. Per diem:

  5. You departed Depart #2 at [Time] on [Date].

  6. This is the #1 comment.

  ![Sample Endorsement]

  and this is the #2 comment

  f. Use the **Previously Printed** check box to indicate that an Endorsement has previously been printed for this Member.

  g. Select **Clear Endorsement Information** to remove the contents of all the fields on this tab.

Note:
The Clear Endorsement Information button is only available while in Edit mode.

h. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
i. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPs Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>Signature Authority Selected</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Previously Printed checked</td>
</tr>
</tbody>
</table>

### 4.12 TRAVEL PROCEDURES (DEMOB)

The **Travel** tab displays travel information for the selected Service Member.

**Figure 36:** Travel Tab (Demob)

To Enter Travel Information:

a. Click on the **Edit Record** button to begin entering data on the **Travel** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you
save the record, you will need to click on the Edit Record button again if you want to edit any data.

b. Verify and update, if needed, the following fields, to reflect the Member’s travel information:

- Airhead
- Carrier
- Route Number
- Arrival Date
- Arrival Time
- Itinerary Notes
- Special Conveyance (Special, Advanced, or Not Specified)
- Destination
- Authorized POV Use
- Reservist Deployed OCONUS

c. Click on the Clear Travel Information to remove the contents of all the fields on this tab.

Note:
The Clear Travel Information button is only available while in edit mode.

d. Check the All Instructions Have Been Read And Data Entry Is Complete For This Tab check box when you finish.

e. After you enter all information, either Save or Cancel the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

Note:
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

Table XXVIII: Travel Tab – Validation Rules (Demob)

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>Authorized POV Use checked</td>
</tr>
<tr>
<td>All</td>
<td>Green</td>
<td>Airhead, Carrier, Arrive Time and Arrive Date fields populated</td>
</tr>
</tbody>
</table>
The following business rules need to be met before the system will allow you to save the record; otherwise, a corresponding error message will be displayed for each business rule that is not met:

- **Arrival Date** must be in the proper date format (yyyy.mm.dd) and must be no earlier than today
- **Arrival Time** must be in the proper time format (hhmm)
- **Airhead** code must match an existing code
- **Carrier** code must match an existing code

### 4.13 ASSIGNMENT/BILLETING PROCEDURES (DEMOB)

The assignment/billeting station is used for tracking Service Members while they are under the cognizance of the Mobilization Processing Site. This station displays current billet information and future assignment information. It also allows for updating local billeting information for the Member, to indicate Member's tasking to training, or other activities at the NMPS.

**Figure 37:** Assignment/Billeting Tab (Demob)

To Enter Assignment/Billeting Information:

a. Click on the **Edit Record** button to begin entering data on the **Assignment/Billeting** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Verify the following fields:
   - RTN – Requirement Tracking Number
• ACC – Account Category Code
• SPC – Specialization Program Code
• GLI – Gain / Loss Indicator

c. Verify the following **Current Reserve Billet** fields:

• RUIC - Reserve Billet Unit Identification Code (read-only)
• RBSC - Reserve Billet Sequence Code (read-only)
• AUIC - Administrative Unit Identification Code (read-only)

d. Verify the following **Future Assignment** fields:

• ULDUSTA - Ultimate Duty Station (read-only)
• EDA - Estimated Date of Arrival (read-only)

e. Verify and update, if needed, the following **Local Billeting** fields:

• Billeting Building
• Billeting Room
• Phone Number
• In - Date assigned quarters
• Out - Date vacated quarters

f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

### Table XXIX: Assignment/Billeting – Validation Rules (Demob)

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>Room, Building, Phone, In, and Out fields populated</td>
</tr>
</tbody>
</table>

The following business rules need to be met before the system will allow you to save the record; otherwise, a corresponding error message will be displayed for each business rule that is not met:
- Billeting In date must be no earlier than today and must be less than or equal to Billeting Out date
- Billeting Out date must be no earlier than today and must be greater than or equal to billeting In date
- Billeting In and Out dates must be in the proper date format (yyyy.mm.dd)

4.14 ECRC PROCEDURES (DEMOB)

The ECRC (Expeditionary Combat Readiness Command) tab captures contact information on the Sailor. It also captures information on the Spouse/Next to Kin and other familial status of the Sailor.
**Figure 38: ECRC Tab (Demob)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parent Command Phone</strong></td>
<td></td>
</tr>
<tr>
<td># (Dynamic 1)</td>
<td></td>
</tr>
<tr>
<td><strong>Sailor</strong></td>
<td></td>
</tr>
<tr>
<td>Is Sailor an Individual Augementee?</td>
<td></td>
</tr>
<tr>
<td>Navy Email</td>
<td></td>
</tr>
<tr>
<td>Army Email</td>
<td></td>
</tr>
<tr>
<td>Personal Email</td>
<td></td>
</tr>
<tr>
<td>Gaining Command In-Theater (Dynamic 2)</td>
<td></td>
</tr>
<tr>
<td>Gaining Command Phone #:</td>
<td></td>
</tr>
<tr>
<td><strong>MEMBER NOTES</strong> (Dynamic 3):</td>
<td></td>
</tr>
<tr>
<td><strong>Spouse/Next of Kin (NOK)</strong></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Relationship to Sailor</td>
<td></td>
</tr>
<tr>
<td><strong>Address (While Sailor is Deployed):</strong></td>
<td></td>
</tr>
<tr>
<td>Street 1</td>
<td></td>
</tr>
<tr>
<td>Street 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Spouse/NOK Home Phone # (Dynamic 4):</td>
<td></td>
</tr>
<tr>
<td>Spouse/NOK Cell Phone # (Dynamic 5):</td>
<td></td>
</tr>
<tr>
<td>Spouse/NOK Email (Dynamic 6):</td>
<td></td>
</tr>
<tr>
<td>Number of Children (Dynamic 7):</td>
<td>[ ]</td>
</tr>
<tr>
<td>Does the service member's family have an Exceptional Family Member? (Dynamic 8):</td>
<td>[ ]</td>
</tr>
<tr>
<td>Is above address different than address prior to deployment? (Dynamic 9):</td>
<td>[ ]</td>
</tr>
<tr>
<td><strong>NOK NOTES</strong> (Dynamic 10):</td>
<td></td>
</tr>
<tr>
<td><strong>ECRC Checklist</strong></td>
<td></td>
</tr>
<tr>
<td>[ ] All Instructions Have Been Read And Data Entry Is Complete For This Tab.</td>
<td></td>
</tr>
</tbody>
</table>
To Enter ECRC Information:

a. Click on the **Edit Record** button to begin entering data on the **ECRC** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Enter the **Parent Command Phone Number**.

c. Verify and update the following **Sailor** information:
   - Is the Sailor an Individual Augmentee? (Yes / No)
   - Navy Email
   - Army Email
   - Personal Email
   - Gaining Command In-Theater
   - Gaining Command Phone Number
   - Member Notes

d. Verify and update the following **Spouse/Next of Kin (NOK)** information:
   - Last Name
   - First Name
   - Middle Initial
   - Relationship to Sailor
   - Address While Sailor is Deployed (Street 1, Street 2, City, State, Zip)
   - Spouse/NOK Home Phone Number
   - Spouse/NOK Cell Phone Number
   - Number of Children
   - Does the service member’s family have an Exceptional Family Member? (Yes / No)
   - Is above address different than address prior to deployment? (Yes / No)
   - NOK Notes

e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.

f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPS Processing page.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

<table>
<thead>
<tr>
<th>Processing Level</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Green</td>
<td>Checklist checkbox selected.</td>
</tr>
</tbody>
</table>
There are no business rules for this tab.

4.15 CHECK-OUT PROCEDURES (DEMOB)

The check-out station is the final step in demobilization processing. This is the point where the exit interview with the Service Member is performed and all required liaisons are finalized and verified. The check-out function can provide for a daily check-out of the NMPS as well as a final check-out when the Member is to be transferred to his/her NRA or Home of Record (HOR) or returned to Drill Status, or transferred to the IRR.
Figure 39: Check-Out Tab (Demob)

Check-Out Checklist:

- All Instructions Have Been Read And Data Entry is Complete For This Tab.
- 1. If Applicable, ensure that the Reservist has Completed Overseas Screening.
- 6. Provide the reservist With the Follow-On Command Contact Phone Number For Enroute Delays.
- 7. Ensure that the Reservist has been provided a copy of his/her completed mobilization checklist. If CIC (Jpomp) is required, provide reservist an extra copy of the mobilization checklist for the CIC (Jpomp) activity. (The NMCPOs retains the completed original mobilization checklist for the reservist's.
To Check Out a Service Member:

a. Click on the **Edit Record** button to begin entering data on the **Check-Out** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

b. Choose an option from the **Disposition of Member** box. If the Service Member will remain attached to the NMPS, then select the **Remain at Current Command** option. Other options currently include **No Action**, **Return to Drill Status**, and **Transfer to IRR**.

---

**IMPORTANT!**

Once returned to Drill Status or Transferred to IRR, a Member’s record cannot be modified except by the NMCMPS database administrator or someone with supervisor authority in the system.

c. The **Member Record Last Update** information documents when and by whom the Member record was last updated.

d. Verify and update, if needed, the following departure information:

   1. ULDUSTA UIC (read-only)
   2. ULDUSTA Departure Date/Time
   3. NMPS UIC (read-only)
   4. NMPS Departure Date/Time
   5. NRA UIC (read-only)
   6. NRA Departure Date/Time
   7. Stop 1 – 6 UIC
   8. Stop 1 – 6 EDA
   9. Stop 1 – 6 Departure Date
   10. Stop 1 – 6 Departure Time
   11. RETN 1 – 6 UIC
   12. RETN 1 - 6 EDA
   13. RETN 1 – 6 Departure Date
   14. RETN 1 - 6 Departure Time

e. Click on the **Show all Appointments for this Member** button to view a list of all appointments, if any, associated with this Member.

---

**Note:**

The **Show all Appointments** for this Member button is not available while in Edit mode.

f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the Processing Module.

The following validation rules are applied to control the tab’s Processing Color Indicator. If these condition(s) are not met, the color stays yellow.

**Note:**
In addition, all checklist items on this tab must be checked, before the tab is considered complete (green).

<table>
<thead>
<tr>
<th>Table</th>
<th>Tab Color</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA</td>
<td>Green</td>
<td>Transit HOR selected and NRA Depart date populated</td>
</tr>
<tr>
<td>NMPS</td>
<td>Green</td>
<td>Send to NRA or Transit HOR selected and NMPS depart date populated</td>
</tr>
<tr>
<td>ULDUSTA</td>
<td>Green</td>
<td>ULDUSTA Depart Date Populated</td>
</tr>
</tbody>
</table>

The following business rules need to be met, before the system will allow you to save the record, otherwise a corresponding error message will be displayed for each business rule that is not met:

- **ULDUSTA Depart Date** must be greater than or equal to **ULDUSTA Reported Date**
- **NMPS Depart Date** must be greater than or equal to **NMPS Reported Date**
- **NRA Depart Date** must be greater than or equal to **NRA Reported Date**
- If entering a **ULDUSTA Departure Date**, there must be a corresponding **ULDUSTA Reported Date** entered in the **Check-In** tab
- All departure dates must be in the proper date format (yyyy.mm.dd)
- All departure times must be in the proper time format (hhmm)

### 4.16 HISTORY (DEMOB)

The History station displays the mobilization and demobilization history of the selected Service Member. Each record contains a Mob/Demob code that indicates an “M” if the Member was mobilized or “D” if the Member was demobilized at the time the record was created.
Figure 40: History Tab (Demob)

<table>
<thead>
<tr>
<th>RTN</th>
<th>Mode</th>
<th>Crisis</th>
<th>Pay Grade</th>
<th>NRA UIC</th>
<th>IMS</th>
<th>NRA Report</th>
<th>NMP'S UIC</th>
<th>NMP'S Report</th>
<th>ULDUSTA Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE_123-12345</td>
<td>M</td>
<td>9F8</td>
<td>E4</td>
<td>02107</td>
<td>RM1 2003.06.02</td>
<td>06550</td>
<td></td>
<td>5/2/2003 11:05.00 AM</td>
<td></td>
</tr>
</tbody>
</table>

Note:
The mobilization/demobilization transfer functionality available in previous versions of the software has been replaced with the Order Writing and Sourcing Modules.
Section 5  Group Processing

5.1  GROUP PROCESSING FUNCTIONAL OVERVIEW

The Group Processing function enables you to update data for more than one Member at a time. You can assign Members to a group and then make global entries to data fields for all Members assigned to that group. For example, you could create a group including all female Members who checked in on a certain date. You could then assign all Members in that group to the same barracks. However, Member records do not have to be assigned a group code in order to process them using the Group Processing function. For simple updates involving more than one service member, use the checkboxes on the WebGrid to select the members for Group Processing.

Note:
The more records selected for group processing, the longer it takes for the webpage to respond to an update. In some cases, the webpage communications may timeout before the records save completely.

5.2  GROUP PROCESSING USER ACCESS

Access the Group Processing function by selecting the Member Processing option on the NMCMPS site map. After performing a search, use the checkboxes to select the members for processing. To view the Group Processing page, click the Group Processing button.

5.3  GROUP PROCESSING USER INTERFACE

The Group Processing page is very similar to the Member Processing page. You can conduct a search and then assign to a group all the Members who meet the specified search criteria. You can assign Members to groups in three ways:

(1) assign Members to a group at check-in by selecting the Group Info button on the NMCMPS processing page then assign a pre-defined Group Code (in the Member Processing or Group Processing)

(2) perform a search in the Member Processing Browse and select Member records from the result set using the checkboxes on the WebGrid

(3) add members on the Group Process Scan page by either scanning the front or back of their CAC card or typing in their SSN
Note:
Members with or without a PM record can automatically be checked in using the CAC Scan. The CAC Scan also allows several members to be checked in or checked out of a location at once.

On the Group Processing page, you can switch between tabs just as you can on the Member Processing page. Tildes (~) appear in the data fields where values differ across members in the group. By replacing a tilde with data, all Member records in the group will be updated with that value.

CAUTION!
When you replace a tilde with data in a field, you are replacing any data previously stored in that field for all Members in the defined group.

To Enter Data for a Group:

a. From the Site Map, select Member Processing under the PM options. The NCMCPS Browse page displays.

b. (Optional) Conduct a search (refer to Searching for Service Member(s) for more details). The Members matching the search criteria you entered are displayed in the WebGrid. From the search results WebGrid, click on the checkboxes to the left of the SSN Last 4 column to select the records you want to update.

c. Click the Group Process button. The Group Process Scan page displays as shown in the figure below.
d. Members you selected from the Browse Page will display within the Selected Records table. To add records, type the SSN of the member or Scan the front or back of their CAC card and click the Add button.

e. Click the Group Process button. The NMCMPs Group Processing page displays.

f. To add members to a group, click on the Group Info button. The Group Info Frame displays. To select an existing group code, click on the ellipsis button to the right of the Group field. This displays the Group Code Lookup page from which you can select an existing group. Then, click the Add button. A message will display confirming that the Members you selected have been added into the group. The following figure shows this message. Click OK to close the message window.
Figure 42: Message Indicating Members Added to Group

![Image of message indicating members added to group]

Note:
Add or remove Members from an existing group on the Check-In tab of the Member Processing page where you will specify or remove a group code from the Member record. When you return to Group Processing and search by group name, the changes will appear.

- **g.** Click the Close button on the Group Info page to return to the NMCMPS Group Processing page.

- **h.** Choose a tab and click **Edit Record** to enter data in one of the fields. Tildes (~) are displayed in every field in which the data currently stored in that field is not the same for all members of your group.

- **i.** To globally enter the same information into a field for all members of your group, click on a field and enter data.

**CAUTION!**
When you enter information into a field in the Group Processing mode, you will overwrite any data that already exists in that field for all of the Members in your selected group.

- **j.** Click the **Save** button to save your changes (or click the Cancel button to discard your changes) and click the **Close** button to return to the NMCMPS Browse page.
Figure 43: Service Member Group Process Page (Check-In Tab)

5.4 CHECK-IN TAB (GROUP PROCESSING)

The Group Processing Check-In tabs for mobilization and demobilization are slightly different from the individual service member processing Check-In tabs for mobilization and for demobilization. You cannot access the Member’s interview or delay exemption information from group processing. Note that a tilde appears in most fields indicating that the data in these fields is different for all Members assigned to the group.

If the Deploy [MOB] option is selected, I-Stops with the corresponding UIC will be populated. Likewise, if ReDeploy [DEMOB] option is selected, Return I-Stops will be updated.
Please refer to the *Check-In Procedures (Mob)* section for more information on the fields and procedures associated with this tab.
5.5 IDENTIFICATION TAB (GROUP PROCESSING)

The Group Processing Identification tab displays a subset of information available on the mobilization and demobilization processing Identification tabs. You cannot view personal information, such as height, eye color, weight, etc., from the Identification tab in group processing. All information normally entered for a service member on the Identification tab must be entered using the individual Member Processing.
Please refer to the *Identification Procedures (Mob)* section for more information on the fields and procedures associated with this tab.

**Figure 47: Group Identification Tab (Demob)**

![Identification Tab](image)

Please refer to the *Identification Procedures (Demob)* section for more information on the fields and procedures associated with this tab.

### 5.6 QUALIFICATIONS TAB (GROUP PROCESSING)

The **Qualifications** tab in the Group Processing function is the same as the **Qualifications** tab in the individual Member Processing function.

**Figure 48: Group Qualifications Tab (Mob)**

![Qualifications Tab](image)

Please refer to the *Qualification Procedures (Mob)* section for more information on the fields and procedures associated with this tab.
5.7 MEDICAL TAB (GROUP PROCESSING)

The Medical tab in the Group Processing function is almost the same as the Medical tab in the individual Member Processing function. The only information not available on the Medical tab in group processing is the appointment data.

Figure 50: Group Medical Tab (Mob)

Please refer to the Medical Procedures (Mob) section for more information on the fields and procedures associated with this tab.
Please refer to the *Medical Procedures (Demob)* section for more information on the fields and procedures associated with this tab.

### 5.8 DENTAL TAB (GROUP PROCESSING)

The Dental tab in the Group Processing function is almost the same as the Dental tab in the individual Member Processing function. The only information not available on the Dental tab in group processing is the appointment data.
Please refer to the *Dental Procedures (Mob)* section for more information on the fields and procedures associated with this tab.

**Figure 53: Group Dental Tab (Demob)**

Please refer to the *Dental Procedures (Demob)* section for more information on the fields and procedures associated with this tab.

### 5.9 LEGAL TAB (GROUP PROCESSING)

The Legal tab in the Group Processing function is almost the same as the Legal tab in the individual Member Processing. The only information not available on the Legal tab in group processing is the appointment data.
Figure 54: Group Legal Tab (Mob)

Please refer to the Legal Procedures (Mob) section for more information on the fields and procedures associated with this tab.
Figure 55: Group Legal Tab (Demob)

Please refer to the Legal Procedures (Demob) section for more information on the fields and procedures associated with this tab.

5.10 SERVICE RECORD TAB (GROUP PROCESSING)

The Service Record tab in the Group Processing function is almost the same as the Service Record tab in individual Member Processing.
**Figure 56: Group Service Record Tab (Mob)**

<table>
<thead>
<tr>
<th>NAVPERS 1070/74</th>
<th>Recently Separated from Active Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD 2058 (legal Residence)</td>
<td>DD 2056-1</td>
</tr>
<tr>
<td>NAVMC 1092 (BAH)</td>
<td>NAVMC 1000 (Privacy Act)</td>
</tr>
<tr>
<td>VA 21-8951 (Benefits Waiver)</td>
<td>CPNAV 5211/9 (Disclosure)</td>
</tr>
<tr>
<td>SGLV-8286 (SGLI Election)</td>
<td>W-4 Form</td>
</tr>
<tr>
<td>Page 2 – Emergency Data</td>
<td></td>
</tr>
</tbody>
</table>

**Service Record Checklist**

- [ ] All Instructions Have Been Read And Data Entry Is Complete For This Tab.

Please refer to the Service Record Procedures (Mob) section for more information on the fields and procedures associated with this tab.

**Figure 57: Group Service Record Tab (Demob)**

<table>
<thead>
<tr>
<th>NAVPERS 1070/74</th>
<th>Recently Separated from Active Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD 214</td>
<td></td>
</tr>
<tr>
<td>AFIRM (Armed Forces Reserve Medal) Mobilized</td>
<td></td>
</tr>
<tr>
<td>VA 21-8951 (Benefits Waiver)</td>
<td>CPNAV 5211/9 (Disclosure)</td>
</tr>
<tr>
<td>SGLV-8286 (SGLI Election)</td>
<td>W-4 Form</td>
</tr>
<tr>
<td>Page 2 – Emergency Data</td>
<td></td>
</tr>
</tbody>
</table>

**Service Record Checklist**

- [ ] All Instructions Have Been Read And Data Entry Is Complete For This Tab.

Please refer to the Service Record Procedures (Demob) section for more information on the fields and procedures associated with this tab.
5.11 PAY/DISBURSING TAB (GROUP PROCESSING)

The Pay/Disbursing tab in the Group Processing function is almost the same as the Pay/Disbursing tab in individual Member Processing. The only information not available on the Pay/Disbursing tab in group processing is the appointment data.

Figure 58: Group Pay/Disbursing Tab (Mob)

![Image of Pay/Disbursing Tab (Mob)]

Please refer to the Pay/Disbursing Procedures (Mob) section for more information on the fields and procedures associated with this tab.

Figure 59: Group Pay/Disbursing Tab (Demob)

![Image of Pay/Disbursing Tab (Demob)]

Please refer to the Pay/Disbursing Procedures (Demob) section for more information on the fields and procedures associated with this tab.
5.12 CLOTHING/EQUIPMENT TAB (GROUP PROCESSING)

The Group Processing Clothing/Equipment tab is very similar to the Clothing/Equipment tab in individual Member Processing. You cannot enter a weapon serial number through group processing.

Figure 60: Group Clothing/Equipment Tab (Mob)

Please refer to the Clothing/Equipment Issues Procedures (Mob) section for more information on the fields and procedures associated with this tab.

Figure 61: Group Clothing/Equipment Tab (Demob)

Please refer to the Clothing/Equipment Issues Procedures (Demob) section for more information on the fields and procedures associated with this tab.

5.13 ENDORSEMENTS TAB (GROUP PROCESSING)

The Endorsements tab in the Group Processing Module is almost the same as the Endorsements tab in individual Member Processing. The Print Endorsement button is not available in group processing.
Figure 62: Group Endorsements Tab (Mob)

Please refer to the *Endorsement Procedures (Mob)* section for more information on the fields and procedures associated with this tab.

Figure 63: Group Endorsement Tab (Demob)

Please refer to the *Endorsement Procedures (Demob)* section for more information on the fields and procedures associated with this tab.

5.14 TRAVEL TAB (GROUP PROCESSING)

The Travel tab in the Group Processing function is the same as the Travel tab in individual Member Processing.

5.15 ASSIGNMENT/BILLETING TAB (GROUP PROCESSING)

The Group Processing Assignment/Billeting tab includes a subset of the fields found on the Assignment/Billeting tab in the individual Member Processing feature. You can enter only local billeting information from group processing. To enter current reserve billet or future assignment information, you must access the Assignment/Billeting tab in mobilization/demobilization processing.
Figure 64: Group Assignment/Billeting Tab (Mob and Demob)

Please refer to the Assignment/Billeting Procedures (Mob) and Assignment/Billeting Procedures (Demob) sections for more information on the fields and procedures associated with this tab.

5.16 ECRC TAB (GROUP PROCESSING)

The ECRC tab in the Group Processing function is the same as the ECRC tab in individual Member Processing.

5.17 CHECK-OUT TAB (GROUP PROCESSING)

With the exception of the Deploy Type options, the Check-Out tab in the Group Processing feature is the same as the Check-Out tab in the individual Member Processing feature.

If the Deploy [MOB] option is selected, I-Stops with the corresponding UIC will be populated. Likewise, if ReDeploy [DEMOB] option is selected, Return I-Stops will be updated.

5.18 HISTORY TAB (GROUP PROCESSING)

The History Tab only displays the processing history for the first member in the group.

5.19 UPDATE ERRORS TAB (GROUP PROCESSING)

Displays the errors encountered, if any, in adding or updating group processing data.
Section 6  Comments

6.1  COMMENTS FUNCTIONAL OVERVIEW

Comment provides the ability to add annotations specific to the NMCMPS processing tab and to view comments that were entered by others.

6.2  COMMENTS USER ACCESS

Access Comments by clicking on the View Comment or Edit Comment button located near the bottom of the NMCMPS Processing page. The button is called “View Comment” when in view mode and “Edit Comment” in edit mode.

To view or annotate specific information not maintained on the primary processing page, select the View Comment or Edit Comment button to view, edit, or add a comment corresponding to the current tab.

6.3  COMMENTS USER INTERFACE

The comments module user interface is comprised of two major components: the edit component and the annotation grid. Both components appear in the Comments page. The edit component is a large text box that allows you to view, add, modify, or save comments based on your desired operation and your user privileges.

**Note:**
The number of characters per comment is limited to 254. This limitation is incorporated to maintain application performance at an appropriate level by reducing the size of the database returns.

The annotation component displays the name of the user who entered a comment and the date and time the comment was last updated. The list is sorted in descending date and time order.
Figure 65: Comments Window

You can view a comment by clicking on the Select hyperlink on the annotation grid. This displays the associated comment in the text box.

To enter a new comment, click the Add button and then enter your comments into the text box. To modify an existing comment, click the Edit button and then perform the necessary edits in the text box. When you are finished, click the Save button.

IMPORTANT!
You cannot add or edit a comment unless you are in edit mode. You must click on the Edit Record button to change the Comment button from View Comments to Edit Comments.

Once a comment is added to a tab, an icon appears to the right of the tab name to visually identify that a comment exists for that tab. Note that you must click the Save button on the NMCMPs Processing page to write the comments to the database before the icon appears on the tab.
Figure 66: Tabs with Comment Icons

Note:
Comments are tied to a Member’s SSN and are not reset or limited by the Processing Mode. For example, if a Member is switched between Mob and Demob modes, the same comments are accessible in both modes.

6.4 COMMENTS REPORT

The Comment Report button at the bottom of the NCMCPS Processing page allows you to display all comments for a particular Member from all tabs to which you have view access rights. Note that the Comment Report is not available in group processing. The following is a sample Comment Report.
Figure 67:  Comments Report

| Name: [Redacted]          |  
| Name: [Redacted]          |  
| SSN: [Redacted]           |  
| Check-In                  |  
| 09/21/2003 1545 (KURTZ, JULIA): Special dietary requirements - peanut allergy. |  
| 09/21/2003 1541 (KURTZ, JULIA): Special housing required. |  
| Identification            |  
| Medical                   |  
| Legal                     |  
| 09/21/2003 1551 ( [Redacted] ): Divorce is pending. |  
| Pay / Disbursing           |  
| 09/22/2003 1925 ( [Redacted] ): Has not received last two paychecks. |  

Comment Report
Current as of 09/22/2003 1902
Section 7  Instructions

7.1  INSTRUCTIONS FUNCTIONAL OVERVIEW

The Instructions provide a listing of specific processing instructions.

7.2  INSTRUCTIONS USER ACCESS

Access the Instruction page by clicking the Instructions button located at the bottom of the NMCMPS Processing page. When you click the Instructions button, the instructions display in a separate window. The contents of the Instructions window are dependent on the mobilization mode of the current Service Member’s record.

7.3  INSTRUCTIONS USER INTERFACE

The following figure displays sample instructions for demobilization processing.
## Figure 68: Instructions (Demob)

<table>
<thead>
<tr>
<th>Check-In</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If applicable, verify the reservist was processed through CRC (PDM) per operation guidelines.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>No instructions found for this task.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>No instructions found for this task.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify the reservist's physical examination is complete and current within periodic limits. Document within NMCMS.</td>
</tr>
<tr>
<td>2. If the reservist resides in a state periodic limits, verify the latest medical examination (DD FORM 395) and the Pre-Departure Medical Assessment (DD FORM 2600) have been completed by the Training Command.</td>
</tr>
<tr>
<td>3. If the reservist resides in a state periodic limits, verify the reservist has completed the medical exam and that the examination form was signed by the Reserve Command.</td>
</tr>
<tr>
<td>4. Verify the reservist has been cleared for deployment and the examination form was signed by the Reserve Command.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify the reservist has attended and completed all required dental examinations within 180 days of separation date.</td>
</tr>
<tr>
<td>2. If the reservist is in a dental class 0 or 1, the reservist has been advised of 30 days to file a claim for benefits with the VA.</td>
</tr>
<tr>
<td>3. If the reservist is to be placed on hold due to a dental condition, document reasons in NMCMS.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If the reservist has been discharged on pending, verify the proper notation is in the service record and document any legal final issues in NMCMS.</td>
</tr>
<tr>
<td>2. Verify the reservist has received a DD Form 214 (Separation Counseling Checklist).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If the reservist is an active-duty, verify the reservist has their service record on hand.</td>
</tr>
<tr>
<td>2. Verify the reservist has been screened for disability within 2 years of leaving eligibility for receipt of retired pay per PBPERSMGT 1010101 100.</td>
</tr>
<tr>
<td>3. Verify the reservist has been issued a DD Form 214 and recorded in NMCMS.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay / Disbursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify the reservist has been processed to receipt.</td>
</tr>
<tr>
<td>2. Verify the reservist has been paid within 30 days of separation date.</td>
</tr>
<tr>
<td>3. Verify the reservist has been paid within 30 days of separation date.</td>
</tr>
<tr>
<td>4. Verify the reservist has been paid within 30 days of separation date.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clothing / Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If original gear or CDE was issued to the NMCMS, verify the reservist has returned all portable items to store.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Endorsements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify the reservist has been processed properly and sent the appropriate order.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify the reservist's travel orders have been cleared.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment / Billeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>No instructions found for this task.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Verify the reservist's administrative orders, health, and dental records are with the reservist.</td>
</tr>
<tr>
<td>3. Verify all DD Form 2600 requirements are satisfied.</td>
</tr>
<tr>
<td>4. Verify the reservist has completed all documentation requirements and the reservist was instructed in the order to return to USA.</td>
</tr>
<tr>
<td>5. Provide the reservist with the reservist's travel orders for travel issues.</td>
</tr>
</tbody>
</table>
Section 8  Notification / Interview Checklist

Place holder for future functionality.
Section 9  Summary Profile Report

9.1 SUMMARY PROFILE REPORT FUNCTIONAL OVERVIEW

The Summary Profile Report consolidates information from the many processing tabs into a single report. The report provides additional optional sections that include the comments, instructions, and signature blocks.

9.2 SUMMARY PROFILE REPORT USER ACCESS

Generate the Summary Profile Report by clicking on the Summary Profile Report button located at the bottom of the NMCMPs processing page. When you click the button, you are provided with a list of additional optional data you may want to include in the report.

IMPORTANT!
The report only contains the tab contents that you are authorized to view.

9.3 SUMMARY PROFILE REPORT USER INTERFACE

Choose the Summary Profile Report button from any tab to generate the Summary Profile Report. The contents of each tab you are authorized to view are automatically included on each report. In addition, you can select optional information to include as well.

To Generate the Summary Profile Report:

a. From the bottom of the NMCMPs Processing page, click the Summary Profile Report button. The Summary Profile Report Options window displays from which you can select optional information to display on the report.
Figure 69: Summary Profile Report Options

b. Click on the check boxes corresponding to the optional information you want to include in the report. You can decide to include the following options:

- Processing Panel Comments for each tab that you are allowed to view
- Processing Panel Instructions for each tab
- Notification / Interview Contents
- Signature Block after the checklist listing of each tab

c. From the Summary Profile Report Options window, click the Generate Summary Profile Report button to generate the Summary Profile Report.
Figure 70: Summary Profile Report

To print the Summary Profile Report, click the **Print** button on your browser.

**Note:**
There is no support for page-breaks in this report – the concept does not exist in an HTML page.
Section 10  Audit Log

The NMCMPS – Processing Module automatically creates system comments to maintain a history of changes made to a processing record. The audit log stores the following the name of the field changed, the name of the user who changed the information, and the date and time of the change. You can view the audit log from the individual NMCMPS Processing page, but the audit log cannot be viewed in the Group Processing function. Note that you cannot edit or delete an audit record.

10.1  VIEWING THE AUDIT LOG

To View the Audit Log:

a. Select Site Map from the NMCMPS Main Menu and then select PM from the NMCMPS Navigational Map.

b. Perform a search (see Searching for a Member) and select a Member from the list (see Viewing a Member’s Record). The NMCMPS Processing page displays.

c. On the Processing page, click on the Audit Log button. The Service Member Audit Log displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.
Figure 71: Service Member Audit Log

Note:
Up to six audit entries are displayed in the annotation grid at once. If more than six audit entries are associated with the request, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of audit log entries.

d. Click the Select hyperlink corresponding to the audit log entry you want to view.

e. Click Close when you are finished.

10.2 AUDIT LOG REPORT

The Audit Log Report button at the bottom of the NCMCMPS Processing page allows you to display all audit log information in the Processing Module. Note that the Audit Log Report is not available in group processing. The following is a sample Audit Log Report.
Figure 72: Audit Log Report

Audit Log Report
Current as of 02/11/2009 13:41

Name: [redacted]
SSN: [redacted]

Audit Log History
05/16/2008 14:28 (SYSTEM): Record updated in Member Processing by TEST USER -x (IDEMATICS Testing Full Access); Fields modified EPSProcessingFlags
05/02/2008 14:53 (SYSTEM): Record updated in Member Processing by TEST USER -x (IDEMATICS Testing Full Access); Fields modified EPSProcessingFlags
04/05/2008 17:39 (SYSTEM): Record updated in Member Processing by TEST USER -x (IDEMATICS Testing Full Access); Fields modified EPSProcessingFlags
04/05/2008 15:49 (SYSTEM): Record updated in Member Processing by TEST USER -x (IDEMATICS Testing Full Access); Fields modified EPSProcessingFlags
04/05/2008 15:40 (SYSTEM): Record updated in Member Processing by TEST USER -x (IDEMATICS Testing Full Access); Fields modified EPSProcessingFlags
04/05/2008 15:39 (SYSTEM): Record updated in Member Processing by TEST USER -x (IDEMATICS Testing Full Access); Fields modified EPSProcessingFlags
04/05/2008 15:45 (SYSTEM): Record updated via Group Info page by TEST USER -x (IDEMATICS Testing Full Access) GroupCode
04/05/2008 15:45 (SYSTEM): Record updated via Group Info page by TEST USER -x (IDEMATICS Testing Full Access) GroupCode
04/05/2008 15:42 (SYSTEM): Record updated via Group Info page by TEST USER -x (IDEMATICS Testing Full Access) GroupCode
01/04/2008 20:21 (SYSTEM): Record updated in Member Processing by TEST USER -x (IDEMATICS Testing Full Access); Fields modified EPSP_DepartDate, EPSP_DepartTime, EPSPProcessingFlags
Section 11  NMCMPs Reports

11.1 REPORTING ENGINE

The NMCMPs Reports were created using Crystal Reports.

11.2 PRINTING A STANDARD REPORT

Reports are available in NMCMPs by clicking the Reports button on the Processing Module menu. From the report page, you can choose one of the standard reports as well as set your report criteria. You can generate the report for review on your computer or print the report using your browser. Available reports are described in the List of Reports help section.

The following figure displays the Report page.

![Report Page](image1)

By default, the list of reports is empty. To view the fields available under each category displayed, click the + button. For example, if you wanted to search by SSN, click the + box next to Member Sourcing Criteria. This will display the fields available within this section. The following figure shows the Reporting page with the available search fields.

![Report Page with Available Search Fields](image2)
To Print a Report:

a. To display the Reporting Tool, click Reporting on the Processing Module menu.

b. From the Select Report list, click on a report. The list is organized alphabetically.

c. In the General Search Criteria and/or the Additional Search Criteria group box, choose the selection criteria by which you want to generate the report. You can enter one or more selection criteria.

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 orders where the RTN begins with “NE”, type “NE%” in the RTN field and click Search. If you only know the last CRI portion of the CRI, you would type “%1001%”.

For fields designated as “Partial”, you do not need to enter the % after the search value. For example, to find all orders for Members whose last name begins with “SMI”, type “SMI” in the Name field and click Search.

d. Click the Run Report button to display the selected report using the specified report criteria. Adjust the size and font of the report as necessary.

- To minimize the amount of space a report takes up on screen, you may want to change the Default Font Type (Tools→Internet Options→General tab→Fonts) and/or Size (View→Text Size) in Internet Explorer. This may help you to avoid scrolling and printing issues.

- The report may be wider than the display area, as described above, so you may need to use the horizontal scroll bar to view the entire report.

- A printed report could be potentially chopped off at the right margin. It is recommended that you print at least one test page before printing an entire report. If the report is chopped off on the right margin, then it may be better to print the report in landscape mode or you can export and print the report in MS-Word or Excel.

Note:
To run additional reports, click the Clear Fields button to remove all search criteria and/or change your selection criteria and click the Run Report button again.
11.3 STANDARD REPORTS

11.3.1 List of Reports

Following is a brief description of the various reports that are available for viewing and printing. In addition, a sample of each report is provided. The list of available reports is as follows:

- Alpha List
- Average Days at Command – NMPS
- Average Days at Command - NRA
- Due-In by NRA and Date
- Hold Status
- IMS Code Report by NRA and Date
- Late Report by NRA and Date
- NMPS SitRep
- NMPS SitRep (All)
- No Shows by NRA and Date
- Onboard
- Processing Status by NMPS
- Processing Status by NRA
- Processing Status by ULDUSTA
- Roster
- Scheduled Travel to NMPS by NRA and Arrival Date
- Shows by NRA and Date
- Status by NRA and Date
- Status Total by NRA and Date

11.3.2 Alpha List

Lists Members alphabetically, including Member UIC information.

![United States Navy Marine Corps Mobilization Processing System Alpha List](image)

11.3.3 Average Days at Command - NMPS

Provides an overview of each NMPS and the average number of days it has taken to
process a Member.

<table>
<thead>
<tr>
<th>NMPS</th>
<th>Location</th>
<th>NMPS Sub-Total</th>
<th>Average Number of Days at NMPS</th>
<th>Number of Members Currently at NMPS</th>
<th>Number of Members Processing/Processed at NMPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3246A</td>
<td>COMNAVREG SE JACKSONVILLE FL</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3248A</td>
<td>CG MCB PENDLETON CA</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3249A</td>
<td>CIRCUSMAV EUR LONDON UK</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>42557</td>
<td>PERSUPPDET WASHINGTON DC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11.3.4 Average Days at Command - NRA

An overview of each NRA and the average number of days it has taken to process a Member.

11.3.5 Due-In

A list of Members due-in for a NRA, as well as due-in dates.
11.3.6 Hold Status

A list of Members that have one or more holds. *Automatic built-in filter:* Medical, Dental, Legal, OR Qualifications Hold checkbox is checked.

![United States Navy Marine Corps Mobilization Processing System Members on Hold](image1)

11.3.7 IMS Code

A list of Members that have an IMS Code. *Automatic built-in filter:* IMS Code contains a value.

![United States Navy Marine Corps Mobilization Processing System IMS Code Report by NRA & Date](image2)

11.3.8 Late Report

A list of Members that reported late to a NRA. *Automatic built-in filter:* 
NRA_ReportedDate > NMPS_EDA

![United States Navy Marine Corps Mobilization Processing System](image3)
11.3.9 NMPS SitRep

A Situation Report that displays an overview of exceptions at a specific NMPS. Note that a Service Member may be counted more than once in a subsection or in more than one subsection. However, the sub-total lines reflect the total number of Service Members who have one or more exceptions and each Service Member is counted only once. Therefore, the sub-total line may not equal the sum of all the subsection lines.
11.3.10 NMPS SitRep (All)

A Situation Report that displays an overview of exceptions at all NMPSs. Note that a Service Member may be counted more than once in a subsection or in more than one subsection. However, the sub-total lines reflect the total number of Service Members who have one or more exceptions and each Service Member is counted only once. Therefore, the sub-total line may not equal the sum of all the subsection lines.
11.3.11 No-Shows

A list of Members that have not shown up at the NRA. *Automatic built-in filter*: (CurrentDate > NRA_EDA) AND (NRA_StatusCode contains a value). 

<table>
<thead>
<tr>
<th>SERVICE RECORD EXCEPTIONS</th>
<th>Members</th>
<th>% of Total Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-214</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>AFRM - Mobilized</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>VA.20-8911 (Declared Waiver)</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>NSLV-A268 (Medical Decision)</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Navy 2 - Emergency Data</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>OFNAV22119 (Disclaimer)</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>W-2 Form</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Sub-Total: 0 0.00%

<table>
<thead>
<tr>
<th>IDENTIFICATION EXCEPTIONS</th>
<th>Members</th>
<th>% of Total Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved ID</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Sub-Total: 0 0.00%

<table>
<thead>
<tr>
<th>HOLD EXCEPTIONS</th>
<th>Members</th>
<th>% of Total Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Hold</td>
<td>1</td>
<td>33.33%</td>
</tr>
<tr>
<td>Dental Hold</td>
<td>1</td>
<td>33.33%</td>
</tr>
<tr>
<td>Legal Hold</td>
<td>1</td>
<td>33.33%</td>
</tr>
</tbody>
</table>
11.3.12 Onboard

A list of Members and the current UIC they are processing at (NRA, NMPS, ULDUSTA) as well as any holds they may have.
11.3.13 Processing Status by NMPS

A list of Members at an NMPS and their processing status (i.e. done, incomplete, hold) at each station (e.g. check-in, identification, etc.).

11.3.14 Processing Status by NRA

A list of Members at an NRA and their processing status (i.e. done, incomplete, hold) at
each station (e.g. check-in, identification, etc.).

11.3.15 Processing Status by ULDUSTA

A list of Members at an NMPS and their processing status (i.e. done, incomplete, hold) at each station (e.g. check-in, identification, etc.) as well as the percentage of Members that have reported to their ULDUSTA.
11.3.16 Roster

A roster sheet for checking off Members during processing.
11.3.17 Scheduled Travel

A list of Members and their travel information.
11.3.18 Shows

A list of Members marked as shown up at an NRA. *Automatic built-in filter:* NRA_StatusCode contains a value.

11.3.19 Status

A list of Members at an NRA and their show and status codes.

11.3.20 Status Total

An overview of status totals at an NRA that include Shows, No Shows, Early Shows, IMS Codes, and Late Shows.
The following figure shows an example of the toolbar located at the top of each displayed report.

**Figure 76:** Crystal Reports Toolbar

The following table describes the Crystal Reports Toolbar.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close</td>
<td>View Mode</td>
<td>Changes the view mode. Currently, only Preview is available.</td>
</tr>
<tr>
<td>Group Tree</td>
<td>Refresh</td>
<td>Refreshes the report data.</td>
</tr>
<tr>
<td>First Page</td>
<td></td>
<td>Displays the first page of the report.</td>
</tr>
<tr>
<td>Icon</td>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>❯</td>
<td>Previous Page</td>
<td>Displays the previous page of the report.</td>
</tr>
<tr>
<td>📜</td>
<td>Go to Page</td>
<td>Allows you to enter a specific page number to be displayed.</td>
</tr>
<tr>
<td>➡</td>
<td>Next Page</td>
<td>Displays the next page of the report.</td>
</tr>
<tr>
<td>⬅</td>
<td>Last Page</td>
<td>Displays the last page of the report.</td>
</tr>
<tr>
<td>🔍</td>
<td>Search</td>
<td>Searches for text within the report.</td>
</tr>
<tr>
<td>📤</td>
<td>Export</td>
<td>Allows you to export the report to various formats.</td>
</tr>
</tbody>
</table>

Reports may also contain a Group Tree. A Group Tree contains links to the logically grouped items in a report. For example, many NMCMPS Reports are grouped by UIC. By clicking on a UIC in the Group Tree, the selected UIC and all records grouped under it are displayed. Accordingly, the Group Tree acts like a dynamic Table of Contents with each UIC being a “link” that will automatically advance you to that section of the report.

**Figure 77:** Crystal Reports Group Tree

```
00061
00158
00166
00196
00206
00275
0052A
00621
08980
08988
09172
09174
09296
```

### 11.5 GENERATING AD-HOC REPORTS

The Processing Module allows you to create and print custom reports. You access the ad-hoc reporting option from the NMCMPS Main page. You can create a new report or you can retrieve and execute an existing report template. Reports are available for review on your computer or you can print the report using your browser.

For additional information on Generating Ad-Hoc Reports, please refer to *NMCMPS Overview and Common Features.*
11.6 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.

For additional information on Managing Report Templates, please refer to NMCMPS Overview and Common Features.
Section 12  Database Maintenance Functions

12.1  EXECUTION INSTRUCTIONS

This section describes the operations on the PC used by the database administrator to maintain the system tables. The execution is divided into sections for each of the major categories of utility operation.

12.2  LOCAL COMMAND SETUP

The Local Command Setup specifies the format for the orders endorsements used by NMCMPMS.

Figure 78:  Local Command Setup Page

To Configure the Local Command Setup:

a. On the Processing Module menu, click on Local Command Setup. The Local Command Setup page displays.

b. From the Local Command Setup page, click the Edit button to enable the fields.

c. Enter information in the Orders Configuration/Setup group box. These entries are used to print the endorsements from the Endorsements tab on the NMCMPMS Processing page while processing an individual Service Member. The following fields are available:

   - Top Margin length (in inches) to be used for printout
   - Left Margin length (in inches) to be used for printout
   - Reference Line
   - Reply Line
d. Enter information in the **Processing Configuration/Setup** group box. The following fields are used for some of the validation parameters on the Medical and Dental tabs for Processing.

- Maximum Months Allowed Since Last Physical: used for the **Last Physical** field on the **Medical** tab.
- Maximum Months Allowed Since Last Dental Exam: used for the **Last Exam** field on the **Dental** tab.

e. Click **Save** to save your changes.

### 12.3 GENERAL TABLE MAINTENANCE

Use the Table Maintenance option to maintain and update the NMCMPS internal validation tables and lookup tables. For example, you may want to add a new airline code to the list of available airlines. When you enter the Table Maintenance Module, you see a list of tables that you are authorized to access. Choose a table you wish to access and then you can add an entry to the table, edit an existing value, or delete an entry from the table.

For general information on Table Maintenance, refer to the **NMCMPS Overview and Common Features**. The following information provides more specific information regarding Table Maintenance.

**IMPORTANT!**
The medical tables require special procedures when updating. See the **UIC Medical Procedures** section for more information.

#### To Update an NMCMPS Table:

a. From the NMCMPS Home Page, click on the Table Maintenance button in the upper toolbar. The Table Maintenance page displays with a drop-down list containing all of the tables that are maintained by the database administrator.

b. Select the table you want to modify by clicking the drop-down list and choosing a row. Note that all lookup tables begin with the word “Lookup”.

c. Click the Load Table button. Once you load a table, a grid containing of all fields and values appears. Each column you see represents a field in the table. Each row represents the existing data records stored in the table. The following table describes the buttons available on the Table Maintenance page.
Table XXXIII:  Table Maintenance Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Table</td>
<td>Displays the Table selected in the Available Tables drop down list</td>
</tr>
<tr>
<td>Add Entry</td>
<td>Displays the Table Maintenance Add window from which you can create a new record in the selected table.</td>
</tr>
<tr>
<td>Edit</td>
<td>Allows you to edit the fields in the corresponding row.</td>
</tr>
<tr>
<td>Update</td>
<td>Writes your changes to the database. Only visible after you click the Edit button to modify a row in the table.</td>
</tr>
<tr>
<td>Delete</td>
<td>Eliminates the selected record from the selected table.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Returns to the table list without saving your changes. Only visible after you click the Edit button to modify a row in the table.</td>
</tr>
</tbody>
</table>

Figure 79:  Table Maintenance – View Table

d. To add a new record, click the Add Entry button and enter new values in the text fields listed on the Table Maintenance Add window. Click the Add button when you are finished. The new table entry is added to the end of the list. Click the Cancel button to return to the table list without adding a new entry into the table.

e. To edit an existing table entry, click on the Edit button corresponding to the row you want to edit. Update the desired information and click Update when you are finished to save your changes. Click the Cancel button to return to the table list without saving your changes.

f. To delete a record, click on the row you want to delete. Click the Delete button. The entry is removed from the table.
CAUTION!
When you click the **Delete** button, the record is immediately removed from a database. You are not prompted to confirm the deletion.

### 12.4 UIC MEDICAL PROCEDURES

The UIC Medical Procedures table contains a list of medical procedures by UIC. This allows UIC-specific medical exams to be specified in addition to the default set of exams.

**Figure 80: UIC Medical Procedures Table**

The **MedicalProcedure_ID** in the **UICMedicalProcedure** table corresponds directly to the **MedicalProcedure_ID** in the **Lookup_MedicalProcedures** table. For example, a **MedicalProcedure_ID** of “55” in the **UICMedicalProcedure** table corresponds to the **MedicalProcedure_ID** of “55” entry in the **Lookup_MedicalProcedures** table, which translates to “Anthrax”.
Following is a list of items to keep in mind when modifying the UICMedicalProcedure and Lookup_MedicalProcedures tables:

- When adding an exam for ALL Service Members (i.e. not UIC-specific) to the UICMedicalProcedure table, use a **UICCode** of “00000” to make it part of the default set of exams.
- To restrict an exam to either Mobilization or Demobilization Processing, use a **MobMode** code of “M” or “D”, respectively, in the Lookup_MedicalProcedures table. If a record is not specifically marked with an “M” or “D”, then the exam will appear in both Mobilization and Demobilization Processing modes.
- To restrict an exam by gender, use a **Restricted** code of “M” or “F” to indicate a Male or Female medical exam, respectively, in the Lookup_MedicalProcedures table. If a record is not specifically marked with an “M” or “F”, then the exam will appear for all Service Members regardless of gender.

### 12.5 AUGMENTATION MANAGEMENT MODULE

The Augmentation Management Module is described under separate cover. See the **Augmentation Management Module User Guide** for instructions on how to operate this module.

### 12.6 ORDER WRITING MODULE

The Order Writing Module is described under separate cover. See the **Order Writing Module User Guide** for instructions on how to operate this module.
12.7 SOURCING MODULE

The Sourcing Module is described under separate cover. See the *Sourcing Module User Guide* for instructions on how to operate this module.

12.8 USER ADMINISTRATION

Use the User Administration module to view or modify a user’s access rights and roles within the NMCMPS application. You must first select a UIC (see *UIC Selection*). Next, you can search for and view access rights for a specific Member or a group of Members (see *Administration Options*). Finally, you can modify access rights for a specific Member (see *Individual Administration*).

12.8.1 UIC Selection

For information on UIC Selection, please refer to *User Administration* in the *NMCMPS Overview and Common Features*.

12.8.2 Administration Options

For general information on viewing the Administration of User Rights Page, please refer to *User Administration* in the *NMCMPS Overview and Common Features*.

**To View User Access Rights:**

a. After you select a UIC (see *UIC Selection*), the Administration of User Rights page displays.

b. Click on the *NMCMPS Administration* radio button under *Select an Application to Administer*.

c. Select one of the Logical Group of Personnel options as described below:

- All Personnel Currently Authorized: lists all personnel authorized to access NMCMPS under the selected UIC
- All Personnel assigned: lists all personnel assigned to the selected UIC
- Senior Officers Only (O4 and above)
- Senior Enlisted Only (E6 and above)
- Select from a list with these values: specify additional filter criteria
  - Manpower Type: Officer or Enlisted
  - Last Name Begins With: allows a partial match on Last Name
  - SSN Begins With: allows a partial match on SSN
  - Specific Rank: Member’s rank
- Non-Navy Personnel – Other DOD, Civilian, etc.
- Assign NON-UIC personnel Administration rights: allows personnel not
assigned under a UIC to be assigned administration privileges.

- Enter SSN for Non-UIC personnel: allows a search on an SSN of personnel not assigned under a UIC

d. Click the **Click Here to Continue** button to display the Personnel List. The Personnel List displays all personnel that match the criteria selected on the Administration of User Rights page. To modify a user’s rights, see *Individual Administration*.

**Figure 82: Personnel List**

![Personnel List](image)

12.8.3 Individual Administration

The Individual Administration page is the final stage in User Administration and is where the selected user’s rights are modified.

**To Modify a User’s Access Rights:**

a. From the Personnel List (see *Administration Options* for details on how to display the Personnel List), click on the name of a user to display the Individual Administration page.

**Figure 83: Individual Administration**

![Individual Administration](image)

The following table describes the Individual Administration page elements.
Table XXXIV: Individual Administration Page Fields

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Displays the name of the Member you selected.</td>
</tr>
<tr>
<td>Onboard UIC</td>
<td>Confirms the UIC selected.</td>
</tr>
<tr>
<td>Grade</td>
<td>Displays the Member’s rank.</td>
</tr>
<tr>
<td>NMCMPS Capability</td>
<td>Displays a list of available roles that may be assigned to a user.</td>
</tr>
<tr>
<td>Proceed</td>
<td>Updates the currently selected user’s role with the selected role.</td>
</tr>
<tr>
<td>Reset to Original Status</td>
<td>Rolls back the user’s role to the original role.</td>
</tr>
</tbody>
</table>

b. Choose a user role from the NMCMPS Capability drop-down list. See *User Administration Roles* for a complete listing of currently available roles.

c. Click the **Proceed** button to update the user’s role and display a confirmation message.

–OR–

Click the **Reset to Original Status** button to return to the original role.

12.9 CHANGE PROCESSING UIC

For information on Change Processing UIC, please refer to *Change Processing UIC* in the *NMCMPS Overview and Common Features*.

12.10 VIEWING AUTHORIZED PERSONNEL

For information on Viewing Authorized Personnel, please refer to *Viewing Authorized Personnel* in the *NMCMPS Overview and Common Features*. 
## INDEX

<table>
<thead>
<tr>
<th>A</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>About · 5, 7</td>
<td>Carrier · 39, 71</td>
</tr>
<tr>
<td>Access Rights · 137, 138</td>
<td>change history · 110</td>
</tr>
<tr>
<td>Active Duty · 21, 31, 64</td>
<td>Change Processing UIC · 139</td>
</tr>
<tr>
<td>ad hoc · 7</td>
<td>checking in · 14, 50</td>
</tr>
<tr>
<td>adding</td>
<td>checking out · 45, 77</td>
</tr>
<tr>
<td>group · 84</td>
<td>Checklist Instructions · 15</td>
</tr>
<tr>
<td>table records · 134</td>
<td>check-out · 45, 77</td>
</tr>
<tr>
<td>Administrative Unit Identification Code · 41, 73</td>
<td>Children · 20, 55</td>
</tr>
<tr>
<td>advances · 32, 65</td>
<td>Civilian Employment · 22</td>
</tr>
<tr>
<td>AFRM · 64</td>
<td>Clearance · 22</td>
</tr>
<tr>
<td>Airhead · 39, 71</td>
<td>clearing fields · 7, 114</td>
</tr>
<tr>
<td>airheads · 2</td>
<td>clothing · 34, 35, 66, 67</td>
</tr>
<tr>
<td>annotation grid · 111</td>
<td>Comment Report · 12, 15, 102, 111</td>
</tr>
<tr>
<td>Anti-Terrorism · 53</td>
<td>comments</td>
</tr>
<tr>
<td>appointments</td>
<td>icon · 101</td>
</tr>
<tr>
<td>dental · 27, 60</td>
<td>overview · 100</td>
</tr>
<tr>
<td>legal · 30, 62</td>
<td>Comments Module · 100</td>
</tr>
<tr>
<td>medical · 25, 58</td>
<td>Crisis Code · 9, 18, 53</td>
</tr>
<tr>
<td>pay/disbursing · 34, 66</td>
<td>Crystal Reports · 129</td>
</tr>
<tr>
<td>Armed Forces Reserve Medal · 64</td>
<td></td>
</tr>
<tr>
<td>assignment/billeting · 40, 72</td>
<td></td>
</tr>
<tr>
<td>Assistance Required · 27</td>
<td></td>
</tr>
<tr>
<td>audit log · 110</td>
<td></td>
</tr>
<tr>
<td>AUIC · 9, 41, 73</td>
<td></td>
</tr>
<tr>
<td>Authorized POV Use · 39, 71</td>
<td></td>
</tr>
<tr>
<td>authorized users · 139</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>BAH · 31, 33</td>
<td></td>
</tr>
<tr>
<td>Benefits Waiver · 31, 64</td>
<td></td>
</tr>
<tr>
<td>Billeting · 2, 40, 41, 42, 72, 73, 74</td>
<td></td>
</tr>
<tr>
<td>blood type · 2</td>
<td></td>
</tr>
<tr>
<td>Blood Type · 20, 25, 55, 58</td>
<td></td>
</tr>
<tr>
<td>BOL · 7</td>
<td></td>
</tr>
<tr>
<td>browsing, Service Members · 6</td>
<td></td>
</tr>
<tr>
<td>buttons</td>
<td></td>
</tr>
<tr>
<td>Browse page · 7</td>
<td></td>
</tr>
<tr>
<td>Mobilization Processing page · 15</td>
<td></td>
</tr>
<tr>
<td>Table Maintenance page · 134</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Database Maintenance · 69, 132</td>
<td></td>
</tr>
<tr>
<td>date format · 12</td>
<td></td>
</tr>
<tr>
<td>DD 1351 · 33</td>
<td></td>
</tr>
<tr>
<td>DD 2058 · 31</td>
<td></td>
</tr>
<tr>
<td>DD214 · 64</td>
<td></td>
</tr>
<tr>
<td>Deers Enrollment · 21, 56</td>
<td></td>
</tr>
<tr>
<td>Default Font Type · 114</td>
<td></td>
</tr>
<tr>
<td>Delay Exemption · 3, 53</td>
<td></td>
</tr>
<tr>
<td>deleting</td>
<td></td>
</tr>
<tr>
<td>table records · 134</td>
<td></td>
</tr>
<tr>
<td>demobilization processing · 49, 50, 77, 104</td>
<td></td>
</tr>
<tr>
<td>DEMobilization Processing Function</td>
<td></td>
</tr>
<tr>
<td>Selection · 49</td>
<td></td>
</tr>
<tr>
<td>demobilization, overview · 49</td>
<td></td>
</tr>
<tr>
<td>dental · 2, 3, 26, 27, 59, 60</td>
<td></td>
</tr>
<tr>
<td>Dental Class · 27, 60</td>
<td></td>
</tr>
<tr>
<td>Departed Begin · 9</td>
<td></td>
</tr>
<tr>
<td>Dependents · 20, 55</td>
<td></td>
</tr>
</tbody>
</table>
Destination · 71
Direct Deposit · 33
Discharge Orders · 68
disconnect · 11
displaying authorized users · 139

E
Earplugs · 25
EDA Begin · 9
EDA End · 9
edit mode · 11, 12, 15, 16, 20, 22, 24,
26, 29, 31, 33, 35, 36, 37, 38, 39, 40,
44, 47, 51, 55, 57, 59, 62, 64, 65, 67,
68, 69, 70, 71, 72, 76, 79, 100, 101
editing records · 11
eJMAPS · 9
Emergency Data · 31, 64
endorsements · 36, 68
Errors on Tabs · 12
Ethnic Code · 20, 55
exams · 2, 25, 58, 135, 136
Eyes Color · 20, 55

F
flow
  overview · 3
FTN · 9

G
gaining command · 45, 47, 79
Gas Mask · 35
Geneva · 20, 55
Glasses · 25
GMIs · 25
Government Charge Card · 33
Group Code · 82
group processing · 82
Group Processing · 82, 83, 85, 86, 88,
  89, 94, 97, 98, 99
Group Tree · 130

H
Hair Color · 20, 55
halt · 22, 24, 27, 29
Has Jurisdiction · 9
Hearing Aids · 25, 58
Height · 20, 21, 55, 56
Helmet Size · 35
Help · 7, 16
history · 48, 80, 110
History · 1, 48, 80, 81
Hold · 8
Household Goods · 35, 67

I
ICCE Gear · 35, 36
ID Card · 56
identification · 2, 19, 21, 54, 56
IMS Code · 9, 18, 53, 116, 119
Instructions · 15, 104, 105, 108
Instructions Module · 104
Intermediate Stops · 18
Investigation Date · 22, 23
IRR · 8
Itinerary · 39, 71

J
jurisdiction · 9

L
Last Exam · 27, 60, 133
legal · 2, 3, 28, 29, 61, 62
Legal Brief · 30
Legal Residence · 31
Local Command Setup · 2, 6, 37, 69,
  132
lookup tables · 133

M
main menu · 114
managing
report templates · 131
Marine Processing Modes · 1
Marital Status · 20, 55
MCMPS · 5
medical · 2, 3, 23, 24, 25, 57, 58, 135, 136
Medical Procedures · 23
Medical Warning Tags · 25, 58
Member Processing · 1, 6, 18, 21, 23, 25, 27, 30, 32, 34, 35, 39, 41, 44, 48, 53, 56, 58, 60, 62, 64, 66, 67, 70, 71, 73, 76, 80
Memorandum Endorsement · 37
Military Spouse · 20, 55
mobilization processing · 12, 13, 14, 45, 49, 50
Mobilization Processing Function
  Selection · 12
mobilization processing, overview · 12
Mobilize Mod · 9
MOD · 9
modifying
  user access rights · 138

N

NAVMC 1000 · 31
NAVMC 1092 · 31
NAVPERS 1070/74 · 31, 64
Navy Manpower Online · 5
NBC Gear · 67
NEC · 22
NMCMPS · 5
NMPS · 1, 2, 3, 4, 9, 13, 14, 18, 19, 45, 47, 48, 53, 54, 72, 77, 79, 80, 115, 116, 119, 120, 121, 123, 125
NOBC · 22
Notification / Interview Checklist · 106
Notification / Interview Checklist
  Module · 106
NPDB · 4
NRA · 1, 2, 3, 4, 9, 18, 19, 47, 48, 53, 54, 77, 79, 80, 115, 116, 118, 119, 122, 123, 124, 128

O

OCONUS · 39, 71
OPNAV 5211/9 · 31, 64
Order Writing · 4, 136
Order Writing Module · 136, 137
orders endorsements · 6, 132
overview
  comments · 100
demobilization · 49
mobilization processing · 12

P

Parent Command · 1
pay/disbursing · 32, 65
Peace Corps · 29, 62
Per Diem · 2
Physical · 24, 25, 58, 133
POV Storage · 35, 67
POW · 29, 62
Prescription · 25, 58
printing
  Endorsement · 68
  endorsements · 37
  standard reports · 113
Privacy Act · 31
processing flow · 3
processing groups · 82
PSD Processing · 64

Q

qualifications · 21

R

Race Code · 20, 55
RBSC · 41, 73
read-only · 18, 20, 22, 41, 47, 53, 55, 73, 79
Reason/Authority · 2, 22, 24, 27, 29, 58, 60, 62
Religion Code · 20, 55
Reported Begin · 9
reports
ad-hoc · 130
list of standard · 115
standard · 113
Requirement Tracking Number · 8
Reserve Billet Sequence Code · 41, 73
Reserve Billet Unit Identification Code · 41, 73
Reservist · 29, 39, 62, 71
RFF · 9
rosters · 4
Route Number · 39
RTN · 18, 53
RUIC · 9, 41, 73
running reports · 114

S

scheduling
    medical appointments · 25
scheduling appointments
dental · 27, 60
legal · 30, 62
medical · 58
pay/disbursing · 34, 66
Seagate Crystal Reports · 113
Search screen · 6, 7, 14, 15
searching
    Service Members · 6
security clearance · 2
Service Members
    checking in · 14
    checking out · 45, 77
    searching · 6
    viewing · 10
service records · 30, 63
SGLI Election · 31, 64
SGLV-8286 · 31, 64
shots · 2, 23, 25, 57, 58
Show All Appointments · 25, 27, 30, 34, 58, 60, 62, 66
showing orders · 16
Signature Authority · 2, 37, 38, 68, 70
Site Map · 5
sorting · 10
Special Conveyance · 39, 71
SSELRES · 8
SSN · 8, 10, 102, 137, 138
station indicator · 14
status indicators · 14
Summary Profile Report · 12, 16, 107, 108, 109
Summary Profile Report · 107
Super UIC · 1
system
    inputs · 4
    outputs · 4
    system comments · 110

T

Table Maintenance · 1, 133, 134
tabs
    mobilization processing · 13
tabs, demobilization
    Assignment/Billeting · 72
    Check-In · 50
    Check-Out · 77
    Clothing/Equipment · 66
    Dental · 59
    History · 80
    Identification · 54
    Legal · 61
    Medical · 57
    Orders Endorsements · 68
    Pay/Disbursing · 65
    Qualifications · 56
    Service Records · 63
    Travel · 70
tabs, group processing
    Assignment/Billeting · 98
    Check-In · 86
    Check-Out · 99
    Clothing/Equipment · 97
    Dental · 91
    Endorsements · 97
    Identification · 88
    Legal · 92
    Medical · 90
    Pay/Disbursing · 96
    Qualifications · 89
    Service Record · 94
    Travel · 98, 99
tabs, mobilization
  Assignment/Billeting · 40
  Check-In · 17
  Check-Out · 45
  Clothing/Equipment · 34
  Dental · 26
  Endorsements · 36
  History · 48
  Identification · 19
  Legal · 28
  Pay/Disbursing · 32
  Qualifications · 21
  Service Records · 30
  Travel · 38

toolbar
  Crystal Reports · 129
transportation · 2
travel · 38, 70
TRICARE · 64

U

UIC Code · 9
UIC Medical Procedures · 135
UIC Type · 9
ULD/USTA · 19, 41, 54, 73, 79, 80, 116, 123, 125
Ultimate Duty Station · 1, 18, 41, 47, 53, 73
Uniforms · 35, 67
updating
  table records · 133
  UIC medical procedures · 135
user access rights
  modifying · 138
  viewing · 137
User Administration · 2, 137, 138, 139

V

VA 21-8951 · 31, 64
validation · 133
validation errors · 12

validation rules · 12, 19, 21, 23, 25, 27, 30, 32, 34, 36, 38, 39, 41, 44, 48, 53, 56, 58, 60, 62, 64, 66, 67, 70, 71, 73, 76, 80
Assignment/Billeting tab · 41, 44, 73, 76
Check-In tab · 19, 53
Check-Out tab · 48, 80
Clothing/Equipment tab · 36, 67
Dental tab · 27, 60
Endorsement tab · 70
Endorsement tab · 38
Identification tab · 21, 56
Legal tab · 30, 62
Medical tab · 25, 58
Pay/Disbursing tab · 34, 66
Qualifications tab · 23
Service Record tab · 32, 64
Travel tab · 39, 71
view mode · 12, 15, 16, 25, 27, 30, 34, 58, 60, 62, 66, 100, 129
viewing
  audit log · 110
  Service Members · 10
  user access rights · 137
VTU · 8

W

W-4 Form · 31, 64
Weapon Issue · 35, 67, 68
WebGrid · 7
Weight · 20, 21, 55, 56
windows
  Browse · 10
  IA Member Search · 130
  Mobilization Processing · 15
  Processing Main · 5

X

XRay · 27