United States Navy
Requirement Tracking Module (RTM)

RTM
Version 2.5.3.3

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TABLE OF CONTENTS

SECTION 1: General ............................................................................................................. 1
  1.1 NMCMPS Background .......................................................................................... 1
  1.1.1 Historical ......................................................................................................... 1
  1.1.2 Requirements .................................................................................................. 1
  1.2 RTM Background ................................................................................................ 2
  1.3 NMCMPS Relationships .................................................................................... 3
      1.3.1 NMCMPS Sourcing Module (SM) .................................................................. 3
      1.3.2 NMCMPS Unclassified Requirement Tracking Module ............................... 3
      1.3.3 NMCMPS Order Writing Module (OWM) ...................................................... 3
      1.3.4 NMCMPS Augmentation Management Module (AMM) ............................... 3
      1.3.5 NMCMPS Processing Module (PM) ............................................................... 4
      1.3.6 Total Force Manpower Management System (TFMMS) ............................... 4
      1.3.7 Navy Personnel Data Base (NPDB) ............................................................... 4
      1.3.8 Manpower Online (MOL) ............................................................................. 4

SECTION 2: Getting Started with the RTM ....................................................................... 5
  2.1 Accessing the Classified RTM .............................................................................. 5
  2.2 The RTM Home Page ........................................................................................... 7
  2.3 Requirement Tracking Module Menu Options .................................................... 8
  2.4 Using the Message Board .................................................................................... 9
  2.5 About Page .......................................................................................................... 9
  2.6 Downloading Documents .................................................................................... 10
  2.7 Understanding Processing Levels ........................................................................ 11
  2.8 Understanding Status Codes .............................................................................. 12
  2.9 Using the Calendar Window ............................................................................... 14

SECTION 3: Using the WebGrid ...................................................................................... 15
  3.1 Using the WebGrid .............................................................................................. 15
      3.1.1 Drilling Down the Search Results .................................................................. 15
  3.2 Sorting the WebGrid ............................................................................................ 16
  3.3 Exporting the WebGrid ....................................................................................... 18
  3.4 Grouping Search Results .................................................................................... 19
  3.5 Filtering Search Results ...................................................................................... 21
  3.6 Adding and Removing Columns ......................................................................... 24
  3.7 Freezing and Unfreezing panes .......................................................................... 25
  3.8 Pivot Charts ......................................................................................................... 26
  3.9 Using the Custom Grid Tool ............................................................................... 28
      3.9.1 Viewing the Custom Grid Tool ...................................................................... 29
      3.9.2 Creating New Templates ............................................................................... 30
      3.9.3 Editing Existing Templates ........................................................................... 32
      3.9.4 Deleting Templates ....................................................................................... 32
      3.9.5 Exporting Data from the Custom Grid Tool ................................................. 33

SECTION 4: Scorecard ..................................................................................................... 34
  4.1 Jurisdiction Scorecard Report .............................................................................. 34
  4.2 Community Manager Scorecard Report ............................................................. 36
  4.3 Transfer Status Summary Report ......................................................................... 37
SECTION 5: Managing Requests

5.1 Creating an FTN ................................................................. 39
5.2 Creating a Request ............................................................. 45
  5.2.1 Creating a Request Package ........................................... 45
5.2.2 Adding or Editing OPNAV Descriptors ................................ 50
5.2.3 Viewing the Executive Summary Memorandum .................. 50
5.2.4 Editing the Executive Summary Memorandum .................. 51
5.2.5 Creating an Approval Package ........................................ 52
5.3 Creating a Line Item .......................................................... 53
5.4 Entering Requirement Information ....................................... 61
  5.4.1 Using the Rotation Page ................................................ 61
  5.4.2 Using the Line Item Page .............................................. 64
  5.4.3 Using the Requirement Page .......................................... 68
  5.4.4 Requirement Tab Status Indicators ................................ 71
  5.4.5 Requestor Information Tab ........................................... 72
  5.4.6 Personnel Need Tab ..................................................... 73
    5.4.6.1 Adding OPNAV Event Details .................................... 76
    5.4.6.2 Viewing OPNAV Event Details ................................... 77
  5.4.7 Destination Tab .......................................................... 78
  5.4.8 Orders Information Tab ................................................ 80
    5.4.8.1 Entering I-Stop Point of Contact (POC) Information .......... 84
    5.4.8.2 Using the I-Stop POC Lookup ..................................... 86
  5.4.9 Billet Information Tab .................................................. 86
    5.4.9.1 Adding Joint Manning Document (JMD) Details ............... 90
    5.4.9.2 Viewing Joint Manning Document (JMD) Details ............. 93
  5.4.10 Mission Information Tab .............................................. 93
  5.4.11 By Name Candidate Tab .............................................. 95
  5.4.12 Review Information Tab ............................................. 97
  5.4.13 Recommendations Tab ............................................... 97
  5.4.14 Source History Tab ................................................... 100
5.5 Saving a Requirement ..................................................... 101
5.6 Submitting a Requirement ................................................. 103
5.7 Understanding the Requirement Transfer Process ................... 108
5.8 Displaying Requirements by Status .................................... 109
5.9 Copying a Requirement (From the Requirement Page) ............. 110
5.10 Moving a Requirement to a New Line Item ........................... 113
5.11 Extending a Requirement ................................................ 114
5.12 Deleting Requirements ................................................... 115
  5.12.1 Deleting Requirements from Line Items .......................... 116
  5.12.2 Deleting Requirements from Rotations ............................ 116
5.13 Updating Line Item Information ......................................... 117
5.14 Copying Requirements (From the FTN, Request, or Line Item Page) ........................................ 118
5.15 Deleting Line Items ......................................................... 121
5.16 Updating FTN Information ............................................... 121
5.17 Updating Request Information ........................................... 122
5.18 Creating a New Rotation ................................................ 123
SECTION 9:  Understanding the Audit Log ................................. 194
  9.1  Viewing the Request Package Audit Log ........................... 194
  9.2  Viewing the FTN Audit Log........................................... 196
## LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1</td>
<td>Navy-Marine Corps Mobilization Processing System Overview</td>
<td>2</td>
</tr>
<tr>
<td>Figure 2</td>
<td>Navy Manpower Online Login (MOL) Page</td>
<td>5</td>
</tr>
<tr>
<td>Figure 3</td>
<td>Navy Manpower Online Main Menu</td>
<td>6</td>
</tr>
<tr>
<td>Figure 4</td>
<td>RTM Home Page</td>
<td>7</td>
</tr>
<tr>
<td>Figure 5</td>
<td>Requirement Tracking Site Map</td>
<td>8</td>
</tr>
<tr>
<td>Figure 6</td>
<td>About Page</td>
<td>10</td>
</tr>
<tr>
<td>Figure 7</td>
<td>Downloads Window</td>
<td>11</td>
</tr>
<tr>
<td>Figure 8</td>
<td>Calendar Window</td>
<td>14</td>
</tr>
<tr>
<td>Figure 9</td>
<td>WebGrid Status Bar</td>
<td>15</td>
</tr>
<tr>
<td>Figure 10</td>
<td>Search Results WebGrid Tree Structure</td>
<td>16</td>
</tr>
<tr>
<td>Figure 11</td>
<td>Column Secondary Menu – Alphabetical Sort</td>
<td>16</td>
</tr>
<tr>
<td>Figure 12</td>
<td>Column Secondary Menu – Date Sort</td>
<td>17</td>
</tr>
<tr>
<td>Figure 13</td>
<td>WebGrid Sorted Newest to Oldest by End Date</td>
<td>17</td>
</tr>
<tr>
<td>Figure 14</td>
<td>WebGrid Sorted in Alphabetically by Name</td>
<td>17</td>
</tr>
<tr>
<td>Figure 15</td>
<td>Export WebGrid Menu</td>
<td>18</td>
</tr>
<tr>
<td>Figure 16</td>
<td>Search Results WebGrid Grouped by Requestor UIC</td>
<td>19</td>
</tr>
<tr>
<td>Figure 17</td>
<td>Search Results WebGrid Listing Requirements of a Requestor UIC</td>
<td>19</td>
</tr>
<tr>
<td>Figure 18</td>
<td>WebGrid Sorted by Requestor UIC</td>
<td>20</td>
</tr>
<tr>
<td>Figure 19</td>
<td>WebGrid Options Sub Menu</td>
<td>21</td>
</tr>
<tr>
<td>Figure 20</td>
<td>WebGrid Filter Menu</td>
<td>22</td>
</tr>
<tr>
<td>Figure 21</td>
<td>Filter Example</td>
<td>24</td>
</tr>
<tr>
<td>Figure 22</td>
<td>Column Secondary Menu</td>
<td>24</td>
</tr>
<tr>
<td>Figure 23</td>
<td>PivotChart View</td>
<td>26</td>
</tr>
<tr>
<td>Figure 24</td>
<td>Field List for Pivot Chart</td>
<td>27</td>
</tr>
<tr>
<td>Figure 25</td>
<td>Options Page</td>
<td>29</td>
</tr>
<tr>
<td>Figure 26</td>
<td>Grid Template Manager Page</td>
<td>30</td>
</tr>
<tr>
<td>Figure 27</td>
<td>Grid Template Manager with Save As Dialog Box</td>
<td>31</td>
</tr>
<tr>
<td>Figure 28</td>
<td>Requirement Tracking Scorecard Page</td>
<td>34</td>
</tr>
<tr>
<td>Figure 29</td>
<td>Jurisdiction Scorecard Report Displayed</td>
<td>35</td>
</tr>
<tr>
<td>Figure 30</td>
<td>Community Manager Scorecard Report Displayed</td>
<td>36</td>
</tr>
<tr>
<td>Figure 31</td>
<td>Transfer Status Summary Report</td>
<td>37</td>
</tr>
<tr>
<td>Figure 32</td>
<td>Build-An-FTN Page</td>
<td>40</td>
</tr>
<tr>
<td>Figure 33</td>
<td>FTN Error Message</td>
<td>41</td>
</tr>
<tr>
<td>Figure 34</td>
<td>FTN Page</td>
<td>42</td>
</tr>
<tr>
<td>Figure 35</td>
<td>Build-A-Request Page</td>
<td>46</td>
</tr>
<tr>
<td>Figure 36</td>
<td>Request Page</td>
<td>49</td>
</tr>
<tr>
<td>Figure 37</td>
<td>Executive Summary Order Window</td>
<td>51</td>
</tr>
<tr>
<td>Figure 38</td>
<td>Approval Package Page</td>
<td>53</td>
</tr>
<tr>
<td>Figure 39</td>
<td>Request Page</td>
<td>55</td>
</tr>
<tr>
<td>Figure 40</td>
<td>Request Toolbar Showing Comments Icon</td>
<td>56</td>
</tr>
<tr>
<td>Figure 41</td>
<td>Line Item Add Page</td>
<td>60</td>
</tr>
<tr>
<td>Figure 42</td>
<td>Rotation Page</td>
<td>62</td>
</tr>
<tr>
<td>Figure 43</td>
<td>Line Item Page</td>
<td>64</td>
</tr>
<tr>
<td>Figure 44</td>
<td>Line Item Toolbar Showing Comments Icon</td>
<td>65</td>
</tr>
<tr>
<td>Figure 45:</td>
<td>RTM Requirement Page Tabs ..................................................</td>
<td>69</td>
</tr>
<tr>
<td>Figure 46:</td>
<td>Requirement Page – View Mode ...............................................</td>
<td>70</td>
</tr>
<tr>
<td>Figure 47:</td>
<td>Requirement Page - Requestor Information Tab ............................</td>
<td>72</td>
</tr>
<tr>
<td>Figure 48:</td>
<td>Requirement Page – Personnel Need Tab ....................................</td>
<td>74</td>
</tr>
<tr>
<td>Figure 49:</td>
<td>Event Information Window .....................................................</td>
<td>77</td>
</tr>
<tr>
<td>Figure 50:</td>
<td>Event Comment Window ..........................................................</td>
<td>78</td>
</tr>
<tr>
<td>Figure 51:</td>
<td>Requirement Page – Destination Tab .........................................</td>
<td>79</td>
</tr>
<tr>
<td>Figure 52:</td>
<td>Requirement Page – Orders Information Tab ..................................</td>
<td>81</td>
</tr>
<tr>
<td>Figure 53:</td>
<td>I-Stop POC Window .....................................................................</td>
<td>85</td>
</tr>
<tr>
<td>Figure 54:</td>
<td>I-Stop POC Window in Edit Mode ...............................................</td>
<td>86</td>
</tr>
<tr>
<td>Figure 55:</td>
<td>Requirement Page – Billet Information Tab ...................................</td>
<td>88</td>
</tr>
<tr>
<td>Figure 56:</td>
<td>Force Structure Page ..................................................................</td>
<td>89</td>
</tr>
<tr>
<td>Figure 57:</td>
<td>JMD Information Window .............................................................</td>
<td>91</td>
</tr>
<tr>
<td>Figure 58:</td>
<td>JMD Information Window with Date Fields Available .......................</td>
<td>92</td>
</tr>
<tr>
<td>Figure 59:</td>
<td>JMD Comment Window ...................................................................</td>
<td>93</td>
</tr>
<tr>
<td>Figure 60:</td>
<td>Requirement Page – Mission Information Tab .................................</td>
<td>94</td>
</tr>
<tr>
<td>Figure 61:</td>
<td>Requirement Page – By Name Candidate Tab ..................................</td>
<td>96</td>
</tr>
<tr>
<td>Figure 62:</td>
<td>Requirement Page – Review Information Tab ..................................</td>
<td>97</td>
</tr>
<tr>
<td>Figure 63:</td>
<td>Requirement Page – Recommendations Tab ....................................</td>
<td>98</td>
</tr>
<tr>
<td>Figure 64:</td>
<td>Recommendation Page ....................................................................</td>
<td>99</td>
</tr>
<tr>
<td>Figure 65:</td>
<td>Source History Tab .....................................................................</td>
<td>101</td>
</tr>
<tr>
<td>Figure 66:</td>
<td>Requirements Page with Errors ....................................................</td>
<td>102</td>
</tr>
<tr>
<td>Figure 67:</td>
<td>Message Requesting Verification of Data Entered in Unclassified Fields</td>
<td>103</td>
</tr>
<tr>
<td>Figure 68:</td>
<td>Status Page ..................................................................................</td>
<td>104</td>
</tr>
<tr>
<td>Figure 69:</td>
<td>Unable to Update Status Error Message ..........................................</td>
<td>105</td>
</tr>
<tr>
<td>Figure 70:</td>
<td>Status Group Page .......................................................................</td>
<td>110</td>
</tr>
<tr>
<td>Figure 71:</td>
<td>Copy Requirement Window ............................................................</td>
<td>112</td>
</tr>
<tr>
<td>Figure 72:</td>
<td>Copy Confirmation Message ..........................................................</td>
<td>112</td>
</tr>
<tr>
<td>Figure 73:</td>
<td>Line Item Update Window ..............................................................</td>
<td>114</td>
</tr>
<tr>
<td>Figure 74:</td>
<td>Extend Requirement Window ...........................................................</td>
<td>115</td>
</tr>
<tr>
<td>Figure 75:</td>
<td>Delete Confirmation Request Message ............................................</td>
<td>116</td>
</tr>
<tr>
<td>Figure 76:</td>
<td>Delete Confirmation Request Message ............................................</td>
<td>117</td>
</tr>
<tr>
<td>Figure 77:</td>
<td>Line Item Update Page .................................................................</td>
<td>118</td>
</tr>
<tr>
<td>Figure 78:</td>
<td>Copy Requirement Window ............................................................</td>
<td>120</td>
</tr>
<tr>
<td>Figure 79:</td>
<td>Copy Confirmation Message ..........................................................</td>
<td>120</td>
</tr>
<tr>
<td>Figure 80:</td>
<td>Delete Confirmation Request Message ............................................</td>
<td>121</td>
</tr>
<tr>
<td>Figure 81:</td>
<td>FTN Window .................................................................................</td>
<td>122</td>
</tr>
<tr>
<td>Figure 82:</td>
<td>Request Window ..........................................................................</td>
<td>123</td>
</tr>
<tr>
<td>Figure 83:</td>
<td>New Rotation Message ...................................................................</td>
<td>124</td>
</tr>
<tr>
<td>Figure 84:</td>
<td>Delete Confirmation Request Message ............................................</td>
<td>125</td>
</tr>
<tr>
<td>Figure 85:</td>
<td>Comments Window – Canceling a Requirement ..................................</td>
<td>126</td>
</tr>
<tr>
<td>Figure 86:</td>
<td>Status Page with a Canceled Requirement ......................................</td>
<td>127</td>
</tr>
<tr>
<td>Figure 87:</td>
<td>Approved Thru Window ...................................................................</td>
<td>132</td>
</tr>
<tr>
<td>Figure 88:</td>
<td>Status Page – Approved Requirement ............................................</td>
<td>133</td>
</tr>
<tr>
<td>Figure 89:</td>
<td>Status Page – Extending an Approve Date .......................................</td>
<td>134</td>
</tr>
<tr>
<td>Figure</td>
<td>Description</td>
<td>Page</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Figure 90</td>
<td>Status Page, Re-Validation Tab Showing Request Revalidation Button</td>
<td>136</td>
</tr>
<tr>
<td>Figure 91</td>
<td>Status Page, Re-Validation Tab after Clicking Button</td>
<td>137</td>
</tr>
<tr>
<td>Figure 92</td>
<td>Status Page, Re-Validation Tab after Re-Validation Approved</td>
<td>138</td>
</tr>
<tr>
<td>Figure 93</td>
<td>Status Page, Re-Validation Tab after Re-Validation Denied</td>
<td>139</td>
</tr>
<tr>
<td>Figure 94</td>
<td>Status Page, Re-Validation Tab after Re-Validation Canceled</td>
<td>140</td>
</tr>
<tr>
<td>Figure 95</td>
<td>Status Page, Early Termination Tab</td>
<td>141</td>
</tr>
<tr>
<td>Figure 96</td>
<td>Early Termination Comment Window</td>
<td>142</td>
</tr>
<tr>
<td>Figure 97</td>
<td>Status Page, Early Termination Tab after Clicking Button</td>
<td>142</td>
</tr>
<tr>
<td>Figure 98</td>
<td>Status Page, Early Termination Tab after Approval</td>
<td>143</td>
</tr>
<tr>
<td>Figure 99</td>
<td>Status Page, Early Termination Tab after Denied</td>
<td>144</td>
</tr>
<tr>
<td>Figure 100</td>
<td>Status Page, Early Termination Tab after Canceled</td>
<td>145</td>
</tr>
<tr>
<td>Figure 101</td>
<td>Request Browse Page before Executing a Search</td>
<td>146</td>
</tr>
<tr>
<td>Figure 102</td>
<td>Request Browse Page Displaying Search Results</td>
<td>148</td>
</tr>
<tr>
<td>Figure 103</td>
<td>FTN Browse Page before Executing a Search</td>
<td>149</td>
</tr>
<tr>
<td>Figure 104</td>
<td>FTN Browse Page Displaying Search Results</td>
<td>151</td>
</tr>
<tr>
<td>Figure 105</td>
<td>Requirement Browse Page before Executing a Search</td>
<td>152</td>
</tr>
<tr>
<td>Figure 106</td>
<td>Requirement Browse Page Displaying Search Results</td>
<td>156</td>
</tr>
<tr>
<td>Figure 107</td>
<td>Requirement Global Update Page</td>
<td>158</td>
</tr>
<tr>
<td>Figure 108</td>
<td>Requirement Global Update Page</td>
<td>159</td>
</tr>
<tr>
<td>Figure 109</td>
<td>Requirement Global Update Page</td>
<td>161</td>
</tr>
<tr>
<td>Figure 110</td>
<td>Requirement Global Update Page</td>
<td>162</td>
</tr>
<tr>
<td>Figure 111</td>
<td>Requirement Global Update Page</td>
<td>164</td>
</tr>
<tr>
<td>Figure 112</td>
<td>Requirement Global Update with Error Message</td>
<td>166</td>
</tr>
<tr>
<td>Figure 113</td>
<td>Requestor Information Tab – Global Update</td>
<td>167</td>
</tr>
<tr>
<td>Figure 114</td>
<td>Personnel Need Tab – Global Update</td>
<td>168</td>
</tr>
<tr>
<td>Figure 115</td>
<td>Destination Tab – Global Update</td>
<td>169</td>
</tr>
<tr>
<td>Figure 116</td>
<td>Orders Information Tab – Global Update</td>
<td>171</td>
</tr>
<tr>
<td>Figure 117</td>
<td>Billet Information Tab – Global Update</td>
<td>173</td>
</tr>
<tr>
<td>Figure 118</td>
<td>Mission Information Tab – Global Update</td>
<td>174</td>
</tr>
<tr>
<td>Figure 119</td>
<td>Review Information Tab – Global Update</td>
<td>175</td>
</tr>
<tr>
<td>Figure 120</td>
<td>Recommendations Tab – Global Update</td>
<td>176</td>
</tr>
<tr>
<td>Figure 121</td>
<td>Update Errors Tab – Global Update</td>
<td>177</td>
</tr>
<tr>
<td>Figure 122</td>
<td>JMD Grouping Page</td>
<td>178</td>
</tr>
<tr>
<td>Figure 123</td>
<td>JMD Grouping Page – JMD Search</td>
<td>180</td>
</tr>
<tr>
<td>Figure 124</td>
<td>JMD Grouping Page – Event Search</td>
<td>182</td>
</tr>
<tr>
<td>Figure 125</td>
<td>Comments Page</td>
<td>184</td>
</tr>
<tr>
<td>Figure 126</td>
<td>Request Comments Page</td>
<td>185</td>
</tr>
<tr>
<td>Figure 127</td>
<td>FTN Comments Page</td>
<td>186</td>
</tr>
<tr>
<td>Figure 128</td>
<td>Line Item Comments Page</td>
<td>187</td>
</tr>
<tr>
<td>Figure 129</td>
<td>Requirement Comments Page</td>
<td>189</td>
</tr>
<tr>
<td>Figure 130</td>
<td>Requirement Tabs with Comment Icons</td>
<td>190</td>
</tr>
<tr>
<td>Figure 131</td>
<td>Comment Report Options</td>
<td>192</td>
</tr>
<tr>
<td>Figure 132</td>
<td>Sample Comments Report</td>
<td>193</td>
</tr>
<tr>
<td>Figure 133</td>
<td>Audit Log Page</td>
<td>195</td>
</tr>
<tr>
<td>Figure 134</td>
<td>Audit Log Page</td>
<td>196</td>
</tr>
<tr>
<td>Figure</td>
<td>Description</td>
<td>Page</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>135</td>
<td>Audit Log Report</td>
<td>198</td>
</tr>
<tr>
<td>136</td>
<td>Report Format Page</td>
<td>199</td>
</tr>
<tr>
<td>137</td>
<td>Report Format Page</td>
<td>201</td>
</tr>
<tr>
<td>138</td>
<td>Classified Report Message</td>
<td>202</td>
</tr>
<tr>
<td>139</td>
<td>Sample Ad-Hoc Report from Template (HTML Format)</td>
<td>202</td>
</tr>
<tr>
<td>140</td>
<td>Grid Item Options</td>
<td>203</td>
</tr>
<tr>
<td>141</td>
<td>Sort Options</td>
<td>204</td>
</tr>
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<td>142</td>
<td>Summary Options</td>
<td>204</td>
</tr>
<tr>
<td>143</td>
<td>Report Title</td>
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</tr>
<tr>
<td>144</td>
<td>Classified Report Message</td>
<td>205</td>
</tr>
<tr>
<td>145</td>
<td>Template Save Window</td>
<td>205</td>
</tr>
<tr>
<td>146</td>
<td>Report Format Page with Template Loaded</td>
<td>206</td>
</tr>
<tr>
<td>147</td>
<td>Delete Template Confirmation Request</td>
<td>207</td>
</tr>
<tr>
<td>148</td>
<td>Delete Template Confirmation</td>
<td>207</td>
</tr>
<tr>
<td>149</td>
<td>Table Maintenance Page</td>
<td>208</td>
</tr>
<tr>
<td>150</td>
<td>Table Maintenance Page with Table Selected</td>
<td>209</td>
</tr>
<tr>
<td>151</td>
<td>Table Maintenance Add Page</td>
<td>210</td>
</tr>
<tr>
<td>152</td>
<td>Table Maintenance Page in Edit Mode</td>
<td>211</td>
</tr>
<tr>
<td>153</td>
<td>UIC Selection Page</td>
<td>213</td>
</tr>
<tr>
<td>154</td>
<td>Administration of User Rights Page</td>
<td>214</td>
</tr>
<tr>
<td>155</td>
<td>Personnel List</td>
<td>215</td>
</tr>
<tr>
<td>156</td>
<td>Individual Administration</td>
<td>215</td>
</tr>
<tr>
<td>157</td>
<td>Change Processing UIC</td>
<td>217</td>
</tr>
<tr>
<td>158</td>
<td>NMCMPS Site Map</td>
<td>219</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>RTM Home Page</td>
<td>7</td>
</tr>
<tr>
<td>Table II</td>
<td>Classified RTM Menu Options</td>
<td>8</td>
</tr>
<tr>
<td>Table III</td>
<td>Processing Levels</td>
<td>12</td>
</tr>
<tr>
<td>Table IV</td>
<td>Requirement Status Codes</td>
<td>12</td>
</tr>
<tr>
<td>Table V</td>
<td>Revalidation Status Codes</td>
<td>13</td>
</tr>
<tr>
<td>Table VI</td>
<td>Early Termination Status Codes</td>
<td>14</td>
</tr>
<tr>
<td>Table VII</td>
<td>WebGrid Status Bar Icons</td>
<td>15</td>
</tr>
<tr>
<td>Table VIII</td>
<td>WebGrid Filter Menu Options</td>
<td>22</td>
</tr>
<tr>
<td>Table IX</td>
<td>Jurisdiction Report (Scorecard) Elements</td>
<td>35</td>
</tr>
<tr>
<td>Table X</td>
<td>Build-an-FTN Fields</td>
<td>40</td>
</tr>
<tr>
<td>Table XI</td>
<td>FTN Page Fields</td>
<td>43</td>
</tr>
<tr>
<td>Table XII</td>
<td>FTN Page Buttons</td>
<td>44</td>
</tr>
<tr>
<td>Table XIII</td>
<td>Build-A-Request Fields</td>
<td>46</td>
</tr>
<tr>
<td>Table XIV</td>
<td>Request Page Fields</td>
<td>56</td>
</tr>
<tr>
<td>Table XV</td>
<td>Request Buttons</td>
<td>58</td>
</tr>
<tr>
<td>Table XVI</td>
<td>Rotation Page Fields</td>
<td>62</td>
</tr>
<tr>
<td>Table XVII</td>
<td>Rotation Page Buttons</td>
<td>63</td>
</tr>
<tr>
<td>Table XVIII</td>
<td>Line Item Page Fields</td>
<td>65</td>
</tr>
<tr>
<td>Table XIX</td>
<td>Line Item Page Buttons</td>
<td>67</td>
</tr>
<tr>
<td>Table XX</td>
<td>Requirement Page Buttons</td>
<td>70</td>
</tr>
<tr>
<td>Table XXI</td>
<td>Requirement Tab Status Indicators</td>
<td>72</td>
</tr>
<tr>
<td>Table XXII</td>
<td>Request Browse Page Fields</td>
<td>146</td>
</tr>
<tr>
<td>Table XXIII</td>
<td>FTN Browse Page Fields</td>
<td>149</td>
</tr>
<tr>
<td>Table XXIV</td>
<td>Requirement Browse Page Fields</td>
<td>152</td>
</tr>
<tr>
<td>Table XXV</td>
<td>Report Format Page Buttons</td>
<td>200</td>
</tr>
<tr>
<td>Table XXVI</td>
<td>Table Maintenance Buttons</td>
<td>209</td>
</tr>
<tr>
<td>Table XXVII</td>
<td>Individual Administration Page Fields</td>
<td>215</td>
</tr>
<tr>
<td>Table XXVIII</td>
<td>RTM Home Page</td>
<td>219</td>
</tr>
</tbody>
</table>
## RECORD OF CHANGES

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date of Change</th>
<th>Signature of Person Entering Change</th>
</tr>
</thead>
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<td>4.0</td>
<td>2004.07.22</td>
<td>Original Issue</td>
</tr>
<tr>
<td>5.0</td>
<td>2005.02.22</td>
<td>Reissued in entirety</td>
</tr>
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<td>5.1</td>
<td>2005.08.01</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>5.1.1</td>
<td>2005.12.22</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>5.2</td>
<td>2006.06.16</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>5.2.1</td>
<td>2006.09.15</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>5.2.2</td>
<td>2007.01.16</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>5.3.1</td>
<td>2008.01.31</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>2.5.3.2</td>
<td>2008.09.18</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>2.5.3.3</td>
<td>2010.01.01</td>
<td>Reissued in entirety</td>
</tr>
<tr>
<td>2.5.3.3</td>
<td>2010.12.15</td>
<td>Reviewed for PII</td>
</tr>
</tbody>
</table>
SECTION 1: General

1.1 NCMCMPS BACKGROUND

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

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

1.1.1 Historical

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

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

1.1.2 Requirements

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

a. administratively processing and holding Service Members,

b. training Service Members, and

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

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

**Figure 1: Navy-Marine Corps Mobilization Processing System Overview**

1.2 **RTM BACKGROUND**

The Requirement Tracking Module (RTM) provides a web-based workflow solution for individual commands to request manpower and/or individual personnel needs. Historically, this process was accomplished through the use of voice messages, fax, email, spreadsheets and Access databases directed to a central location for review and processing. The RTM is designed to replace the historical process by providing a scalable web-based application with a central repository to store manpower requirements.

The RTM allows commands to enter manpower requests and provides the ability to track the processing of a request throughout its lifetime. The RTM is designed to provide a tracking service for active duty and reserve requirements.

In addition, the RTM has a built-in functionality that provides the capability to task an organization to source a Service Member to a specific requirement. This functionality also provides a mechanism for the tasked command to provide the SSN of the Service Member that is requested to fill the requirement. The personal information of this Service Member is then extracted from NPDB. The creation of orders for approved requests will
be performed after an approved data transfer mechanism from the RTM on the SIPRNET and being sourced by the SM on the NIPRNET.

1.3 NMCMPS RELATIONSHIPS

The RTM operates as a web-based application. The application interfaces with the following systems:

1.3.1 NMCMPS Sourcing Module (SM)

The SM provides the interface for sourcing manpower to specific requirements. Specific unclassified data is transferred from the RTM to the Sourcing Module (SM) through a certified Secret Internet Protocol Routing Network (SIPRNET) to Non-Secure Internet Protocol Routing Network (NIPRNET) transfer method. This data transfer will provide the SM with the data required to fill the requirement and trigger order requests for the Service Members fulfilling the manpower need.

1.3.2 NMCMPS Unclassified Requirement Tracking Module

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

1.3.3 NMCMPS Order Writing Module (OWM)

The RTM is directly impacted by the OWM. Once orders have been generated for a Service Member filling an identified requirement, a certified NIPRNET to SIPRNET transfer provides the sourcing information for the requirement along with an electronic copy of the Service Member’s orders for fulfilling that particular requirement.

1.3.4 NMCMPS Augmentation Management Module (AMM)

The AMM is a web-based application that provides augmentation management for the generated requirements and the Service Members filling those requirements. It also provides the ability to generate new order requests. The AMM is designed to provide an automated approach to augmentation management and a centralized management tool for this process. The AMM provides the ability to track all individuals. It also provides a seamless interface within the existing NMCMPS application. This critical integration within NMCMPS makes vital Member, requirement, and order information visible to gaining commands, Naval Mobilization Processing Sites (NMPS) and Operational Support Office (OSO).
1.3.5 **NMC MPS Processing Module (PM)**

The NMC MPS Processing Module is used to capture, store, and retrieve information on each Augmentee from the time the Service Member reports for duty through the time the Member has completed processing at the NMPS and is transferred to a gaining command. The NMC MPS is also used to capture, store and retrieve information during demobilization.

1.3.6 **Total Force Manpower Management System (TFMMS)**

Billet data from the TFMMS is required by operators/users using RTM. The RTM obtains data from the TFMMS database directly through the use of a custom interface that is linked to approved stored procedures. All data interfaced between the TFMMS database and the RTM is read-only.

1.3.7 **Navy Personnel Data Base (NPDB)**

Personnel and UIC hierarchical data from the NPDB is required by the users of the RTM. The RTM obtains data from the NPDB database directly through the use of a custom data interface. All data interfaced between the NPDB database and the RTM is read-only.

1.3.8 **Manpower Online (MOL)**

The RTM will take advantage of the sign-on authentication of MOL to provide access to the RTM.
SECTION 2: Getting Started with the RTM

2.1 ACCESSING THE CLASSIFIED RTM

To access the RTM, you must first log on to the Navy Manpower Online (MOL). The first page to appear is the Login page.

Figure 2: Navy Manpower Online Login (MOL) Page

Once you successfully log on to the MOL, choose NMCMPs from the Available Applications menu. The RTM home page displays. The following figure shows the MOL main menu.
Note:
NMCMPS RTM Users should refer to the section entitled, *Accessing the NMCMPS RTM*. 
2.2 THE RTM HOME PAGE

The following figure shows the RTM home page.

**Figure 4: RTM Home Page**

From the RTM home page you can choose a function you want to access by clicking on the appropriate hyperlink at the top of the page. Note that depending upon the user role you select, you may not be authorized to access all of the RTM functions.

The following table displays the options accessible from the RTM Main Menu and Home Page.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Map</td>
<td>Click on Site Map on the Main Menu to access the each module.</td>
</tr>
<tr>
<td>Table Maintenance</td>
<td>Allows you to update the NMCMPs tables. Refer to the NMCMPs User Guide for more details.</td>
</tr>
<tr>
<td>User Administration</td>
<td>Allows you to administer online access rights for UICs. Refer to the NMCMPs User Guide for more details.</td>
</tr>
<tr>
<td>Change Processing UIC</td>
<td>Allows you to switch the UIC for the current processor (only available for users listed under multiple UICs). Refer to the NMCMPs User Guide for more details.</td>
</tr>
<tr>
<td>Downloads</td>
<td>Allows you to download Release Notes, User Guides, Issue Notes, Sample Spreadsheets, etc.</td>
</tr>
<tr>
<td>Menu Option</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>About</td>
<td>Displays the About page from which you can review module and version information. See Online Help and Technical Support for more details on this feature.</td>
</tr>
<tr>
<td>Help</td>
<td>Displays the NMCMPS online help. See Online Help and Technical Support for more details on this feature.</td>
</tr>
<tr>
<td>Logout</td>
<td>Logs you off BOL and NMCMPS.</td>
</tr>
</tbody>
</table>

**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.

### 2.3 REQUIREMENT TRACKING MODULE MENU OPTIONS

The **Site Map** provides an overall view of the RTM Module. By dragging your mouse over the **Site Map** icon, the NMCMPS **Navigational Map** appears.

![Requirement Tracking Site Map](image)

The following table describes the primary functions of the RTM Site Map.

<table>
<thead>
<tr>
<th>Table II: Classified RTM Menu Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu Option</strong></td>
</tr>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Scorecard</td>
</tr>
<tr>
<td>FTN Browse</td>
</tr>
</tbody>
</table>
Menu Option | Description
---|---
Requests Browse | Displays the Request Browse page from which you can search for existing requests. This option is accessible by all user roles.
Requirements Browse | Displays the Requirement Browse page from which you can search for specific requirements within a request. This option is accessible by all user roles.
JMD Grouping Tool | Enables you to group requirements by Joint Manning Documents (JMD) or Event. See Using the JMD/Event Grouping Tool for more information.
Change Processing UIC | Allows you to switch the UIC for the current processor (only available for users listed under multiple UICs). Refer to the NMCMPS User Guide for more details.
User Administration | Allows you to view and modify access rights for users.
Build-An-FTN | Displays the Build-An-FTN page from which you can build an FTN. This option is not accessible to all users.
Build-A-Request | Displays the Build-A-Request page from which you can build a request. This option is not accessible to all users.
Table Maintenance | Displays the Table Maintenance page from which you can add, edit, and delete data in one of the RTM lookup tables. Not all roles can edit or view all of the tables listed.
Downloads | Provides a listing of downloadable self-training guides and other useful information.
Options | Allows you to select the pages where you would like the Custom Grid Tool to display.

**Note:**
The NMCMPS RTM Users should refer to the section entitled, *NMCMPS RTM Menu Options.*

### 2.4 USING THE MESSAGE BOARD

Important messages posted by the system administrator display in the message board when you first log on to NMCMPS. It provides important notices posted by the system administrator regarding NMCMPS system activity or augmentation information important to all users. System administrators can add and remove messages. All users with access to NMCMPS see messages posted on the message board. Messages are displayed until removed by a system administrator.

### 2.5 ABOUT PAGE

You can view the About page to display module and version information. The About page also displays contact information for technical assistance and a Department of Defense warning.
2.6 DOWNLOADING DOCUMENTS

You can download available documents by clicking on the Downloads button on the RTM home page. When you click the Downloads button, the Downloads page appears as shown in the following figure. A list of available documents is displayed.
To Download a Document:

a. From the RTM home page, click on the Downloads button. The Downloads window displays.

b. From the Downloads window, click on the blue hyperlinked document name corresponding to the document you want to access. The document displays in a new browser window.

2.7 UNDERSTANDING PROCESSING LEVELS

The RTM utilizes levels to process requirements from the point of generation to final approval/denial. The following table describes the processing levels. Note that users at
levels 1 and 2 can also mark a requirement as “Planned for Internal Sourcing”.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Command Level (Prior to Claimant)</td>
<td>All requests are generated from level 1 organizations. All organizations are level 1, which provides the ability for any organization to enter a request. The level 1 requestor can submit the requirement, validate the requirement to the Claimant, mark it for internal sourcing, request additional information, reject a requirement, or cancel a requirement.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Manpower Claimant</td>
<td>The Manpower Claimant at level 2 can validate the requirement to HQ, mark it for internal sourcing, request additional information, or reject the requirement.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Headquarters</td>
<td>Level 3 represents the highest level (headquarters). A level 3 user can mark the requirement as reviewed, approved, denied or can request additional information.</td>
</tr>
</tbody>
</table>

### 2.8 UNDERSTANDING STATUS CODES

As a requirement flows through the system, users take actions that assign various statuses to the requirement. These statuses reflect the current location of the requirement in the RTM system flow. You use the Status page to task actions on a requirement such as validation, approval, sourcing internally, etc. As you take these actions, a status is assigned. You view the status of each requirement on the Requirement page. You can also see Requirement Status Summary sections at the bottom of the Request and Line Item pages.

The following table describes each requirement status.

<table>
<thead>
<tr>
<th>Abbrev</th>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI1</td>
<td>Additional Info Required</td>
<td>A reviewer at level 1 has requested additional information.</td>
</tr>
<tr>
<td>AI2</td>
<td>Additional Info Required By Claimant</td>
<td>A reviewer at level 2 has requested additional information.</td>
</tr>
<tr>
<td>AI3</td>
<td>Additional Info Required By HQ</td>
<td>A reviewer at level 3 has requested additional information.</td>
</tr>
<tr>
<td>A</td>
<td>Approved</td>
<td>Requirement was approved at level 3.</td>
</tr>
<tr>
<td>CNL</td>
<td>Canceled</td>
<td>Requirement was canceled at some point during the review process.</td>
</tr>
<tr>
<td>D</td>
<td>Denied</td>
<td>Requirement has been denied at level 3.</td>
</tr>
<tr>
<td>EX</td>
<td>Expired</td>
<td>Requirement has expired. This automatically</td>
</tr>
<tr>
<td>Abbrev</td>
<td>Status Code</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>occurs after the requirement Approved Thru Date passes.</td>
</tr>
<tr>
<td>PS</td>
<td>Pending Submission</td>
<td>Requirement has been created but is pending submission to the approval process.</td>
</tr>
<tr>
<td>SI1</td>
<td>Planned for Internal Sourcing</td>
<td>Requirement is planned for internal sourcing.</td>
</tr>
<tr>
<td>SI2</td>
<td>Planned for Internal Sourcing by Claimant</td>
<td>Requirement is planned for internal sourcing by Claimant.</td>
</tr>
<tr>
<td>RJ1</td>
<td>Rejected</td>
<td>Requirement has been rejected.</td>
</tr>
<tr>
<td>RJ2</td>
<td>Rejected by Claimant</td>
<td>Requirement has been rejected by Claimant.</td>
</tr>
<tr>
<td>RVD</td>
<td>Reviewed by Headquarters</td>
<td>Requirement has been reviewed by Headquarters but has not yet been approved or denied.</td>
</tr>
<tr>
<td>S</td>
<td>Sourced</td>
<td>Requirement has been approved and sourced.</td>
</tr>
<tr>
<td>S30</td>
<td>Sourced – Open in &lt; 30 days</td>
<td>Requirement is currently sourced and will be vacant in 30 days.</td>
</tr>
<tr>
<td>S60</td>
<td>Sourced – Open in &lt; 60 days</td>
<td>Requirement is currently sourced and will be vacant in 60 days.</td>
</tr>
<tr>
<td>S90</td>
<td>Sourced – Open in &lt; 90 days</td>
<td>Requirement is currently sourced and will be vacant in 90 days.</td>
</tr>
<tr>
<td>S120</td>
<td>Sourced – Open in &lt; 120 days</td>
<td>Requirement is currently sourced and will be vacant in 120 days.</td>
</tr>
<tr>
<td>SCO</td>
<td>Sourced – Currently Open</td>
<td>Requirement has been sourced for some period of time between the requirements begin and end date but is currently vacant.</td>
</tr>
<tr>
<td>SV</td>
<td>Submitted for Validation</td>
<td>Requirement has been submitted for validation.</td>
</tr>
<tr>
<td>VM</td>
<td>Validated to Claimant</td>
<td>Requirement has passed validation at level 1 and is awaiting review by Claimant.</td>
</tr>
<tr>
<td>VH</td>
<td>Validated to HQ</td>
<td>Requirement has passed validation at levels 1 and 2 and is awaiting review by Headquarters.</td>
</tr>
</tbody>
</table>

**Table V: Revalidation Status Codes**

<table>
<thead>
<tr>
<th>Abbrev</th>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAR</td>
<td>Awaiting Re-approval</td>
<td>Requirement is waiting for re-approval.</td>
</tr>
<tr>
<td>RA90</td>
<td>Re-approval Lapses &lt;90 days</td>
<td>Requirement re-approval will lapse in less than 90 days.</td>
</tr>
<tr>
<td>RAPS</td>
<td>Re-approval Pending Submission</td>
<td>Requirement’s re-approval has been initiated and is pending submission.</td>
</tr>
<tr>
<td>RAVH</td>
<td>Re-approval Validated to Headquarters</td>
<td>Requirement’s re-approval is awaiting review by Headquarters.</td>
</tr>
<tr>
<td>RAG</td>
<td>Re-approval Granted</td>
<td>Requirement’s re-approval has been granted.</td>
</tr>
<tr>
<td>Abbrev</td>
<td>Status Code</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>RAD</td>
<td>Re-approval Denied</td>
<td>Requirement’s re-approval has been denied at level 3.</td>
</tr>
<tr>
<td>RAC</td>
<td>Re-approval Canceled</td>
<td>Requirement’s re-approval has been canceled.</td>
</tr>
</tbody>
</table>

### Table VI: Early Termination Status Codes

<table>
<thead>
<tr>
<th>Abbrev</th>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETPS</td>
<td>ET Pending Submission</td>
<td>Requirement’s Early Termination is pending submission.</td>
</tr>
<tr>
<td>ETVH</td>
<td>ET Validated to HQ</td>
<td>Requirement’s Early Termination is awaiting review by Headquarters.</td>
</tr>
<tr>
<td>ETG</td>
<td>ET Granted</td>
<td>Requirement’s Early Termination has been granted.</td>
</tr>
<tr>
<td>ETD</td>
<td>ET Denied</td>
<td>Requirement’s Early Termination has been denied at level 3.</td>
</tr>
<tr>
<td>ETC</td>
<td>ET Canceled</td>
<td>Requirement's Early Termination was canceled at some point during the review process.</td>
</tr>
</tbody>
</table>

### 2.9 USING THE CALENDAR WINDOW

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

**Figure 8: Calendar Window**

Select a date by clicking on it. To move to a different month and/or year, select a month and year from the drop-down lists. As an alternative, select a prior month by clicking the left arrow (⪤) or move to a future month by clicking the right arrow (⪦). To display the calendar for three months prior to what is shown, click the double left arrows (⪤⪤) or to move three months ahead of what is shown, click the double right arrows (⪦⪦). The current date is highlighted in red.
SECTION 3: Using the WebGrid

3.1 USING THE WEBGRID

When you perform a request, requirement or FTN search, your search results display in a WebGrid. You use the Select hyperlink to display a request, requirement or FTN. The webgrid allows you to drill down to line items within a request and to the requirements within a line item (see Drilling Down the Search Results for more information). You can also export the webgrid to several different formats (see Exporting the WebGrid for more information) and group your search results by field (see Grouping Search Results for more information).

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

Figure 9: WebGrid Status Bar

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

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

3.1.1 Drilling Down the Search Results

The WebGrid allows you to drill down from request or FTN to line item to requirement when you perform a request search. Click the plus icon to the left of a request to view all the line items comprising the request. You can then display the Line Item page for one of the line items by clicking on the appropriate Select hyperlink OR you can display all requirements associated with a line item by clicking on the plus icon to the left of the line item. Click the Select hyperlink corresponding to one of the requirements to view the
Requirement page. The following figure shows the search results WebGrid tree structure opened to show the contents of a request.

**Figure 10: Search Results WebGrid Tree Structure**

![WebGrid Tree Structure](image)

### 3.2 SORTING THE WEBGRID

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

You can also right click on the column heading to display a secondary menu as shown in the following figure. Depending on the column heading, the menu will allow you to sort the column alphabetically or by date (newest to oldest or oldest to newest).

**Figure 11: Column Secondary Menu – Alphabetical Sort**

![Column Secondary Menu](image)
Figure 12: Column Secondary Menu – Date Sort

Examples of ascending and descending sorts are displayed in the following figures.

Figure 13: WebGrid Sorted Newest to Oldest by End Date

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Figure 14: WebGrid Sorted in Alphabetically by Name
3.3 EXPORTING THE WEBGRID

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

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

![Figure 15: Export WebGrid Menu]

To Export the WebGrid:

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

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

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

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

e. Select Portrait or Landscape to define the orientation of your exported file. Portrait is the default option.
f. Click the **Export Now** button to execute the export. A new window pops up containing your exported WebGrid. Note that you can save the file by choosing the **File, Save** or **File, Save As** menu option in the new browser window.

### 3.4 GROUPING SEARCH RESULTS

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

**Figure 16: Search Results WebGrid Grouped by Requestor UIC**

![Screenshot of WebGrid grouped by Requestor UIC](image)

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

**Figure 17: Search Results WebGrid Listing Requirements of a Requestor UIC**

![Screenshot of WebGrid grouped by Requestor UIC](image)
To Group Search Results:

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

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

   1. Drag the column header to the white box that says “Drag a column header here to group by that column.”

**Important!**
You must drag the column header to the white box above the header. If you drag the column header to the surrounding gray area, the grouping will not work.

![Figure 18: WebGrid Sorted by Requestor UIC](image)

-OR-

2. Right click on the column header to view the following menu selection. Select **Group by this Field**. The figure below shows how to execute this feature.
Figure 19: WebGrid Options Sub Menu

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

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

   d. To return to the original display:

   1. Click on the blue box representing the column header you selected to group your WebGrid. Drag the blue box back to the row of column headings. The WebGrid returns to list each record individually.

   -OR-

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

3.5 FILTERING SEARCH RESULTS

To augment the requirement search capabilities, you can apply filters to the search result WebGrid in order to narrow your list. Filtering enables you to further refine your search by applying operators such as greater than, less than, like, or between to the columns displayed on the WebGrid. For example, you could search for all requirements with a Paygrade equal to E1 and a Begin Date greater than 2005.01.01.
To see the filter menu, click on the filter icon 🗻 in the row underneath the column headings on the WebGrid. The dot inside the square ⬑ to the left of the menu options indicates the current selection. The following figure shows the filter menu.

![Figure 20: WebGrid Filter Menu](image)

The following table describes the filter options.

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

**To Apply a Filter:**

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

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

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

d. Select the operation you want to apply from the menu, i.e. Greater Than, Equal To, Less Than, etc.

e. Select Apply All Filters from the filter menu. The filter is applied and the WebGrid refreshes. Note: Depending upon the number of records meeting your search criteria, the filter operation may take a few seconds.
**Figure 21: Filter Example**

<table>
<thead>
<tr>
<th>Requirements</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td>115846</td>
<td>116418</td>
<td>119370</td>
<td>129365</td>
<td>129366</td>
<td>129368</td>
<td>129369</td>
<td>129370</td>
<td>129371</td>
<td>130116</td>
</tr>
<tr>
<td>RN</td>
<td>001-1</td>
<td>001-10</td>
<td>001-160</td>
<td>001-160</td>
<td>001-160</td>
<td>001-160</td>
<td>001-160</td>
<td>001-160</td>
<td>001-160</td>
<td>001-160</td>
</tr>
<tr>
<td>Dest. UIC</td>
<td>32466</td>
<td>32466</td>
<td>44186</td>
<td>63002</td>
<td>63002</td>
<td>63002</td>
<td>63002</td>
<td>63002</td>
<td>63002</td>
<td>68000</td>
</tr>
<tr>
<td>Req. UIC</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
<td>CNI</td>
</tr>
<tr>
<td>NOSC/SEC</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
<td>E1</td>
</tr>
</tbody>
</table>

(Note: To remove all filters, click the filter icon ![Filter Icon] and then choose **Clear All Filters** from the filter menu.)

### 3.6 ADDING AND REMOVING COLUMNS

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

**To Add a Column:**

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

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

**Figure 22: Column Secondary Menu**

- Sort A to Z
- Sort Z to A
- Group By This Field
- Group By Box
- Remove This Column
- Best Fit
- Filter Bar
- Freeze Pane
- Unfreeze Pane
- Select Columns
Note:
Use the **Group By Box** option to show or hide the group by box at the top of the WebGrid.

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

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

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

### 3.7 FREEZING AND UNFREEZING PANES

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

**To Freeze a Pane:**

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

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

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

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

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

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

3.8 PIVOT CHARTS

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

To View a PivotChart:

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

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

![Figure 23: PivotChart View](image-url)
To Add Fields Displayed in a PivotChart:

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

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

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

![Figure 24: Field List for Pivot Chart](image)

d. Double click on the field you would like to add to the chart OR highlight the field and click the **Add To** button.

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

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

To Remove Fields Displayed in a PivotChart:

a. Perform a search by entering your search criteria in the appropriate fields within a module. Click the **Search** button. The WebGrid displays the results of your search.
b. Click on the **Switch to PivotChart View** button in the lower right-hand corner of the page.

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

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

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

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

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

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

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

d. Select the type of chart you would like to display. The chart will automatically refresh to display your new selection.

**To Change the Titles on the Chart Displayed:**

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

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

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

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

### 3.9 USING THE CUSTOM GRID TOOL

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

3.9.1 Viewing the Custom Grid Tool

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

**To View the Custom Grid Tool:**

a. From the RTM Site Map, select **Options**. The Options page displays.

**Note:**
If you are working within the NMCMPS RTM, from the Site Map, select **RTM Options** under the RTM list.

**Figure 25: Options Page**

b. Select the page(s) where you would like the Custom Grid Tool to display by clicking on the checkbox next to the page name. Once selected, a checkmark will appear in the box.

c. Click **Save**. When you return the selected pages, the Custom Grid Tool will automatically display.
3.9.2 Creating New Templates

To Create a New Template:

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

![Image of Grid Template Manager Page]

b. Click the New button. The Save As dialog box will appear.
**Figure 27: Grid Template Manager with Save As Dialog Box**

![Grid Template Manager with Save As Dialog Box](image)

c. Enter a new name for the template and click **OK**.

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

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

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

g. Click the **Save** button to save your changes.

h. Close the Grid Template Manager screen and return to the original WebGrid screen. Click the Refresh icon next to the **Grid Template** field. Your new template will become available from within the drop-down list.
3.9.3 Editing Existing Templates

**To Edit an Existing Template:**

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

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

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

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

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

   **OR**

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

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

---

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

3.9.4 Deleting Templates

**To Delete a Template:**

a. From a page displaying the Custom Grid Tool, click the **Edit** icon next to the Grid Template field. The Grid Template Manager page displays.
b. Select the appropriate **Template** from the drop-down list.

c. Click the **Delete** button.

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

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

3.9.5 Exporting Data from the Custom Grid Tool

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

**To Export Data:**

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

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

c. The download process will begin and will allow you to either **Open** or **Save** the new file.
SECTION 4: Scorecard

The Scorecard page displays your individual Scorecard Report, a Community Manager Scorecard Report, and the Transfer Status Summary Report. You can access the Scorecard Page by choosing Scorecard from the RTM Site Map.

![Scorecard Page]

4.1 JURISDICTION SCORECARD REPORT

The Jurisdiction Report is a scorecard for the logged on user. The page acts as an inbox specific to your role and jurisdiction. The scorecard provides a quick overview of all requirements in your jurisdiction by status. By clicking on the requirement count hyperlinks, you automatically display the corresponding requirements (FTNs or requests) in the appropriate browse page. From the browse page, you can select an individual requirement, request, or FTN.

To display a Jurisdiction Scorecard Report:

1. Select Scorecard from the RTM Site Map.

2. Click the Display My Scorecard Report button under the Scorecard Report section.
3. The system automatically defaults to show the Requirements that fall within your jurisdiction and role. To view the items referenced on the Scorecard, click the hyperlink associated with that status.

The hyperlinks on your Scorecard Report will allow you to pull directly to the individual requirements or FTNs associated with that status or allow you to see the complete request containing a requirement or FTN with that associated status.

**Note**
Depending upon your jurisdiction and your computer, you may experience delays in loading your Scorecard.

The following figure shows the Scorecard page with the Scorecard Report displayed.

![Jurisdiction Scorecard Report Displayed](image)

The following table describes the elements of the Jurisdiction Report.

<table>
<thead>
<tr>
<th>Table IX: Jurisdiction Report (Scorecard) Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scorecard Element</strong></td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Selected Role Jurisdiction Information</td>
</tr>
<tr>
<td>Status Summary</td>
</tr>
<tr>
<td>Refresh</td>
</tr>
<tr>
<td>Scorecard Element</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Load Requests/Load Requirements/Load FTN</td>
</tr>
</tbody>
</table>

### 4.2 COMMUNITY MANAGER SCORECARD REPORT

The Community Manager Scorecard Report provides requirements groupings by status for a selected Community Manager. The Community Manager Scorecard Report works in the same manner as the Jurisdiction Scorecard Report in that you can click on a status hyperlink to display requirements of that status in the Requirement Browse page. From there, you can view an individual requirement.

The following figure shows the Scorecard page with the Scorecard Report displayed.

**Figure 30: Community Manager Scorecard Report Displayed**

To Display a Community Scorecard Report:

1. Select **Scorecard** from the RTM Site Map.
2. Click the **Display My Community Scorecard Report** button under the **Community Manager Scorecard Report** section.
The hyperlinks on your Scorecard Report will take you directly to requirements according to status. Depending upon your access rights, you may not be authorized to access all of the functions.

4.3 TRANSFER STATUS SUMMARY REPORT

The Transfer Status Summary Report provides a detailed summary of the High to Low requirement transfer history. This report displays the number of pending transfers and the number of previously transferred requirements grouped by the date and time of the transfer. You can view the total number of requirements transferred within each time interval and their associated status (Sent, Acknowledged, or Not Acknowledged). Click on a numbered hyperlink to display detailed information about the specific requirements that were transferred or are scheduled for transfer.

Figure 31: Transfer Status Summary Report
SECTION 5: Managing Requests

The structure of a manpower request is designed to provide an efficient methodology for managing all sizes of requests. Each request package is composed of the following objects:

- Request
- FTNs (optional)
- Line Item
- Requirement

A request is comprised of one or more line items. Each line item describes the Rating/Designator, NEC/NOBC, and/or Pay Grade of the individual requested. Each line item represents one or more Officer, Enlisted, GS, or Contractor personnel. When creating a line item, you enter the number of individuals required. Each requirement represents a single space to be filled by one individual.

**Note:**
Do not enter a Rating/Designator, NEC/NOBC, or Pay Grade when you create Contractor line items.

The request is the package that encapsulates all the line items generated by the requestor for any defined manpower needs. A request may contain one or more line items. The line items within a request provide a grouping of requirements based on Rating/Designator, NEC/NOBC, and Pay Grade. Each request may contain one or more FTNs, which provide an optional grouping of requirements. Each requirement contains all critical data pertinent for approval and sourcing. In summary, the request, FTN and line items provide an organizational package and structure for manpower requirements, thereby providing an effective methodology for management.

The lifetime of a manpower requirement is initially defined within the particular requirement by the Requestor. Each requirement is further broken down into specific rotations that allow for multiple sourcing solutions throughout the lifetime of that requirement. This will provide the manpower command with visibility of the overall manpower needs and prevent unnecessary or ‘stale’ manpower allocations from occurring.

When you create each requirement, a unique Requirement Tracking Number (RTN) is assigned by the system. In the event that an entire unit is tagged within a request, the unit will share a major identifying portion of the RTN called the CRI followed by a sequence number representing the individual space within that particular unit. This consistency provides a reliable tracking method for each individual designated to fill a particular requirement.
In order to build a request you must perform the following steps:

- Create a request containing basic information about the request
- Create one or more line items describing the Rating/Designator, NEC/NOBC, and Pay Grade of the required Service Members as well as the quantity needed
- Add requirement information about individual requirements within each line item

Additionally, you can create an FTN, which groups requirements within the request. Each of these steps is described in more detail in this section.

### 5.1 CREATING AN FTN

**Note:**
FTNs can only be created through the Classified RTM. User can conduct FTN Searches in either the Classified RTM or the NMCMPS RTM.

The Build-An-FTN function allows you to enter a Forces tracking number for single or multiple requirements. This feature is only available to users whose assigned user roles are authorized to create requests allowing you to track the FTN instead of the individual requirement or the entire package. A level 1 organization initiates a request for personnel and therefore enters the FTN.

The Build-An-FTN page is used to enter FTN numbers and capture general information about the FTN, including the associated or newly created CRI. In addition, the page provides the functionality for creating all the necessary requests for inclusion in the FTN. Once you add basic information on the Build-An-FTN page, the FTN page displays to allow you to add or modify requirements or line items within the FTN.

When you create an FTN, the system automatically applies validation rules to the data you enter. If invalid data is entered, an error message is displayed for each validation rule that is not met:

- **FTN** is a required field
  - OR -
- **Add to CRI** is a required field
The following figure shows the Build-an-FTN page.

![Figure 32: Build-An-FTN Page](image)

The following table describes the fields on the Build-an-FTN page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTN</td>
<td>Allows you to enter a Unit Request for Forces tracking number. This is a required field if this page is utilized.</td>
</tr>
<tr>
<td>Add to CRI</td>
<td>Allows you to enter in the CRI number in which the FTN will be added. If you have not created your requests, see Create New CRI.</td>
</tr>
<tr>
<td>Clear</td>
<td>Allows you to clear the Add to CRI field</td>
</tr>
<tr>
<td>Create New CRI</td>
<td>Allows you to create a new CRI and build a brand new request.</td>
</tr>
<tr>
<td>EXORD</td>
<td>Allows you to enter the Executive Order tracking number associated with the FTN.</td>
</tr>
<tr>
<td>MOD</td>
<td>Allows you to enter the Modification to EXORD tracking number associated with the FTN.</td>
</tr>
<tr>
<td>RFF</td>
<td>Allows you to enter the Request for Forces tracking number associated with the FTN.</td>
</tr>
<tr>
<td>Add</td>
<td>Creates an FTN and opens the FTN page.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels the FTN.</td>
</tr>
</tbody>
</table>
To Create an FTN:

a. From the RTM Site Map, click on the Build-An-FTN menu option. The Build-An-FTN page displays.

b. On the Build-An-FTN page, enter the FTN number you would like to enter into NMCMPs.

**NOTE:** If you enter an FTN that already exists, you will get the following error message:

![FTN Error Message](image)

Click OK to return to the Build-an-FTN Page.

c. If a request already exists and you would like to assign it to this FTN, enter the CRI number into the Add to CRI field.

-OR-

To create a new CRI for this FTN, click the Create button next to the Create New CRI field. The Build-A-Request page displays. See Creating a Request Package for instructions on this page. After entering the appropriate information, click the Add button at the bottom of the page to add the request and return to the Build-An-FTN page.

**NOTE:**
After a new CRI has been created, the CRI field will auto-populate with the new CRI number.

d. Enter in the Tracking Information for the FTN, as necessary.

e. Click the Add button. The FTN page displays.

f. Create line items for your request. See Creating a Line Item for more information on how to add line items

The following picture displays the FTN page.
Figure 34: FTN Page

Note:
You can click on the column heading hyperlinks in the Line Items grid to sort the line items by that field. Click once to sort in ascending order and click a second time to sort in descending order. For example, click the Pay Grade column heading hyperlink once to sort all line items in ascending alphabetical order by Pay Grade.
The following table describes the FTN page fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRI</td>
<td>Displays the Claimant Request Identification (CRI), which is displayed after you create the request. This system-generated number uniquely identifies a request.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Displays the date the FTN was initiated.</td>
</tr>
<tr>
<td>Authorized By</td>
<td>Displays the authorizing entity for submitting this request.</td>
</tr>
<tr>
<td>(FTN Information) FTN</td>
<td>Displays the Unit Request for Forces tracking number.</td>
</tr>
<tr>
<td>(FTN Information) RFF</td>
<td>Displays the Request for Forces tracking number.</td>
</tr>
<tr>
<td>(FTN Information) EXORD</td>
<td>Displays the Executive Order tracking number.</td>
</tr>
<tr>
<td>(FTN Information) MOD</td>
<td>Displays the Modification to the Executive Order tracking number.</td>
</tr>
<tr>
<td>(Requestor) Name</td>
<td>Displays the name of the requestor.</td>
</tr>
<tr>
<td>(Requestor) Phone</td>
<td>Displays the phone number of the requestor.</td>
</tr>
<tr>
<td>(Requestor) Email</td>
<td>Displays the email address of the requestor.</td>
</tr>
<tr>
<td>(Requestor) UIC</td>
<td>Displays the UIC code of the requestor.</td>
</tr>
<tr>
<td>(Requestor) UIC Name</td>
<td>Displays the name of the UIC code based on the Requestor UIC entered or selected.</td>
</tr>
<tr>
<td>(Destination) UIC</td>
<td>Displays the name of the UIC code for the request destination. Click on the ellipsis button to display the UIC Lookup page.</td>
</tr>
<tr>
<td>(Destination) UIC Name</td>
<td>Displays the name of the destination UIC based on the UIC code entered or selected.</td>
</tr>
<tr>
<td>(Destination) Manpower Claimant</td>
<td>Displays the destination Manpower Claimant.</td>
</tr>
<tr>
<td>Other Information</td>
<td>Displays the Request Group, Operation, Mission Name and Mission Type associated with the Request.</td>
</tr>
<tr>
<td>View Request Page</td>
<td>Displays associated Request Page.</td>
</tr>
<tr>
<td>Line Items Data Grid</td>
<td>Refresh Grid – Updates grid to reflect recent changes.</td>
</tr>
<tr>
<td></td>
<td>Select Hyperlink – Displays the Line Item page from which you can manage the individual requirements comprising the request.</td>
</tr>
<tr>
<td></td>
<td>Select Checkbox – Selects the requirement. Used in conjunction with the Global Update button to allow you to select more than one requirement for global update. Also used to identify line items for deletion.</td>
</tr>
<tr>
<td></td>
<td>Rating/Desig – Displays the Rating/Designator of the corresponding requirement.</td>
</tr>
<tr>
<td></td>
<td>NEC/NOBC – Displays the NEC/NOBC of the corresponding requirement.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade</td>
<td>Displays the pay grade of the corresponding requirement.</td>
</tr>
<tr>
<td>Qty</td>
<td>Displays the number of requirements for the corresponding Rating/Designator, NEC/NOBC, and Pay Grade.</td>
</tr>
<tr>
<td>Select Hyperlink</td>
<td>Displays the Line Item page from which you can manage the individual requirements comprising the request.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement Status Summary Data Grid</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Hyperlink</td>
<td>Displays the Status Group page from which you can manage the individual requirements in the request that have the same status. Note that the Approved/Sourced status allows you to view all requirements whose status code is either approved or sourced. This row is not included in the percentage totals as the approved and sourced requirements are counted individually. See <em>Displaying Requirements by Status</em> for more information.</td>
</tr>
<tr>
<td>Status</td>
<td>Displays the pertinent statuses. See <em>Understanding Status Codes</em> for a description of requirement statuses.</td>
</tr>
<tr>
<td>Current Requirements</td>
<td>Displays the number of requirements at each status.</td>
</tr>
<tr>
<td>Percentage</td>
<td>Displays the percentage of requirements at each status.</td>
</tr>
<tr>
<td>Select Hyperlink</td>
<td>Displays the Status Group page from which you can manage the individual requirements in the request that have the same status. See <em>Displaying Requirements by Status</em> for more information.</td>
</tr>
</tbody>
</table>

This table describes the FTN page buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update FTN Info</td>
<td>Displays the Build-an-FTN page from which you can modify the basic FTN information.</td>
</tr>
<tr>
<td>Comments</td>
<td>Displays the FTN Comments page from which you can view, add, and edit comments relating to the FTN.</td>
</tr>
<tr>
<td>Audit Log</td>
<td>Displays the FTN Audit Log page from which you can view the FTN history. You cannot edit the audit log.</td>
</tr>
<tr>
<td>Close FTN</td>
<td>Closes the FTN page.</td>
</tr>
<tr>
<td>Refresh Grid</td>
<td>Updates the information displayed in the Line Items and Requirement Status Summary grids.</td>
</tr>
<tr>
<td>Select All</td>
<td>Checks the Select checkboxes for all line items associated with the request.</td>
</tr>
<tr>
<td>Clear All</td>
<td>Removes checkmarks from all Select checkboxes on the line items within the request.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Add</td>
<td>Displays the Line Item Add page from which you add a new line item to the request. Specify whether the line item is to represent Enlisted, Officers, GS, or Contractors; Rating/Designator; NEC/NOBC; Pay Grade; and quantity required.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected line item from your request. Note: You cannot delete a line item once one or more requirements within the line item have been submitted.</td>
</tr>
<tr>
<td>Global Update</td>
<td>Displays the Requirement Global Update page from which you can enter information in certain data fields for all the requirements associated with the selected line items. For example, you could simultaneously enter the begin and end dates for all requirements associated with a request instead of updating the requirements one at a time.</td>
</tr>
</tbody>
</table>

5.2 CREATING A REQUEST

The Build-A-Request function allows you to construct a manpower request for a single or multiple requirements. This feature is only available to users whose assigned user roles are authorized to create requests. A level 1 organization initiates a request for personnel.

The Build-A-Request page is used to capture the base information for the request. In addition, the page provides the functionality for creating all the necessary requirements for inclusion in the request. The system automatically generates basic request information (such as your user name, UIC, and UIC Name) from your account information. Once you save the base request information on the Build-A-Request page, the Request page displays to allow you to add requirements to the request.

5.2.1 Creating a Request Package

When you create a request, the system automatically applies validation rules to the data you enter. If invalid data is entered, an error message is displayed for each validation rule that is not met:

- **Phone** is a required field
- **Email** is a required field
- **Authorized By** is a required field
- **Submitted on Behalf of UIC** must be a valid UIC code
- **Destination UIC** is a required field
- **Destination UIC** must be a valid UIC code
- **Request Group** is a required field
- **Operation** is a required field
- **Mission Name** is a required field
- **Mission Type** is a required field
- **Classified Justification Description** is a required field (Classified RTM only)
The following figure shows the Build-A-Request page.

**Figure 35: Build-A-Request Page**

![Build-A-Request Page](image)

The following table describes the fields on the Build-A-Request page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Requestor) Name</td>
<td>Displays the name of the logged on user who is generating the request.</td>
</tr>
<tr>
<td>(Requestor) Phone</td>
<td>Allows you to enter a phone number for the requestor. This is a required field.</td>
</tr>
<tr>
<td>(Requestor) Email</td>
<td>Allows you to enter the requestor’s e-mail address. This is a required field.</td>
</tr>
<tr>
<td>(Requestor) UIC</td>
<td>Displays the UIC code of the logged on user that is generating the request. Note that this may also be the UIC that the requestor is operating under and not necessarily the requestor’s actual UIC. Also note that if a Service Member is later assigned to a different UIC, this data is not automatically updated.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(Requestor) UIC Name</td>
<td>Displays the name of the UIC code entered or selected.</td>
</tr>
<tr>
<td>Authorized By</td>
<td>Enter the authorizing entity for generating this request. This is a required field.</td>
</tr>
<tr>
<td>(Submitted on Behalf of) Name</td>
<td>Enter the name of the individual for whom you are generating the request.</td>
</tr>
<tr>
<td>(Submitted on Behalf of) UIC</td>
<td>Enter the code of the UIC for which you are generating the request. Click on the ellipsis button to display the UIC Lookup page.</td>
</tr>
<tr>
<td>(Submitted on Behalf of) UIC Name</td>
<td>Displays the name of the UIC for which you are generating the request based on the UIC code entered or selected.</td>
</tr>
<tr>
<td>(Destination) UIC</td>
<td>Enter the UIC code for the request destination. Click on the ellipsis button to display the UIC Lookup page. This is a required field.</td>
</tr>
<tr>
<td>(Destination) UIC Name</td>
<td>Displays the name of the destination UIC based on the UIC code entered or selected.</td>
</tr>
<tr>
<td>(Destination) Manpower Claimant</td>
<td>Displays the Destination Manpower Claimant of the destination UIC based on the administrative command hierarchy.</td>
</tr>
<tr>
<td>Request Group</td>
<td>Allows you to select a Request Group from the drop-down list. This is a required field.</td>
</tr>
<tr>
<td>Operation</td>
<td>Allows you to select an Operation from the drop-down list. Valid options include: GWOT, OEF, OIF, and ONE. This is a required field.</td>
</tr>
<tr>
<td>Mission Name</td>
<td>Allows you to enter a Mission Name with a limit of 50 characters. This is a required field.</td>
</tr>
<tr>
<td>Mission Type</td>
<td>Allows you to select a Mission Type from the list. This is a required field.</td>
</tr>
<tr>
<td>Classified Justification Desc</td>
<td>Enter a detailed justification for the request. This is a required field.  <strong>Note:</strong> This field cannot be viewed or edited in the NMCMPs RTM.</td>
</tr>
<tr>
<td>Crisis Code</td>
<td>Allows you to select the Crisis Code associated with the Request.</td>
</tr>
<tr>
<td>Notes</td>
<td>Displays notes associated with the Request.</td>
</tr>
<tr>
<td>Copy from CRI</td>
<td>Enter a CRI number that displays the Classified Justification Description that you wish to duplicate. <strong>Note:</strong> This field cannot be viewed or edited in the NMCMPs RTM.</td>
</tr>
<tr>
<td>Copy</td>
<td>Click to duplicate the Classified Justification Description from the CRI entered into the Copy from CRI field. <strong>Note:</strong> This field cannot be viewed or edited in the NMCMPs RTM.</td>
</tr>
<tr>
<td>Add</td>
<td>Creates a request and closes the Build-A-Request page.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels the request.</td>
</tr>
</tbody>
</table>
To Create a Request Package:

a. From the RTM Site Map, click on the **Build-A-Request** menu option. The Build-A-Request page displays.

b. On the Build-A-Request page, enter Requestor Information, Submitting on Behalf Of Information, Destination Information, and Other Information in the appropriate fields.

c. Click the **Add** button. The Request page displays.

d. Create line items for your request. See *Creating a Line Item* for more information on how to add line items

The following picture displays the Requests page.
Figure 36: Request Page

5.2.2 Adding or Editing OPNAV Descriptors

You can select an OPNAV Descriptor from the list of valid descriptors to attach to your request. This is a lookup field used to group requests for reporting purposes. The OPNAV Descriptor field is optional and can be edited only by HQ. Authorized users can add or edit the list of valid descriptors through the Table Maintenance function (see Maintaining Tables for more details).

To Add an OPNAV Descriptor:

a. From the Request page, click the Edit button in the OPNAV Use Only group box. This enables the Descriptor field.

b. Enter a descriptor or click the ellipsis button (…) to display the OPNAV Descriptor Lookup window and choose from the list.

c. Click the Save button to save the descriptor.

To Edit an OPNAV Descriptor:

a. From the Request page, click the Edit button in the OPNAV Use Only group box. This enables the Descriptor field.

b. Replace the descriptor or click the ellipsis button (…) to display the OPNAV Descriptor Lookup window and choose from the list.

c. Click the Save button to save the descriptor.

Note:
You can revert to the previous descriptor before you save by clicking the Cancel button.

5.2.3 Viewing the Executive Summary Memorandum

The Executive Summary Memorandum (ESM) is a statement that authorizes the billets to be activated and filled.

To View an Executive Summary Memorandum:

a. From the Request Browse page, perform a search for a request. Select a request to open the Request page.

b. From the Request page, click the Executive Summary Memorandum hyperlink in the OPNAV Use Only group box. The Executive Summary Memorandum displays in the Executive Summary Order window.

The following figure shows the Executive Summary Order window.
5.2.4 Editing the Executive Summary Memorandum

You can add or edit the Executive Summary Memorandum from the Executive Summary Memorandum hyperlink in the OPNAV Use Only group box on the Request page.

To Edit an Executive Summary Memorandum:

a. From the Request Browse page, perform a search for a request. Select a request to open the Request page.

b. From the Request page, click the Executive Summary Memorandum hyperlink in the OPNAV Use Only group box. The Executive Summary Memorandum displays in the Executive Order Summary window.

c. From the Executive Order Summary window, click the Edit button.
When you finish editing the text, click the Save button to save your changes.

5.2.5 Creating an Approval Package

The Request Approval Package is a two or more page document, which includes the ESM on the first page and an overview of the requirements to be submitted for final approval. Only those requirements assigned a status of “Reviewed by HQ” appear in the approval package.

To Create an Approval Package:

a. From the Request Browse page, perform a search for a request. Select a request to open the Request page.

b. From the Request page, click the Create Approval Package hyperlink in the OPNAV Use Only group box. The approval package displays in a separate window as shown in the following figure.
c. Use your browser’s print function to print the package, if desired.

5.3 CREATING A LINE ITEM

Once you enter basic request information and create a request (see Creating a Request Package for more details), add one or more line items to your package. For Service Members, a line item within a request represents a grouping of common requirements by rank and specialty. You can also create line items representing GS employees and
contractors. Depending on which type of line item you choose (Officer, Enlisted, GS, or Contractor), the Rating/Designator, NEC/NOBC, and Pay Grade fields may or may not be enabled. Each line item is comprised of a common Rating/Designator, NEC/NOBC, and Pay Grade combination for all requirements within the line item. However, Contractor line items are not associated with a Rating/Designator, NEC/NOBC, or Pay Grade.

You specify the number of individuals required. When you first add a line item, the requirement is assigned a status of “Pending Submission”.

Line items can be added from either the Request page or the FTN page. To display the Request page, choose Request Browse from the RTM Site Map and perform a request search. This page will also display automatically when you create a package. To display the FTN page, choose FTN Browse from the RTM Site Map and perform an FTN search. This page will also display automatically after an FTN is created.

When you create line items, the system automatically applies validation rules to the data you enter. If invalid data is entered, an error message is displays for each validation rule that is not met:

- Rating/Designator is a required field
- Rating/Designator must match a valid Rating/Designator
- NEC/NOBC is not a required field
- NEC/NOBC, if used, must match a valid NEC/NOBC
- Pay Grade field is required
- Quantity must be a positive value (greater than zero)
The following figure shows the Request page.

Figure 39: Request Page
Note:
You can click on the column heading hyperlinks in the Line Items grid to sort the line items by that field. Click once to sort in ascending order and click a second time to sort in descending order. For example, click the Pay Grade column heading hyperlink once to sort all line items in ascending alphabetical order by Pay Grade.

If comments are associated with the request, the comment icon appears to the right of the word “Request” on the toolbar at the top of the page. Click on the Comments button to view the comments.

The following figure shows the Request page toolbar at the top of the page when comments are associated with the request.

Figure 40: Request Toolbar Showing Comments Icon

The following table describes the Request page fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRI</td>
<td>Displays the Claimant Request Identification (CRI), which is displayed after you create the request. This system-generated number uniquely identifies a request.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Displays the date the request was initiated.</td>
</tr>
<tr>
<td>Authorized By</td>
<td>Displays the authorizing entity for submitting this request.</td>
</tr>
<tr>
<td>(Requestor) Name</td>
<td>Displays the name of the requestor.</td>
</tr>
<tr>
<td>(Requestor) Phone</td>
<td>Displays the phone number of the requestor.</td>
</tr>
<tr>
<td>(Requestor) Email</td>
<td>Displays the email address of the requestor.</td>
</tr>
<tr>
<td>(Requestor) UIC</td>
<td>Displays the UIC code of the user who created the request.</td>
</tr>
<tr>
<td>(Requestor) UIC Name</td>
<td>Displays the name of the UIC code based on the Requestor UIC entered or selected.</td>
</tr>
<tr>
<td>(Submitted on Behalf of) Name</td>
<td>Displays the name of the individual for whom you are submitting the request.</td>
</tr>
<tr>
<td>(Submitted on Behalf of) UIC</td>
<td>Displays the code of the UIC for which you are submitting the request. Click on the ellipsis button to display the UIC Lookup page.</td>
</tr>
<tr>
<td>(Submitted on Behalf of) UIC Name</td>
<td>Displays the name of the UIC for which you are submitting the request based on the UIC code entered or selected.</td>
</tr>
<tr>
<td>(Destination) UIC</td>
<td>Displays the UIC code for the request destination. Click on the ellipsis button to display the UIC Lookup page.</td>
</tr>
<tr>
<td>(Destination) UIC Name</td>
<td>Displays the name of the destination UIC based on the UIC code entered or selected.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(Destination) Manpower Claimant</td>
<td>Displays the destination Manpower Claimant.</td>
</tr>
<tr>
<td>Other Information</td>
<td>Displays the Request Group, Operation, Crisis Code, Notes, Classified Justification Description (Classified RTM only), Mission Name and Mission Type associated with the Request.</td>
</tr>
<tr>
<td>OPNAV Use Only</td>
<td>Allows you to enter or select an <strong>OPNAV Descriptor</strong> from the list of valid descriptors to attach to your request. This is a lookup field used to group requests for reporting purposes. The <strong>OPNAV Descriptor</strong> field is optional and can be edited only by HQ.</td>
</tr>
</tbody>
</table>
| Rotation Data Grid                   | **Refresh Grid** – Updates grid to reflect recent changes.  
**Select Hyperlink** – Allows you to display and group update the displayed Rotations.  
**Rotation** – Displays the associated Rotations.  
**Qty** – Displays the number of Requirements for the rotation.                                                                                                                                                                                                 |
| FTN Data Grid                        | **Refresh Grid** – Updates grid to reflect recent changes.  
**Select Hyperlink** – Allows you to display and group update the displayed FTNs.  
**FTN** – Displays the Force tracking number.  
**RFF** – Displays the Request for Forces tracking number.  
**EXORD** – Displays the Executive Order tracking number.  
**MOD** – Displays the Modification.                                                                                                                                                                                                                             |
| Line Items Data Grid                 | **Refresh Grid** – Updates grid to reflect recent changes.  
**Select Hyperlink** – Displays the Line Item page from which you can manage the individual requirements comprising the line item.  
**Select Checkbox** – Selects the line item. Used in conjunction with the Global Update button to allow you to select more than one requirement for global update. Also used to identify line items for deletion.  
**Rating/Desig** – Displays the Rating/Designator of the corresponding line item.  
**NEC/NOBC** – Displays the NEC/NOBC of the corresponding line item  
**Pay Grade** – Displays the pay grade of the corresponding line item.  
**Qty** – Displays the number of line items for the corresponding Rating/Designator, NEC/NOBC, and Pay Grade.  
**Select Hyperlink** – Displays the Line Item page from which you can manage the individual requirements comprising the line item.                                                                                                                                 |

**Note:** The table above provides a structured overview of fields and their descriptions. The fields are categorized into different sections, each with a specific purpose and context within the U.S. Navy Requirement Tracking Module (RTM), User Reference Manual.
### Field Description

| Requirement Status Summary Data Grid | Select Hyperlink – Displays the Status Group page from which you can manage the individual requirements in the request that have the same status. Note that the Approved/Sourced status allows you to view all requirements whose status code is either approved or sourced. This row is not included in the percentage totals as the approved and sourced requirements are counted individually. See Displaying Requirements by Status for more information. Status – Displays the pertinent statuses. See Understanding Status Codes for a description of requirement statuses. Current Requirements – Displays the number of requirements at each status. Percentage – Displays the percentage of requirements at each status. Select Hyperlink – Displays the Status Group page from which you can manage the individual requirements in the request that have the same status. See Displaying Requirements by Status for more information. |

This table describes the Request page buttons.

### Table XV: Request Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Request</td>
<td>Deletes the request including all requirements. Once you delete a request, it is permanently removed from the database. Note that you cannot delete a request once one or more records have been submitted for validation.</td>
</tr>
<tr>
<td>Update Request Info</td>
<td>Displays the Request page from which you can modify the basic request information.</td>
</tr>
<tr>
<td>Comments</td>
<td>Displays the Request Comments page from which you can view, add, and edit comments relating to the request. Note that a comments icon displays to the right of the word “Request” in the toolbar at the top of the page whenever a comment is attached to the request.</td>
</tr>
<tr>
<td>Audit Log</td>
<td>Displays the Request Audit Log page from which you can view the request history. You cannot edit the audit log.</td>
</tr>
<tr>
<td>Close Request</td>
<td>Closes the Request page.</td>
</tr>
<tr>
<td>Descriptor Ellipsis (…)</td>
<td>Displays the OPNAV Descriptor Lookup window from which you can choose a valid descriptor.</td>
</tr>
<tr>
<td>Edit (OPNAV Descriptor)</td>
<td>Allows you to add or edit an OPNAV Descriptor for your request. This enables you to group requests for reporting purposes.</td>
</tr>
<tr>
<td>Save (OPNAV Descriptor)</td>
<td>Saves the OPNAV Descriptor you entered.</td>
</tr>
</tbody>
</table>
| Cancel (OPNAV)                | Cancels any changes made to the descriptor before you
## Button | Description
--- | ---
Descriptor) | click Save.
Executive Summary Memorandum | Displays the Executive Summary Memorandum for the selected request.
Create Approval Package | Creates an Approval Package, which provides an overview of the requirements ready for final approval. Only requirements with a status of Reviewed by HQ are included.
Refresh Grid | Updates the information displayed in the FTN Line Items and Requirement Status Summary grids.
Select_50 | Checks the Select checkboxes for the first 50 line items associated with the request.
Select All | Checks the Select checkboxes for all line items associated with the request.
Clear All | Removes checkmarks from all Select checkboxes on the line items within the request.
Add | Displays the Line Item Add page from which you add a new line item to the request. Specify whether the line item is to represent Enlisted, Officers, GS, or Contractors; Rating/Designator; NEC/NOBC; Pay Grade; and quantity required.
Delete | Deletes the selected line item from your request. Note: You cannot delete a line item once one or more requirements within the line item have been submitted.
Global Update | Displays the Requirement Global Update page from which you can enter information in certain data fields for all the requirements associated with the selected FTNs or line items.
Duplicate | Duplicates the selected line item on your request.

### To Create a Line Item:

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

   -OR-

Perform a search for a request (see *Searching for a Request*). The Request page displays.

   -OR-

Create an FTN (see *Creating an FTN* for more details). The FTN page displays.

   -OR-
Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

b. From the FTN page or the Request page, click the **Add** button. The Line Item Add page displays.

![Figure 41: Line Item Add Page](image)

**IMPORTANT!**
The fields that are enabled on the Line Item Add page depend on whether you create Enlisted, Officer, GS, or Contractor line items.

The FTN will only display if this screen is accessed from the FTN page.

c. From the Line Item Add page, select a **Rotation**.

d. Select the **Enlisted, Officer, GS, or Contractor** radio button.

e. For Enlisted or Officer line items, enter the Rating/Designator code in the **Rating/Desig** field or click the ellipsis button to display the Rating/Desig Lookup page.

f. Enter the **NEC/NOBC** code or click the ellipsis button to display the NEC/NOBC Lookup page.

g. For Officer or GS line items, enter the **Pay Grade**.
Note: Pay Grade is entered automatically by the system for enlisted personnel based on the selected Rating. Once you add the line item, the Pay Grade displays in the Line Items grid on the Request page.

h. Enter the quantity of personnel you require at that Rating/Designator, NEC/NOBC, and/or Pay Grade combination.

i. Click the Add Line Item button to add the line item to your request. Once you add the line item, you must enter specific information about each requirement as described in Entering Requirement Information.

5.4 ENTERING REQUIREMENT INFORMATION

Once you create a line item, you must enter specific information, such as start and end date, for each requirement within the line item. The line item is comprised of one or more requirements of the same Rating/Designator, NEC/NOBC and/or Pay Grade combination, depending on whether you create an Officer, Enlisted, GS, or Contractor line item. Note that none of these fields are associated with a Contractor line item. You can enter information for each requirement individually or you can enter common information using the global update function. See Using the Line Item Page for more details.

In order to enter or modify information about a requirement, you must first select a requirement from either the Line Item or Rotation page. From these pages, you choose a requirement you wish to modify. When you select a requirement, the Requirement page displays. The Requirement page provides a data entry mechanism for all requirement information. See Using the Requirement Page for more details.

5.4.1 Using the Rotation Page

The rotation grid displayed on the Request page displays the rotations contained within the request. The rotation grid displays a Select link for each listed rotation. Once selected, the Rotation Page will display, as shown in the figure below.
The following table describes the Rotation page screen elements.

### Table XVI: Rotation Page Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRI</td>
<td>Displays the Claimant Request Identification (CRI), which is displayed after you create the request. This system-generated number uniquely identifies a request.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Displays the date the request was initiated.</td>
</tr>
<tr>
<td>Authorized By</td>
<td>Displays the authorizing entity for submitting this request.</td>
</tr>
<tr>
<td>Requestor</td>
<td>Displays the name of the requestor.</td>
</tr>
<tr>
<td>Rotation</td>
<td>Displays the rotation associated with the requirements displayed.</td>
</tr>
<tr>
<td>Requirements</td>
<td>Select Hyperlink – Displays the Requirement page from which you enter requirement information.</td>
</tr>
<tr>
<td></td>
<td>Select Checkbox – Selects the requirement. Used in conjunction with the Global Update button to allow you to select more than one requirement for global update. Also used to identify line items for deletion.</td>
</tr>
<tr>
<td></td>
<td>Rotation – Displays the rotation associated with the Requirement.</td>
</tr>
<tr>
<td></td>
<td>RTN – Displays the Requirement Tracking Number. This system-generated field uniquely identifies the requirement.</td>
</tr>
<tr>
<td></td>
<td>Begin Date – Displays the date the requirement is scheduled to begin.</td>
</tr>
<tr>
<td></td>
<td>End Date – Displays the date the requirement is scheduled</td>
</tr>
</tbody>
</table>
The following table describes the Rotation page buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh</td>
<td>Click the refresh grid and display recent changes.</td>
</tr>
<tr>
<td>Select 50</td>
<td>Checks the Select checkboxes for the first 50 requirements associated with the line item.</td>
</tr>
<tr>
<td>Select All</td>
<td>Duplicates the selected requirements within the Rotation.</td>
</tr>
<tr>
<td>Clear All</td>
<td>Removes checkmarks from all Select checkboxes on all requirements.</td>
</tr>
<tr>
<td>Create New Rotation</td>
<td>Moves the selected requirements to the next rotation. All requirement information, including requirement status, are copied over to the new Requirement record which will have a unique Requirement ID but identical RTN value.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected requirements (as long as none of the requirements have been submitted or approved).</td>
</tr>
<tr>
<td>Global Update</td>
<td>Displays the Requirement Global Update page from which you can enter information in certain data fields for all the requirements associated with the selected line items. For example, you could simultaneously enter the begin and end dates for all requirements associated with a request instead of updating the requirements one at a time.</td>
</tr>
</tbody>
</table>
To Select a Requirement:

a. Create a request (see Creating a Request Package for more details). The Request page displays.

-OR-

Perform a search for a request (see Searching for a Request). The Request page displays.

b. From the Request page, click on the Select hyperlink corresponding to the rotation you want to access. The Rotation page displays. Each requirement is assigned a unique RTN (Requirement Tracking Number) and displays in the requirements grid.

c. From the Rotations page, click the Select hyperlink corresponding to the requirement for which you want to enter or modify information. The Requirement page displays.

5.4.2 Using the Line Item Page

The Line Item page allows you to choose an individual requirement or multiple requirements from within that line item. The following figure shows the Line Item page.

Figure 43: Line Item Page
Note:
You can click on the column heading hyperlinks in the Requirements WebGrid to sort the requirements by that field. Click once to sort in ascending order and click a second time to sort in descending order. For example, click the **Begin Date** column heading hyperlink once to sort all requirements in ascending chronological order by requirement **Begin Date**.

If comments are associated with the line item, the comment icon appears to the right of the words “Update Line Item” on the toolbar at the top of the page. Click on the **Comments** button to view the comments.

The following figure shows the Line Item page toolbar at the top of the page when comments are associated with the line item.

**Figure 44: Line Item Toolbar Showing Comments Icon**

The following table describes the Line Item page screen elements.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRI</td>
<td>Displays the Claimant Request Identification (CRI), which is displayed after you create the request. This system-generated number uniquely identifies a request.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Displays the date the request was initiated.</td>
</tr>
<tr>
<td>Authorized By</td>
<td>Displays the authorizing entity for submitting this request.</td>
</tr>
<tr>
<td>Requestor</td>
<td>Displays the name of the requestor.</td>
</tr>
<tr>
<td>Rating/Designator</td>
<td>Displays the Rating/Designator code of all requirements within the selected line item.</td>
</tr>
<tr>
<td>NEC/NOBC</td>
<td>Displays the NEC/NOBC code of all requirements within the selected line item.</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>Displays the pay grade of all requirements within the selected line item.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Displays the number of Service Members required at the specified Rating/Designator, NEC/NOBC and Pay Grade.</td>
</tr>
</tbody>
</table>
| Requirements   | **Select Hyperlink** – Displays the Requirement page from which you enter requirement information.  
|                | **Select Checkbox** – Selects the requirement. Used in conjunction with the Global Update button to allow you to select more than one requirement for global update. Also used to identify line items for deletion.  
|                | **RTN** – Displays the Requirement Tracking Number. This system-generated field uniquely identifies the requirement.  
<p>|                | <strong>Begin Date</strong> – Displays the date the requirement is                        |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>scheduled to begin.</td>
<td></td>
</tr>
<tr>
<td><em>End Date</em></td>
<td>Displays the date the requirement is scheduled to end.</td>
</tr>
<tr>
<td><em>Appr. Thru</em></td>
<td>Displays date through which the requirement is approved.</td>
</tr>
<tr>
<td><em>BIN</em></td>
<td>Displays the Billet Identification Number (BIN).</td>
</tr>
<tr>
<td><em>Event</em></td>
<td>Displays the Event number.</td>
</tr>
<tr>
<td><em>JMD Title</em></td>
<td>Displays the JMD title.</td>
</tr>
<tr>
<td><em>Paragraph</em></td>
<td>Displays a paragraph number, if applicable.</td>
</tr>
<tr>
<td><em>Line</em></td>
<td>Displays a line number, if applicable.</td>
</tr>
<tr>
<td><em>Crisis Code</em></td>
<td>Displays the crisis code associated with the requirement.</td>
</tr>
<tr>
<td><em>Recall Status</em></td>
<td>Displays the recall status, if applicable.  A recall status is automatically assigned if a requestor changes information about the requirement after submission. For more information, see Recalling a Requirement.</td>
</tr>
<tr>
<td><em>Status</em></td>
<td>Displays the current status code of the requirement. See Understanding Status Codes for a description of status codes.</td>
</tr>
<tr>
<td><em>Reval Status</em></td>
<td>Displays the current revalidation status of the requirement. See Re-Validating A Requirement for a description of reval status codes.</td>
</tr>
<tr>
<td><em>ET Status</em></td>
<td>Displays the current Early Termination status of the requirement. See Requesting Early Termination for a description of ET status codes.</td>
</tr>
<tr>
<td><em>Updated</em></td>
<td>Displays the date that the requirement was last updated.</td>
</tr>
<tr>
<td><em>Select Hyperlink</em></td>
<td>Displays the Requirement page from which you enter requirement information.</td>
</tr>
</tbody>
</table>
The following table describes the Line Item page buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Line Item</td>
<td>Displays the Line Item Update page from which you can modify line item information including Rating/Desig., NEC/NOBC, Pay Grade, and Quantity.</td>
</tr>
<tr>
<td>Comments</td>
<td>Displays the Line Item Comments page from which you can view, add, and edit comments relating to the request.</td>
</tr>
<tr>
<td>Audit Log</td>
<td>Displays the Line Item Audit Log page from which you can view the line item history. You cannot edit the audit log.</td>
</tr>
<tr>
<td>Close Line Item</td>
<td>Closes the Line Item page.</td>
</tr>
<tr>
<td>Select 50</td>
<td>Checks the Select checkboxes for the first 50 requirements associated with the line item.</td>
</tr>
<tr>
<td>Select All</td>
<td>Duplicates the selected requirements on your line item.</td>
</tr>
<tr>
<td>Clear All</td>
<td>Removes checkmarks from all Select checkboxes on all requirements.</td>
</tr>
<tr>
<td>Add</td>
<td>Adds another Requirement to the Requirement Grid. When selected, the new Requirement page will be pre-populated with the base request and line item information.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected requirement from the line item as long as none of the requirements within the line item have been submitted.</td>
</tr>
<tr>
<td>Global Update</td>
<td>Displays the Requirement Global Update page from which you can enter information in certain data fields for all the requirements associated with the selected line items. For example, you could simultaneously enter the begin and end dates for all requirements associated with a request instead of updating the requirements one at a time.</td>
</tr>
<tr>
<td>Duplicate</td>
<td>Creates a duplicate of the selected requirement(s) and adds it to the open line item. Requirements are copied without an RTN and are assigned a status of &quot;Pending Submission.&quot;</td>
</tr>
<tr>
<td>Move to New Line Item</td>
<td>Moves the selected requirement(s) to a new line item within the same CRI.</td>
</tr>
</tbody>
</table>

**To Select a Requirement:**

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.
Perform a search for a request (see Searching for a Request). The Request page displays.

Create an FTN (see Creating an FTN for more details). The FTN page displays.

Perform a search for an FTN (see Searching for an FTN). The FTN page displays.

From the FTN page or the Request page, click on the Select hyperlink corresponding to the line item you want to access. The Line Item page displays. Each requirement is assigned a unique RTN (Requirement Tracking Number) and displays in the requirements grid.

From the Request page, click on the Select hyperlink corresponding to the rotation you want to access. The Rotation page displays. Each requirement is assigned a unique RTN (Requirement Tracking Number) and displays in the requirements grid.

From the displayed Rotation page or Line Item page, click the Select hyperlink corresponding to the requirement for which you want to enter or modify information. The Requirement page displays.

5.4.3 Using the Requirement Page

Use the Requirement page to enter specific information regarding a new requirement or to modify or view an existing requirement. The Requirement page is divided into three sections: (1) request header information, (2) tabular entry form, and (3) requirement command bar.

Request Header Information – The requirement header displays descriptive information about the requirement. This information includes the Requirement Tracking Number (RTN) assigned to the request, the service of the request (i.e. USN), the begin date of the requirement, the end date of the requirement, and the current status of the request. This information cannot be edited from this screen.

Tabular Entry Form – The tabular entry form consists of ten tabs that enable you to capture the data associated with a manpower request. You can enter information into the tabs in any order. Indicators on the left side of each tab describe the tab status (see
Requirement Tab Status Indicators for more details). Select the various tabs to view each corresponding screen. The following figure shows the available tabs.

![Figure 45: RTM Requirement Page Tabs](image)

**Requirement Command Bar** – The requirement command buttons enable you to edit the requirement, save data, cancel or extend the requirement, display the audit log, edit the record status, edit/view comments, display the Comment Report, and close the record.

There are two modes on the Requirement page: view and edit. When you initially select a tab after choosing a requirement, you see the tab contents in view mode. You are able to view the record but you cannot edit the record. Click the **Edit Requirement** button to switch to edit mode and begin entering data into the fields. Note that you must have proper authorization to edit requirements.

**IMPORTANT!**
Once you enter information into any of the data fields, the system validates the information as you attempt to save the record. Several fields require data in order for you to save the record. See *Saving a Requirement* for more details.

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 Requirement page. The **Errors on Tabs** section lists the tabs on which an error has occurred as well as the specific error message.
**IMPORTANT!**
You must enter all dates in the following format: yyyy.mm.dd.

The following figure shows the Requirement page.

![Requirement Page – View Mode](image)

**IMPORTANT!**
All required fields are identified with a red asterisk (*). All fields to be transferred to NIPRNET are surrounded by a green border.

The following table describes the buttons found on the Requirement page:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Status</td>
<td>Displays the Status page from which you update the requirement status. This enables you to approve (or disapprove, cancel, etc.) the requirement.</td>
</tr>
<tr>
<td>Edit Reqmt</td>
<td>Switches the Requirement page from view mode to edit mode. You must click on the <strong>Edit Requirement</strong> button in order to enter data in any fields or to add or edit a comment. Once you click on <strong>Edit Requirement</strong>, the button is disabled</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| View Comments/Edit Comments    | Displays as “View Comments” unless you click on **Edit Requirement** 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 existing comments associated with the selected tab. |
| Save                           | Saves all changes you made in edit mode and returns the Requirement page to view mode. |
| Cancel                         | Cancels any changes and returns the Requirement page to view mode. |
| Close                          | Closes the Requirement page. |
| Extend                         | Enables you to extend an expired requirement within 30 days of expiration. For more information, see **Extending a Requirement**. |
| Copy                           | Creates a copy of the current requirement. You must specify the CRI. The new requirement is an exact duplicate of the information in the original requirement. Copies are automatically assigned a status of "Pending." For more information, see **Copying a Requirement**. |
| Comment Rep                    | Displays the Comment Report Options window from which you can select all or only certain tab-related comments to print. From this window, you generate the Comment Report. See **Generating the Comments Report** for more details. |
| Audit Log                      | Displays the Requirement Audit Log window from which you can view requirement history. You can also print the Audit Log from this window. |
| View Request Package           | Allows you to display the Request page from which you can view and edit the request and line item to which the requirement belongs. |
| View FTN Package               | Allows you to view the FTN Page from which you can view and edit the line items within that FTN. |
| Help                           | Displays the online help. |

### 5.4.4 Requirement Tab Status Indicators

The column to the left of each tab on the Requirement page displays the status indicator for each tab. The color and shape of the status indicator are significant. The following table describes the status indicator icons.
### Table XXI: Requirement Tab Status Indicators

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢</td>
<td>Complete</td>
<td>Indicates the tab is complete.</td>
</tr>
<tr>
<td>🟠</td>
<td>No Action</td>
<td>Indicates that no action has been taken on the tab. Except for the By Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Candidate, Review Information, Recommendations, and Source History tabs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>are always listed as this status indicator. There is no required information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and there are no validation rules on those tabs.</td>
</tr>
<tr>
<td>🟥</td>
<td>Info Missing</td>
<td>Indicates that 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>

#### 5.4.5 Requestor Information Tab

The **Requestor Information** tab displays basic information about the request. This includes displaying the requestor, submitted on behalf of, and destination information. In addition, the Updated Requestor box provides information about the requestor if the requirement is a copy. If the requirement is not a copy, this field is blank.

The only field that you can edit on this tab is the Action Officer field. Click the ellipse icon to the right of the Action Officer field to display the Action Officer Lookup window.

To edit the other information displayed, see *Updating Request Information*.

**Figure 47: Requirement Page - Requestor Information Tab**
5.4.6 Personnel Need Tab

The Personnel Need tab displays the Requirement Time Frame, the Rotation Time Frame, the Requirement Review Status, the required qualifications, OPNAV event details, sourcing overlap, and Additional Information. The Rating, NEC, and Pay Grade fields are view only.

On this tab, you can designate the requirement for internal status review based on user role. If the Internal Status Review checkbox is checked, the requirement is not bolded in the search grid (an unchecked requirement is bolded to indicate that the requirement has not yet been processed). Note that requirements last updated prior to version 5.2 are automatically marked as reviewed by the system. Since this functionality is role based, the Internal Status Review checkbox could be checked for some users and not others. For example, if an Ech 2 Manager marks the checkbox then all Ech 2 Managers see the requirement as reviewed; however, the requirement would not be marked as reviewed for an Admin user.

The Personnel Need tab also enables you to specify multiple Rating and Pay Grade codes for enlisted requirements. If a requirement can be filled by Members other than those with the Rating and Pay Grade you specified, you can provide this information in the Substitution Rule field.

IMPORTANT!
You can only click on the OPNAV Event Details Update button when you are in view mode.

IMPORTANT!
The requirement’s Begin Date, End Date, Rotation Begin Date, and Rotation End Date are required. You cannot submit the requirement without completing these fields.
To Enter Personnel Need Information:

a. From the Requirement page, click on the Personnel Need tab.

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

c. Enter the Begin Date or click on the calendar icon to the right of the Begin Date field. This is a required field. See Using the Calendar Window for information on how to use the calendar interface.

d. Enter the End Date or click on the calendar icon to the right of the End Date field. This is a required field. See Using the Calendar Window for information on how to use the calendar interface.
e. Enter the Rotation Begin Date or click on the calendar icon to the right of the Rotation Begin Date field. This is a required field. See Using the Calendar Window for information on how to use the calendar interface.

f. Enter the Rotation End Date or click on the calendar icon to the right of the Rotation End Date field. This is a required field. See Using the Calendar Window for information on how to use the calendar interface.

g. Click the Internal Status Review checkbox to indicate that a requirement has been reviewed and should no longer be bolded in the search grid. Note that this field is based on user role so users at one level might see the Internal Status Review checkbox checked while other users at a different level might not.

h. The Rating and Pay Grade fields are read only. (If necessary, they can be modified through the Update Line Items page.)

i. If applicable, enter appropriate information into the Substitution Rule text box. This enables you substitute Members with these specifications to fill the requirement.

j. Click the Update button in the OPNAV Event Details group box in order to add an OPNAV Event Comment. Note that you will need to click Save or Cancel to return to view mode before the Update button is enabled. See Adding OPNAV Event Details for more information. Note that you can also view existing comments by clicking the Comment link corresponding to the comment you want to view. See Viewing OPNAV Event Details for more information.

**IMPORTANT!**
You can only click on the OPNAV Event Details Update button when you are in view mode. If you are in edit mode, click Save or Cancel to return to view mode and enable the Update button.

k. Enter the number of days authorized for a sourcing overlap in the Authorized Sourcing Overlap field, if applicable.

l. Enter Manning Numbers in the Additional Information group box, if applicable.

m. Click Save to save the record. See Saving a Requirement for more information.

The following business rules are applicable to the Personnel Need tab. If invalid data is entered, an error message is displays for each business rule that is not met:

- **Begin Date** is a required field
- **End Date** is a required field
- **End Date** must be greater than or equal to tomorrow
• **Begin Date** must be less than **End Date**
• **End Date** must be greater than **Begin Date**
• **End Date** must be greater than or equal to the **Approved Thru** date if an Approved Thru date exists.
• **Begin Date** must be in **yyyy.mm.dd** format
• **End Date** must be in **yyyy.mm.dd** format
• **Rotation Begin Date** is a required field
• **Rotation End Date** is a required field
• **Rotation Begin Date** must be less than **Rotation End Date**
• **Rotation End Date** must be greater than **Rotation Begin Date**
• **Rotation Begin Date** must be in **yyyy.mm.dd** format
• **Rotation End Date** must be in **yyyy.mm.dd** format
• **Authorized Sourcing Overlap** must be a positive number

5.4.6.1 Adding OPNAV Event Details

The OPNAV Event is a sequential tracking number that represents a grouping of requirements that are processed by OPNAV for approval. This "group" tracking number provides OPNAV the ability to refer to a group of requirements (across requests). You can add change comments regarding OPNAV event details. Once you add a comment, you cannot delete it.

**To Add an OPNAV Event Detail:**

a. From the Requirement page, click on the **Personnel Need** tab.

b. Click on the **Update** button in the **OPNAV Event Details** group box. The Event Information window opens as shown in the following figure.

---

**IMPORTANT!**
You can only click on the OPNAV Event Details **Update** button when you are in view mode. If you want to edit other data on the Personnel Need tab, you must first click on the **Edit Requirement** button in order switch to edit mode.
c. Click the **Edit** button to switch to edit mode.

**IMPORTANT!**
You MUST click on the **Edit** button in order to enable the **Save** button and save your comment. Once you add a comment, you cannot delete it.

d. Enter the **Event ID** in the field provided.

e. Enter your comments in the **Change Comment** field.

f. Click **Save** to save the comment. A row corresponding to the comment you just entered appears on the grid in the **OPNAV Event Details** group box.

### 5.4.6.2 Viewing OPNAV Event Details

**To View an OPNAV Event Detail:**

- a. From the Requirement page, click on the **Personnel Need** tab.
b. Click on the **Comment** hyperlink in the **OPNAV Event Details** group box corresponding to the comment you would like to view. The Event Comment window opens as shown in the following figure.

**Figure 50: Event Comment Window**

![Event Comment Window](image)

- Click **Close** to close the window.

5.4.7 **Destination Tab**

Enter information regarding the point of contact information and FFA information on the **Destination** tab.
To Enter Destination Information:

a. From the Requirement page, click on the Destination tab.

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

c. Enter a Phase, Location, Unclassified Location and Classified Location in the fields provided.

Note:
Information in the Classified Location field cannot be viewed or edited through the NMCMPS RTM.

d. Enter a point-of-contact name in the POC Name field or click the ellipsis button to the right of the field to display the POC Name Lookup page.
e. Enter point-of-contact phone and e-mail address in the POC Phone and POC Email fields.

d. Enter FFA Information in the appropriate fields. Note that you cannot edit the FFA UIC Name field. See Using the Calendar Window for information on how to use the calendar button to the right of the FFA Date Requested field.

e. (Optional) Enter information in the Classified Reporting Instructions box.

Note:
Information in the Classified Reporting Instructions field cannot be edited or viewed through the NMCMPS RTM.

f. Click Save to save the record. See Saving a Requirement for more information.

The following business rules are applicable to the Destination tab. If invalid data is entered, an error message is displays for each business rule that is not met:

- POC Name is a required field
- POC Phone is a required field
- POC Email is a required field
- FFA UIC must match a valid UIC (if completed)
- FFA Date must be less than Requirement End Date
- FFA Date must be greater than or equal to Requirement Begin Date
- FFA Date must be greater than or equal to the first I-Stop Date (if populated)

5.4.8 Orders Information Tab

Enter data regarding orders, travel, and per diem on the Orders Information tab. Note that the Transportation Mode (Primary) field is required in order to save the record.

CAUTION!
Enter only unclassified instructions in the Unclassified Reporting Instructions text box. These instructions will be transferred to the NIPRNET.
Figure 52: Requirement Page – Orders Information Tab
To Enter Orders Information:

a. From the Requirement page, click on the Orders Information tab.

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

c. Select Yes or No from the Stops Required drop-down list to indicate whether or not intermediate stops are required prior to reaching gaining command. If you select Yes, enter a Stops Description in the appropriate field (this is required).

d. Starting with I-Stop 1, enter a UIC in the I-Stop field(s) or click the UICs or Alt UICs button to select from the UIC Lookup page. Enter a Report Date for each intermediate stop. You can also click on the calendar icon to choose a date (see Using the Calendar Window for more information). The GeoLoc field displays the Geographical Location based on the UIC field that was selected. If you are not in edit mode, you can click on the I-Stop POC Data button to access the point of contact information about the I-Stop. See Using the I-Stop POC Window for more information. You can enter information for up to six I-Stops.

Note:
Between the I-Stop text boxes and the Report Date text boxes are two buttons. The UICs button displays the regular UIC Lookup window. The Alt UICs button displays alternate UIC codes from which you can choose. The alternative UIC codes provide the ability to use non-Navy UICs as I-Stops (i.e. Army UICs are not listed in the main UIC table, so Army UICs could be added as alternative UICs in order to use them as I-Stops).

e. Select Yes or No from the Requires ICCE drop-down list to indicate whether or not ICCE gear is required for reporting personnel. If you select Yes, enter pertinent information in the ICCE Notes field.

f. Select Transportation Mode (Primary) and Transportation Mode (Secondary) from the drop-down lists to indicate the mode of travel for the reporting individual. Transportation Mode (Primary) is a required field; however, Transportation Mode (Secondary) is not a required field.

g. If a rental vehicle is requested, select Yes from the Rental Vehicle drop-down list. Choose Car or Van from the Rental Type drop-down list. Enter a Rental Begin date and a Rental End date. You can also click the calendar icon to the right of either field to choose the dates. If you click the calendar icon, the Calendar window displays. See Using the Calendar Window for information on how to use the calendar interface. Enter the number of miles expected for a one-
way trip in the **One-Way Mileage** field. Enter the expected cost of a one-way trip in the **One-Way Travel Cost** field.

h. Select Available or Not Available from the **Govt. Quarters** and **Govt. Messing** fields. Enter the **Per Diem Rate** to indicate the daily per diem rate to be provided to the reporting Service Member. Do not enter a dollar sign in **Per Diem Rate** as this is a numeric field.

i. Check any applicable special instructions in the **Special Instructions** group box. Through the table maintenance function, authorized users define items listed in the **Special Instructions** group box. The checkboxes shown in the above figure are for illustrative purposes only. Note: Information entered within these fields will not transfer to the NIPR net.

j. Select values for the Gender, Passport and Luggage fields within the **Special Instruction New** group box. Information entered into these fields will transfer to the low side.

k. Enter any additional unclassified reporting instructions or information in the **Unclassified Reporting Instructions** field.

---

**CAUTION!**
Enter ONLY unclassified instructions in the Unclassified Reporting Instructions text box. These instructions WILL BE TRANSFERRED to the NIPRNET.

l. Click **Save** to save the record. See **Saving a Requirement** for more information.

The following business rules are applicable to the **Orders Information** tab. If invalid data is entered, an error message is displays for each business rule that is not met:

- **Stops Description** is required when **Stops Required** is ‘Y’
- **Stops Required** should be ‘Y’ when **Stops Description** is populated
- **I-Stops** must be entered in sequential order
- **Report** Date is required when **I-Stop** is populated
- **ICCE Notes** is required when **Requires ICCE** is ‘Y’
- **Requires ICCE** should be ‘Y’ when **ICCE Notes** is populated
- **Transportation Mode (Primary)** is a required field
- **Rental Begin Date** must be less than **Requirement End Date**
- **Rental End Date** must be less than **Requirement End Date**
- **Rental Begin Date** must be greater than or equal to **Requirement Begin Date**
- **Rental End Date** must be greater than or equal to **Requirement Begin Date**
- **Rental Begin Date** must be less than or equal to **Rental Car End Date**
- **Rental End Date** must be greater than or equal to **Rental Begin Date**
- **Rental Type** is required when **Rental Vehicle** is ‘Y’
- **Rental Begin Date** is required when **Rental Vehicle** is ‘Y’
- **Rental End Date** is required when **Rental Vehicle** is ‘Y’
- **Rental Vehicle** is required to be ‘Y’ when **Rental Type, Rental Begin Date, or Rental End Date** is populated
- **Per Diem Rate** must be numeric

5.4.8.1 Entering I-Stop Point of Contact (POC) Information

Use the I-Stop POC window to enter point of contact information for the I-Stops. This includes POC name, phone, and e-mail address. Click the **Edit** button on the I-Stop POC window in order to enter information.

**To Enter I-Stop POC Information:**

a. From the Requirement page, click on the **Orders Information** tab.

b. Click on the **I-Stop POC Data** button in the **Mission Related Stops** field set. The I-Stop POC window opens as shown in the following figure.
c. Click the **Edit** button to switch to edit mode.

**IMPORTANT!**
You MUST click on the **Edit** button in order to enable the **Save** button and save your data.

d. Enter the POC Name, POC Phone, and POC Email in the fields provided.

e. Click **Save** to save the POC information.
5.4.8.2 Using the I-Stop POC Lookup

From the I-Stop POC window, you can access the I-Stop POC Lookup window. This enables you to select from amongst POCs that have already been entered into the system. Once you are in edit mode, click the ellipse icon to the right of the POC Name to display the I-Stop POC Lookup window.

Figure 54: I-Stop POC Window in Edit Mode

5.4.9 Billet Information Tab

Enter information regarding the reporting Service Member’s billet on the Billet Information tab. Required Clearance is a required fields.
IMPORTANT!
You can only click on the Joint Manning Document (JMD) Details Update button when you are in view mode.
Figure 55: Requirement Page – Billet Information Tab

Billet Category

* Request Group:

Billet Details

BIN:

Billet Title:

NEC :

Rating : PN1

*Required Clearance: NO CLEARANCE REQUIRED

EMB ALT:

Joint Manning Document (JMD) Details

Update

Change Date JMD Billet Title Paragraph Line DTG Joint Duty Crdt Elig Elig Date Cumulative Joint Duty Crdt Elig Cumulative Date eJMPS Pos No

Billet Weapon

Weapon Required: N Weapon Type: Issue Location:

Justification

* Classified Justification Description:

TEST

Position Description:

Notes

Billet/Cleriant: Notes:
To Enter Billet Information:

a. From the Requirement page, click on the Billet Information tab.

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

c. The Request Group is a read-only field. (Note: You can edit this field via the Build-a-Request page.)

d. In the Billet Details group box, enter information in the BIN and Billet Title fields. You can also click on the ellipsis (...) button to the right of the BIN field to display the Force Structure page. The Force Structure page displays the manpower billeting information for the destination UIC. Note that the grid on the Force Structure page works in the same as the grid on the Request/Requirement Search pages. For more information on how to work with the grid, see Using the Grid. The following figure shows the Force Structure page.

Figure 56: Force Structure Page

<table>
<thead>
<tr>
<th>BIN</th>
<th>BILLET TITLE</th>
<th>AUTH DESIG</th>
<th>REQ PRI NOBC</th>
<th>AUTH RATING</th>
<th>AUTH RATE</th>
<th>AUTH PRI NEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ab12345</td>
<td>MED AUG PRO...</td>
<td>105X</td>
<td>0135</td>
<td>ITC</td>
<td>E6</td>
<td></td>
</tr>
</tbody>
</table>

 e. From the Billet Details group box on the Billet Information tab, choose a Required Clearance from the drop-down list representing the clearance required for the billet.

 f. Select Yes or No from the EMB ALT (Embedded Alternate) drop-down list.
Note:
The NEC and Rating fields cannot be edited from this screen. For information on editing these fields, please refer to the * Updating Line Item Information * section

g. To enter JMD details, click on the Update button in the **Joint Manning Document (JMD) Details** group box. Note that you must click on the Save or Cancel button to return to view mode in order to enable the Update button. See *Adding JMD Details* for more information. Note that you can also view information already entered. See *Viewing JMD Details* for more information.

**IMPORTANT!**
You can only click on the Joint Manning Document (JMD) Details Update button when you are in view mode.

h. Select Yes or No from the **Weapon Required** drop-down list. If you select Yes, you must select a **Weapon Type** (Rifle, Pistol, or Both), and choose an **Issue Location** (At Command, CRC, or Prior to Gaining Command).

i. The **Classified Justification Description** reflects information entered into the Build-a-Request page. **Note:** This field will not display information in the NMCMPS RTM.

j. Enter a **Position Description** and/or **Billet/Claimant Notes** in the **Notes** group box. These fields are optional.

k. Click Save to save the record. See *Saving a Requirement* for more information.

The following business rules are applicable to the **Billet Information** tab. If invalid data is entered, an error message is displays for each business rule that is not met:

- **Required Clearance** is a required field
- **Weapon Type** is required when **Weapon Required** is ‘Y’
- **Issue Location** is required when **Weapon Required** is ‘Y’
- **Weapon Required** is required to be ‘Y’ when **Weapon Type** or **Issue Location** is populated

5.4.9.1 Adding Joint Manning Document (JMD) Details

You can add change comments regarding JMD details. Once you add a comment, you cannot delete it.

**To Add Joint Manning Document Details:**

a. From the Requirement page, click on the **Billet Information** tab.
b. Click on the **Update** button in the **Joint Manning Document (JMD) Details** group box. Note that you must click on the **Save** or **Cancel** button to return to view mode in order to enable the **Update** button. The JMD Information window opens as shown in the following figure.

**IMPORTANT!**

You can only click on the Joint Manning Document (JMD) Details **Update** button when you are in view mode. If you want to edit other data on the Billet Information tab, you must first click on the **Edit Requirement** button in order to switch to edit mode.

![Figure 57: JMD Information Window](image)

- **Title:**
- **Paragraph:**
- **Line:**
- **JMD Billet:**
- **Change DTG:**
- **eJMPS Pos No:**
- **Joint Duty Credit Elig:**
- **Cumulative Joint Duty Credit Elig:**

**Change Comment:**

- **Edit**
- **Save**
- **Cancel**
- **Close**

c. On the JMD Information window, click the **Edit** button to switch to edit mode.

d. Select a **Title** from the drop-down list, enter information in the **Paragraph** and **Line** fields, and select **Yes** or **No** from the **JMD Billet** drop-down list.
e. Enter appropriate information into the Change DTG and eJMPs Pos No fields.

f. Choose either Yes or No from the Joint Duty Credit Elig field. If you choose Yes, the Elig Date field will become available and need to be populated.

g. Choose either Yes or No from the Cumulative Joint Duty Credit Elig field. If you choose Yes, the Cumulative Date field will become available and need to be populated.

**Figure 58: JMD Information Window with Date Fields Available**

![Diagram of JMD Information Window]

h. Enter your comments in the Change Comment field.

i. Click Save to save the data entered. A row corresponding to the comment you just entered appears on the grid in the Joint Manning Document (JMD) Details group box.
The following business rules are applicable to the **JMD Information** tab. If invalid data is entered, an error message is displayed for each business rule that is not met:

- If Weapon Required is YES, then weapon location need to be populated
- If Joint Duty Credit Elig is YES, then Elig Date must be populated
- If Cumulative Joint Duty Credit is YES, then Cumulative Date must be populated
- Required Clearance

5.4.9.2 Viewing Joint Manning Document (JMD) Details

**To View a JMD Detail:**

a. From the Requirement page, click on the **Billet Information** tab.

b. Click on the Comment hyperlink in the **Joint Manning Information Window (JMD)** group box corresponding to the comment you would like to view. The JMD Comment window opens as shown in the following figure.

   ![Figure 59: JMD Comment Window](image)

   c. Click **Close** to close the window.

5.4.10 **Mission Information Tab**

The **Mission Information Tab** allows you to view mission and tasking information as well as enter in training requirements related to the mission.
Figure 60: Requirement Page – Mission Information Tab

To Enter Mission Information:

a. From the Requirement page, click on the Mission Information tab.

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

c. Select the appropriate FTN from the drop-down list.

d. The EXORD, MOD and RFF fields are read-only and display the appropriate Modification to EXORD and Request for Forces tracking numbers.

Note:
If needed, use the Build-An-FTN page to update information for the FTN, EXORD, MOD, and RFF fields.
e. Enter the number of Boots on Ground (BOG) days for the Mission.

f. Enter the number of days for the Mobilization Employment Period (MEP).

g. Enter the Latest Arrival Date (LAD). See Using the Calendar Window for information on how to use the calendar button to the right of the LAD field.

h. Select an **Ultimate Destination Country** from the lookup list.

**Note:**
If the FFA UIC is complete, the read-only location to the right of the Ultimate Destination Country will reflect the GEOLOC of this UIC. If the GeoLoc of the FFA UIC is not complete, the value displayed will reflect the Destination UIC GeoLoc.

i. Enter in the number of days needed for each of the fields within the **Number of Days** section. Default values of standard input is already incorporated however, these can be modified as necessary. The number of days entered into these fields will affect the Total Training and Mission Planning fields.

j. Click **Save** to save the record. See Saving a Requirement for more information.

The following business rules are applicable to the **By Mission** tab. If invalid data is entered, an error message is displays for each business rule that is not met:

- **Current LAD** must be in a proper date format (yyyy.mm.dd)
- The tour length minimum must be a positive number

**Note:**
For the **Mission Planning** field to calculate, 1st I-Stop, LAD and BOG fields are required.

**Note:**
For the **Total Training** field to calculate, the 1st I-Stop and LAD fields are required.

5.4.11 **By Name Candidate Tab**

The **By Name Candidate** tab allows you to request a specific candidate by name or social security number. You can also enter other information about a specific candidate such as NEC/NOBC and Clearance. Note that these fields allow you to enter information regarding a proposed candidate and not information that corresponds to the requirement. For example, the required billet clearance could be Secret but you can enter a candidate with a Top Secret clearance since it is a higher clearance level.
To Enter By Name Candidate Information:

a. From the Requirement page, click on the **By Name Candidate** tab.

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

c. Enter an SSN and click the **Find** button to find a Service Member in the Navy Personnel Database (NPDB) by social security number.

d. In the **Candidate Qualifications** group box, select a **Pay Grade** and **Source**, from the drop-down lists.

e. Enter an **NEC/NOBC** code, **Rating/Designator** code and a **Current UIC** code. You can also click on the ellipsis buttons corresponding to these fields to select a value from the NEC/NOBC Lookup page, Rating/Designator Lookup page or the UIC Lookup page.

f. Select a **Clearance** from the drop-down list.

g. Enter a **Candidate Justification** in the text box.

h. Click **Save** to save the record. See *Saving a Requirement* for more information.

The following business rules are applicable to the **By Name Candidate** tab. If invalid data is entered, an error message is displays for each business rule that is not met:
• If you enter a **By Name Candidate Name, SSN** is required
• If you enter a **By Name Candidate SSN, Name** is required
• **Pay Grade** is a required field if the SSN is specified

5.4.12 **Review Information Tab**

This tab enables you to select one or more reviewers for the request. Select the checkbox corresponding to the office code of the level 3 organization you want to review your requirement. This tab is for the HQ Action Officer role only to manage the review process at HQ level for requirements in a “Validated To HQ” (VH) status.

![Figure 62: Requirement Page – Review Information Tab](Diagram)

5.4.13 **Recommendations Tab**

The **Recommendations** tab enables reviewers to provide recommendations for the requirement. The reviewer can approve or deny the requirement and record any pertinent annotations.
Figure 63: Requirement Page – Recommendations Tab

<table>
<thead>
<tr>
<th>Final Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component: RESERVE</td>
</tr>
<tr>
<td>Reserve Authority: MOB</td>
</tr>
</tbody>
</table>

Add Recommendation

<table>
<thead>
<tr>
<th>Page</th>
<th>Date</th>
<th>Name</th>
<th>Rec. Comp.</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>2004.04.13</td>
<td>SYS ADMIN TEST</td>
<td>AC</td>
<td>D</td>
</tr>
<tr>
<td>Select</td>
<td>2004.04.13</td>
<td>SYS ADMIN TEST</td>
<td>AC</td>
<td>A</td>
</tr>
</tbody>
</table>

To Add Recommendations:

a. From the Requirement page, click on the Recommendations tab.

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

c. From the Final Recommendations group box, select a Component from the drop-down list to recommend to the sourcing personnel the type of Service Member to fill the requirement.

d. Select the appropriate Reserve Authority from the drop-down list that corresponds to the component chosen above.

Note:
For ADSW requirements, the Reserve Authority must be “ADSW” or “ADSW (Contingency)”.

e. Click the Add Recommendation button. The Recommendation page displays as shown in the following figure.
f. Select either **Recommend Approval** or **Recommend Denial** from the **Recommendation** drop-down list.

g. Choose the appropriate option from the **Recommend Component** drop-down list. You can choose **Active**, **Civilian**, **Contractor**, **IRR Reserve**, or **SELRES**.

h. Enter any comments in the space provided.

i. Click the **Add** button to save the recommendation and close the Recommendation window.

j. Click **Save** on the Requirement page and **Close** to close the window.

**To View Recommendations:**

a. From the Requirement page, click on the **Recommendations** tab.
b. Click the Select hyperlink corresponding to the recommendation you want to view. The Recommendation page displays.

**Note:**
You cannot edit the comment on the Recommendation page unless you first click the Edit Requirement button on the Requirement page to switch to edit mode. Otherwise, the Edit button on the Recommendation page is disabled. Additionally, you can only edit recommendations that you have entered.

**To Edit Recommendations:**

a. From the Requirement page, click on the Recommendations tab.

b. On the Requirement page, click on the Edit Requirement button to switch to edit mode.

c. Click the Select hyperlink corresponding to the recommendation you want to edit. The Recommendation page displays.

d. On the Recommendation page, click the Edit button.

e. Change the Recommendation or Recommendation Component fields or edit the comment.

f. Click Save and then Close when you finish.

5.4.14 **Source History Tab**

The Source History tab displays the Service Members sourced for the requirement. Information about the sourced Service Members displays in the grid. The Source History grid displays sourcing records in descending order by the Last Updated date. You cannot edit this information. The following figure shows the Source History tab. The image below displays the Source History Field set. If populated, it will provide a link to orders written on all past and present augmentees sourced to this requirement.
If you are authorized, you can add a **Reference RTN** and **Position** then click the **Add** button. You can delete a Requirement Cross Reference by clicking the **Delete** button. When you delete a Requirement Cross Reference, the Comments window automatically displays prompting you to enter a comment about the deletion. This functionality allows the user to provide a cross walk from an old RTN to a new RTN.

You can view the associated RTN by clicking the corresponding **Display** hyperlink. The **Display** hyperlink displays the Requirement page associated with the selected RTN.

### 5.5 SAVING A REQUIREMENT

When you begin entering information into the requirement tabs, it is important to note that some fields are required. You must enter data into these fields in order to save the record. As you click the **Save** button, the system validates the data you enter. If you did not enter information into one or more required fields, an **Errors on Tabs** section displays in red at the bottom of the Requirements page. The **Errors on Tabs** section lists the tabs and fields containing the errors.
In addition, the error icon displays on the tabs containing errors and a red asterisk appears to the right of the field(s) that fails validation. The asterisk only appears for fields that fail a specific validation, such as an invalid date. You must correct these errors before you can save the record. The following figure shows the Requirement page with tabs containing errors.

**Figure 66: Requirements Page with Errors**

![Image](image_url)

**To Save a Requirement:**

a. Enter all required information on the requirement tabs. The following fields are required:

- Requirement Begin Date
- Requirement End Date
- Crisis Code
- POC Name
- POC Phone
- POC Email
- Transportation Mode (Primary)
- Request Group
- Required Clearance
b. Click the **Save** button. If the **Errors on Tabs** section appears at the bottom of the Requirement page, you must add data to the specified fields before you can save. If all required fields contain data, then no messages display and the Requirement page returns to view mode. The following message displays reminding you to verify that no classified data has been entered into unclassified fields.

**Figure 67: Message Requesting Verification of Data Entered in Unclassified Fields**

![Message Requesting Verification of Data Entered in Unclassified Fields]

c. Click **OK** on the message and then **Close** on the Requirement page.

### 5.6 SUBMITTING A REQUIREMENT

Once you create a request, you must submit the requirements in order to forward them to the appropriate authorities for approval. You can submit an individual requirement or you can use the Global Update feature to update or submit multiple requirements at once (for more information on global updates, see *Using the Global Update Feature*). This enables you to submit multiple requirements within a request at the same time.

When you create a request, all requirements within the package are assigned a status of “Pending Submission”. For more information regarding RTM statuses, see *Understanding Status Codes*. In the RTM, you submit a requirement by editing the requirement status. Use the **Edit Status** button on the Requirement page to update status.

The Status page consists of three tabs: Original Validation, Re-Validation, and Early Termination. The Status page defaults to the Original Validation tab on which you can forward a requirement through the initial approval process.
A requirement cannot be re-validated until it has been approved. See *Re-Validating a Requirement* for more information on the re-approval process.

The **Transfer to SM** button will only become available once the requirement has been approved. Once selected, this will correspond with the Request to Transfer (RT) status on the scorecard. In addition, after selected the **Transfer to SM** button will be replaced with a **Cancel Transfer Request** button. Selection of the **Cancel Transfer Request** button will eliminate the RTC status only and will not affect the current Requirement Status/Revalidation Status/Early Termination Status.

Once data is transferred to the SM, the **Request Transfer to SM** button will become available. This button should be utilized if new data, such as training tracks or point of contact information, needs to be transferred to the sourcing authority or the order writers but the billet does not need to be revalidated.

Once the **Request Transfer to SM** button is selected, the button will be replaced by a **Cancel Request to Transfer to SM** button. At this time, the **Transfer to SM** button will also be displayed in the Level III portion of the Status page.

Users with the appropriate security setting can approve or deny the request for transfer to SM by clicking either the **Transfer to SM** button or the **Cancel Transfer Request** button. Once the request has been canceled or transferred, the requirement will fall into the normal H2L process and will not be able to be modified until the transfer is complete. If the **Cancel Transfer Request** button is selected, the **Request Transfer to SM** button will reappear in the Level II section of the Status page.
Note: The Status Summary portion of the scorecard will reflect all canceled and transferred requests for appropriate users. In addition, users can use the Requirement Browse page to conduct a filtered search for these requirements.

All required fields must be complete before you can submit a requirement. If you attempt to submit a requirement(s) with incomplete information an error message displays similar to that shown in the following figure.

**Figure 69: Unable to Update Status Error Message**

To Submit a Single Requirement:

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

   -OR-

Perform a search for a request (see *Searching for a Request*). The Request page displays.

   -OR-

Create an FTN (see *Creating an FTN* for more details). The FTN page displays.

   -OR-

Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

   -OR-

Perform a search for a Requirement (see *Searching for a Requirement*). The Requirement page displays.

b. From the FTN page or the Request page, click on the Select hyperlink corresponding to the line item you want to access. The Line Item page displays.

c. From the Line Item page, click the Select hyperlink corresponding to the requirement you want to submit. The Requirement page displays.
d. From the Requirement page, click the **Edit Status** button. The Status page displays with the Original Validation tab showing a status of “Pending Submission”. Note that you cannot access the Re-Validation or Early Termination tabs until the requirement has been approved.

e. Enter the level 1 review UIC code in the **Submitted To** field or click on the ellipsis button to display the UIC Lookup page. Entering a UIC code for review is optional if the requirement only needs to be reviewed within the submitting command prior to validation for the Major Claimant.

f. Click the checkbox to the right of the **Submitted To** field.

**IMPORTANT!**

Be sure a green check mark appears in the **Submitted To** checkbox.

g. Click the **Save** button. The Current Status changes to “Submitted”.

h. Click the **Close** button to close the page. Note that the Requirement Status Summary section at the bottom of the Line Item and Request pages is updated to reflect the new status.

**To Submit All Requirements in a Line Item:**

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

   **-OR-**

   Perform a search for a request (see *Searching for a Request*). The Request page displays.

   **-OR-**

   Create an FTN (see *Creating an FTN* for more details). The FTN page displays.

   **-OR-**

   Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

b. From the Request page or the FTN page, click on the **Select** hyperlink corresponding to the line item you want to access. The Line Item page displays.

c. From the Line Item page, click the **Select** checkboxes corresponding to all requirements you want to submit. You can also click the **Select All** button to
select all requirements in the line item or the **Select_50** to select the first 50 line items associated with a requirement.

**Note:**
To select a group of Line Items at the same time, select the first Line Item, hold the Shift key down and click the last Line Item in the series. All Line Items between the first and last requirement will be selected.

d. On the Line Item page, click the **Global Update** button. The Requirement Global Update page displays (for more information, see *Using the Global Update Feature*).

e. On the Requirement Global Update page, click the **Edit Status** button. The Status page displays with a current status of “Pending Submission” listed.

f. Enter the level 2 review UIC code in the **Submitted To** field or click on the ellipsis button to display the UIC Lookup page.

g. Click the checkbox to the right of the **Submitted To** field.

**IMPORTANT!**
Be sure a green check mark appears in the **Submitted To** checkbox.

h. Click the **Save** button. The Current Status changes to “Submitted” for all the selected requirements.

i. Click the **Close** button to close the page. Note that the Requirement Status Summary section at the bottom of the Line Item and Request pages is updated to reflect the status change.

**To Submit All Requirements in a Request Package:**

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

-OR-

Perform a search for a request (see *Searching for a Request*). The Request page displays.

-OR-

Create an FTN (see *Creating an FTN* for more details). The FTN page displays.

-OR-
Perform a search for an FTN (see Searching for an FTN). The FTN page displays.

b. From the Request page or the FTN page, click all Select checkboxes in the line item grid. You can also click the Select All button to select all line items or the Select_50 button to select the first 50 displayed line items.

**Note:**
To select a group of Line Items at the same time, select the first Line Item, hold the Shift key down and click the last Line Item in the series. All Line Items between the first and last requirement will be selected.

c. On the Request page, click the Global Update button. The Requirement Global Update page displays (for more information, see Using the Global Update Feature).

d. On the Requirement Global Update page, click the Edit Status button. The Status page displays with a current status of “Pending Submission” listed.

e. Enter the level 2 review UIC code in the Submitted To field or click on the ellipsis button to display the UIC Lookup page.

f. Click the checkbox to the right of the Submitted To field.

**IMPORTANT!**
Be sure a green check mark appears in the Submitted To checkbox.

g. Click the Save button. The Current Status changes to “Submitted” for all requirements associated with the request.

h. Click the Close button to close the page. Note that the Requirement Status Summary section at the bottom of the Line Item and Request pages is updated to reflect the status change.

**Note:**
You may need to click the Refresh Grid hyperlink on the Line Item, FTN Package, or Request Package to update the Requirement Status Summary.

### 5.7 UNDERSTANDING THE REQUIREMENT TRANSFER PROCESS

Requirements are transferred as determined by the business rules to the low side Sourcing Module once every hour. Acknowledgements are sent back up to the high side RTM on the even half hours (i.e. 2:30, 4:30, etc.) If a requirement has been transferred but is not yet acknowledged, the corresponding line in the Requirement Browse grid is dimmed and italicized. You can view the record but you cannot edit it. If a requirement is not acknowledged within a specified period of time, the requirement is automatically resent.
Approved ADSW requirements follow a different process. These requirements are transferred from the NMCMPs RTM to the Classified RTM. After this process has started, temporary CRI and RTN values will be assigned. Once the new CRI and RTN are transferred back down to the low side, which occurs every hour, the CRI and RTN fields in NMCMPs RTM will contain the new CRI and RTN values.

5.8 DISPLAYING REQUIREMENTS BY STATUS

From the Requirement Status Summary on the FTN, Request or Line Item pages, you can view a list of all requirements with a specified status. Display the Status Group page by clicking on the Select hyperlink corresponding to the desired status on the Requirement Status Summary. The Status Group page lists all requirements in a request or line item with a current status equal to the one you selected. The requirements information displayed on the Status Group page is the same as that shown on the Line Item page (see Using the Line Item Page for more details).

Note:
The “Approved/Sourced” status combines all requirements with a status of “Approved” plus any sourcing status. As this is a summary status, the percentage column is blank on the Approved/Sourced row. Also note that the Total Requirements Count at the top of the Requirement Status Summary does not include the number of requirements listed on the Approved/Sourced row. For example, you may have one “Approved” requirement, one “Pending Submission” requirement, and one “Sourced” requirement. The Total Requirements count reflects three requirements. However, the Requirement Status Summary lists one “Approved” requirement, two “Approved/Sourced” requirements, one “Pending Submission” requirement, and one “Sourced” requirement. If you add the numbers in the Current Requirements column, you count five requirements. However, there are actually only three requirements—the two “Approved/Sourced” requirements are counted twice.

You can also access individual requirements from the Status Group page by clicking on the Select hyperlink corresponding to the requirement you want to view. The following figure shows the Status Group page.
5.9 COPYING A REQUIREMENT (FROM THE REQUIREMENT PAGE)

You can create an exact duplicate of an existing requirement from the FTN page, Request page, the Requirement page, or the Line Item page. This section describes how to copy a requirement from the Requirement page. See Copying Requirements from the Request or Line Item Page for more information on copying requirements from the Line Item page. You must specify the CRI and Line Item associated with the requirement. The copied requirement is added to the request and line item specified. You can copy a requirement if you are authorized to edit it.

All fields are copied exactly from the original requirement to the new requirement EXCEPT that JMD fields, the approval related fields and the FTN fields, if applicable, are not populated on copied requirements. The new requirement is automatically assigned a status of “Pending Submission.” Note that you will need to click the Refresh Grid hyperlink on the Request page in order to see the new requirement count updated.

**Note:**
When you copy a requirement, the system automatically records the new requestor’s user id (the logged on user who generated the copy). You can also enter the new requestor’s e-mail address and phone number. This information displays in the Updated Requestor box on the Requestor Information tab of the Requirement page.

**To Copy a Requirement:**

a. Perform a search for a request (see Searching for a Request). The Request page displays.

- OR -
Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

**-OR-**

Perform a search for a Requirement (see *Searching for a Requirement*). The Requirement page displays.

b. From the Request or FTN page, click the Select hyperlink corresponding to the line item containing the requirement you want to copy. The Line Item page displays.

c. From the Line Item page, click on the Select hyperlink corresponding to the requirement you want to copy. The Requirement page opens.

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**Note:**
You can duplicate groups of requirements on the Requirement page by clicking on more than one requirement at a time. Doing this will replicate the Officer/Enlisted, Rating/Desig, NEC/NOBC and paygrade from the initial requirement. For example, if you copy a YN1 and a 1630/O3, both will copy as 116X’s with the core data remaining as it was when they were YN’s and 1630’s.

d. On the Requirement page, click the **Copy** button to copy the requirement. The Copy Requirement window opens as shown in the following figure.
e. Enter or modify the data for each of the displayed fields.

f. Click **Copy Requirement(s) to Target Line Item**. By changing the Target CRI, you can copy the selected requirement into a different CRI. A confirmation message displays as shown in the following figure.

Figure 72: Copy Confirmation Message

![Copy Confirmation Message](image)

Click **OK**.
5.10 MOVING A REQUIREMENT TO A NEW LINE ITEM

You can move a requirement to a different line item within a CRI. This effectively enables you to change the Rating/Desig, NEC/NOBC, and Pay Grade for the requirement(s) you select. Note that this creates a new line item, even if another line item already exists with the same Rating/Desig, NEC/NOBC, and Pay Grade to which you want to move the requirement.

To Move a Requirement to a New Line Item:

a. Perform a search for a request (see Searching for a Request). The Request page displays.

   -OR-

Perform a search for an FTN (see Searching for an FTN). The FTN page displays.

b. From the Request page or the FTN page, click the Select hyperlink corresponding to the line item containing the requirement you want to move. The Line Item page displays.

c. From the Line Item page, click on the Select checkbox corresponding to the requirement you want to move. Note the checkbox is to the left of the Select hyperlink. Do NOT click on the Select hyperlink as this will display the Requirement page.

d. From the Line Item page, click the Move to New Line Item button to move the requirement(s) you selected. You can choose more than one requirement at a time. The Line Item Information window opens as shown in the following figure.
Figure 73: Line Item Update Window

- Enter **Requestor Phone** and **Requestor Email**.

- Choose the Enlisted, Officer, GS, or Contractor radio button and then enter the line item information. Note that the **Quantity** field displays the number of requirements you have selected to move. You cannot edit the **Quantity** field.

- Click the **Add Line Item** button when you finish. A new line item is created containing the requirement(s) you selected. The requirement(s) no longer appears in the original line item. Note that you must click the **Refresh Grid** hyperlink on the Request page in order to see the new line item.

**Note:**
If one or more selected RTN’s are approved, the requirement cannot be modified from an Officer to the Enlisted or from the Enlisted to the Officer.

5.11 EXTENDING A REQUIREMENT

Level 3 roles can extend a requirement without being in edit mode if the requirements Approve Thru date is within the past 30 days. The requirement’s status is then updated according to the rest of the data in the requirement.
a. Perform a search for a request (see *Searching for a Request*). The Request page displays.

   -OR-

   Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

b. From the Request page or the FTN page, click the **Select** hyperlink corresponding to the line item containing the requirement you want to extend. The Line Item page displays.

c. From the Line Item page, click on the **Select** hyperlink corresponding to the requirement you want to extend. The requirement information displays on the Requirement page.

**Note:**
Instead of performing a request search, you can also perform a requirement search as described in *Searching for a Requirement*.

d. On the Requirement page, click the **Extend** button to display the Extend Requirement window as shown in the following figure. The current End Date and Approved Thru dates automatically display.

![Figure 74: Extend Requirement Window](image)

e. Enter a new **End Date** and/or **Approved Thru** date. Note that the **Approved Thru** date must be less than or equal to the **Requirement End Date**.

f. Click **Save**. The requirement is updated.

### 5.12 DELETING REQUIREMENTS

You can delete one or more requirements within a line item or rotation. Note that you can access requirements through a rotation or line item in a request (using the Request option) or by searching for a requirement directly (using the Requirement option). However, you
can only delete a requirement by accessing the requirement through the line item or rotation of a request.

5.12.1 Deleting Requirements from Line Items

To Delete Requirements from Line Items:

a. Perform a search for a request (see Searching for a Request). The Request page displays.

-OR-

Perform a search for an FTN (see Searching for an FTN). The FTN page displays.

b. From the Request page or the FTN page, click the Select hyperlink corresponding to the line item containing the requirement you want to delete. The Line Item page displays.

c. From the Line Item page, click on the Select checkbox corresponding to the requirement you want to delete. A checkmark appears in the checkbox.

d. Click the Delete button above the requirement grid. A message appears, as shown below, requiring you to confirm the deletion.

Figure 75: Delete Confirmation Request Message

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

[Yes] [No]

e. Click Yes to continue with the deletion. The record will be deleted from the database and will not appear within the Requirements grid.

Note:
Requirements can only be deleted if they have not been approved.

5.12.2 Deleting Requirements from Rotations

From the Rotation page, you can delete existing requirements within a rotation. Any future occurrences of the requirement (i.e. future rotations) will also be deleted.
To Delete a Requirement from a Rotation:

a. Perform a search for a request (see Searching for a Request). The Request page displays.

b. From the Request page, click on the Select hyperlink within the Rotation grid corresponding to the rotation you want to access. The Rotation page displays which lists the requirements relating to the specific rotation.

c. Click the Select checkboxes corresponding to all requirements you want to delete.

d. Click the Delete button. A message appears, as shown below, requiring you to confirm the deletion.

   Figure 76: Delete Confirmation Request Message

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

          Yes       No

   e. Click Yes to continue with the deletion. The record will be deleted from the database and will not appear within the Requirements grid.

   Note:
   Requirements can only be deleted if they have not been approved.

5.13 UPDATING LINE ITEM INFORMATION

You can update line item information including Rating/Desig., NEC/NOBC, and Pay Grade of the Service Members required. Once you update the Rating/Desig., NEC/NOBC, or Pay Grade, this information is automatically updated for all requirements within the line item. Note that you cannot change the number of Service Members required in the line item.

To Update a Line Item:

a. Create a request (see Creating a Request Package for more details). The Request page displays.

-OR-
Perform a search for a request (see *Searching for a Request*). The Request page displays.

b. From the Request page, click on the **Select** hyperlink corresponding to the line item you want to access. The Line Item page displays.

c. From the Line Item page, click the **Update Line Item** button. The Line Item Update page displays.

Figure 77: Line Item Update Page

![Line Item Update Page](image)

d. On the Line Item Update page, click the **Edit** button to switch to edit mode.

e. Update the desired data fields.

f. Click on the **Save** button and then click on the **Close** button.

**Note:**
Once a line item has been approved, it must remain in the initial categorization and therefore cannot be modified from Officer to Enlisted or vice versa.

5.14 **COPYING REQUIREMENTS (FROM THE FTN, REQUEST, OR LINE ITEM PAGE)**

You can copy one or more requirements from either the Request or Line Item page. All fields are copied exactly from the original requirement to the new requirement EXCEPT that JMD fields, if applicable, are not populated on copied requirements. Copied requirements are assigned a status of “Pending.”
To Copy a Requirement:

a. Perform a search for a request (see *Searching for a Request*). The Request page opens.

   -OR-

b. Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

b. From the FTN page or the Request page, select the line item(s) you want to copy. Click on the **Select** hyperlink corresponding to the line item you want to access so that the Line Item Page appears. Click the checkboxes corresponding to the requirement(s) you want to copy.

   -OR-

   From the Line Item page, click the checkboxes corresponding to the requirement(s) you want to copy.

c. Click the **Duplicate** button. The Copy Requirement windows displays as shown in the following figure.
d. Enter or modify information for each of the fields displayed.

e. Click **Copy Requirement(s) to Target Line Item**. By changing the Target CRI, you can copy the selected requirement into a different CRI. A confirmation message displays as shown in the following figure.

Figure 79: Copy Confirmation Message

![Copy Confirmation Message](image)

f. Click **OK**.
5.15 DELETING LINE ITEMS

You can delete one or more line items within a request. When you delete a line item, all requirements within the line item are permanently deleted.

To Delete a Line Item:

a. Perform a search for a request (see Searching for a Request). The Request page opens.

-OR-

Perform a search for an FTN (see Searching for an FTN). The FTN page displays.

b. From the Request page or the FTN page, click on the Select checkbox corresponding to the line item you want to delete. A checkmark appears in the checkbox.

c. Click the Delete button above the line item grid. A message appears, as shown below, requiring you to confirm the deletion.

![Figure 80: Delete Confirmation Request Message]

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

[Yes] [No]

d. Click Yes to continue with the deletion. A message appears confirming the line item was deleted as shown below.

5.16 UPDATING FTN INFORMATION

You may need to update the basic FTN information.

To Update FTN Information:

a. Perform a search for an FTN (see Searching for an FTN). The FTN page displays.

b. From the FTN page, click on the Update FTN Info button. The FTN (Information) window displays as shown in the following figure.
Figure 81: FTN Window

- On the FTN (Information) window, click on the **Edit** button to switch to edit mode.
- Update the fields, as necessary.
- Click **Save** to record your changes.
- Click **Close** to close the FTN (Information) page.

### 5.17 UPDATING REQUEST INFORMATION

You may need to update the basic information describing a request.

**To Update Request Information:**

- Perform a search for a request (see *Searching for a Request*). The Request page displays.
- From the Request page, click on the **Update Request Info** button. The Request (Information) window displays as shown in the following figure.
Figure 82: Request Window

- On the Request (Information) page, click on the **Edit** button to switch to edit mode.

- Update the fields, as necessary.

**Note:**
For ADSW requirements, the **Operation** must be “ADSW-NC” and the **Request Group** must be “Service Support”.

- Click **Save** to record your changes.

- Click **Close** to close the Request (Information) page.

**5.18 CREATING A NEW ROTATION**

The Rotation page allows users select specific requirements from the previous rotation to add them to the next rotation. All existing requirement information, including the Requirement status, is copied into the new Requirement record. The new requirement
To Create a New Rotation:

a. Perform a search for a request (see Searching for a Request). The Request page displays.

b. From the Request page, click on the Select hyperlink within the Rotation grid corresponding to the rotation you want to access. The Rotation page displays which lists the requirements relating to the specific rotation.

c. Click the Select checkbox(es) corresponding to all requirements you want to copy into the new rotation.

d. Click the Create new Rotation button. A new rotation message will appear as shown in the figure below.

Figure 83: New Rotation Message

![New Rotation Message]

All the selected Requirements were Added to the next Rotation.

OK

e. Return to the Request page. Click the Refresh Grid hyperlink displayed in the Rotation Grid. The Request Page will reflect the new rotation and the total number of requirements associated with that rotation.

5.19 DELETING REQUESTS

If a request needs to be deleted, you use the Delete Request option. This enables you to delete a request including all line items and requirements.

Note:
A request cannot be deleted once one or more requirements in the request have been submitted.
To Delete a Request:

a. Perform a search for a request (see Searching for a Request). The Request page displays.

b. From the Request page, click on the Delete Request button at the top of the page. A message appears, as shown below, requiring you to confirm the deletion.

Figure 84: Delete Confirmation Request Message

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

Yes  No

c. Click Yes to continue with the deletion.

5.20 CANCELING A REQUIREMENT

You can cancel a requirement at any time before a requirement is approved. This is accomplished by changing the status. Once you cancel a requirement, you cannot resubmit it unless it is re-opened.

To Cancel a Requirement:

a. Perform a search for a request (see Searching for a Request). The Request page displays.

-OR-

Perform a search for an FTN (see Searching for an FTN). The FTN page displays.

-OR-

Perform a search for a requirement (see Searching for a requirement). The Requirement page displays.

b. From the Request page or the FTN page, click on the Select hyperlink corresponding to the line item containing the requirement you want to access. The Line Item page displays.
c. From the Line Item page, click the Select hyperlink corresponding to the requirement you want to cancel. The Requirement page displays.

d. From the Requirement page, click the Edit Status field. The Status page displays.

e. From the Status page, click the Canceled checkbox. A Comments window displays as shown in the following figure. You must enter comments in order to cancel the requirement.

![Figure 85: Comments Window – Canceling a Requirement](image)

f. Enter comments in the Comments window and click the Submit button. The Comments window closes. On the Status page, a red X appears in the Canceled checkbox and you can no longer click on any other checkbox on the page. The following figure shows the Status page when a requirement is canceled.
g. On the Status page, click the **Close** button.

### 5.21 **UPDATING A REQUIREMENT STATUS**

The status of a requirement changes as it flows through the evaluation process. Reviewers update the requirement status to indicate that actions are taken. These actions may include validating, rejecting, canceling, approving, or denying the requirement. In addition, reviewers can request additional information.

You can update the status of one requirement at a time or you can use the global update function to update the status of multiple requirements at one time. However, you can only use the global update function if the same status applies to all selected requirements.

**To Update the Status of a Single Requirement:**

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

   - **OR** -

   Perform a search for a request (see *Searching for a Request*). The Request page displays.

   - **OR** -
Create an FTN (see *Creating an FTN* for more details). The FTN page displays.

-OR-

Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

b. From the Request page or the FTN page, click on the **Select** hyperlink corresponding to the line item you want to access. The Line Item page displays.

c. From the Line Item page, click the **Select** hyperlink corresponding to the requirement you want to submit. The Requirement page displays.

d. Click the **Edit Status** button. The Original Validation tab of the Status page displays listing the current status of the selected requirement.

e. Click the checkbox to the right of the desired status. Only one level of checkboxes are available at any given time. There are three possible levels: level 1, level 2, and level 3.

**IMPORTANT!**
Be sure a green check mark appears in the checkbox.

f. Click the **Save** button. The Current Status changes to the status you selected. A large green check mark replaces the checkbox next to the status.

g. Click the **Close** button to close the page. Note that the Requirement Status Summary section at the bottom of the Line Item and Request pages is updated to reflect the new status.

**Note:**
You may need to click the **Refresh** hyperlink on the Line Item, FTN Package, or Request Package to update the Requirement Status Summary.

**To Update the Status of All Grouped Requirements in a Line Item:**

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

-OR-

Perform a search for a request (see *Searching for a Request*). The Request page displays.

-OR-
Create an FTN (see *Creating an FTN* for more details). The FTN page displays.

- OR -

Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

b. From the Request page or the FTN page, click on the Select hyperlink corresponding to the line item you want to access. The Line Item page displays.

c. From the Line Item page, click the Select checkboxes corresponding to all requirements you want to submit. You can also click the Select All button to select all requirements in the line item or Select_50 button to select the first 50 requirements.

**Note:**
To select a group of Line Items at the same time, select the first Line Item, hold the Shift key down and click the last Line Item in the series. All Line Items between the first and last requirement will be selected.

d. On the Line Item page, click the Global Update button. The Requirement Global Update page displays (for more information, see *Using the Global Update Feature*).

e. On the Requirement Global Update page, click the Edit Status button. Note that you can only update the status of all requirements in a request if all the statuses are the same. You will see an error message if the statuses are not the same.

f. Click the checkbox to the right of the desired status.

**IMPORTANT!**
Be sure a green check mark appears in the checkbox.

g. Click the Save button. The Current Status changes to the new status for all requirements associated with the line item.

h. Click the Close button to close the page. Note that the Requirement Status Summary section at the bottom of the Line Item and Request pages is updated to reflect the status change.

**To Update the Status of All Requirements in a Request or FTN Package:**

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

- OR -
Perform a search for a request (see *Searching for a Request*). The Request page displays.

**-OR-**

Create an FTN (see *Creating an FTN* for more details). The FTN page displays.

**-OR-**

Perform a search for an FTN (see *Searching for an FTN*). The FTN page displays.

b. From the FTN page or Request page, click all Select checkboxes in the rotation grid. You can also click the Select All button to select all items in the grid.

**-OR-**

From the Request page, click all Select hyperlink next to the desired rotation to open the Rotation page. Click the Select checkboxes in the requirement grid. You can also click the Select All button to select all items in the grid.

**Note:**
To select a group of Line Items at the same time, select the first Line Item, hold the Shift key down and click the last Line Item in the series. All Line Items between the first and last requirement will be selected.

c. From either the FTN page, Request page, or Rotation page, click the Global Update button. The Requirement Global Update page displays (for more information, see *Using the Global Update Feature*).

d. On the Requirement Global Update page, click the Edit Status button. The Status page displays listing the current status. Note that you can only update the status of all requirements in a request if all the statuses are the same. You will see an error message if the statuses are not the same.

e. Click the checkbox to the right of the desired status.

**IMPORTANT!**
Be sure a green check mark appears in the checkbox.

f. Click the Save button. The Current Status changes to reflect the new status for all requirements associated with the request.

g. Click the Close button to close the page. Note that the Requirement Status Summary section at the bottom of the Line Item and Request pages is updated to reflect the status change.
**Note:**
You may need to click the **Refresh Grid** hyperlink on the Line Item, FTN Package or Request Package to update the Requirement Status Summary.

### 5.22 APPROVING A REQUIREMENT

Users at Headquarters with the appropriate authority can review and approve a requirement. Steps for approving a requirement are similar to updating any other status; however, once you approve a requirement you must enter an **Approved Thru Date**. Headquarters level users can modify the **Approved Thru Date**.

**To Approve a Single Requirement:**

a. Create a request (see *Creating a Request Package* for more details). The Request page displays.

   -OR-

Perform a search for a request (see *Searching for a Request*). The Request page displays.

   -OR-

b. From the Request page or the FTN page, click on the **Select** hyperlink corresponding to the line item you want to access. The Line Item page displays.

c. From the Line Item page, click the **Select** hyperlink corresponding to the requirement you want to submit. The Requirement page displays.

d. Click the **Edit Status** button. The Status page displays listing the current status of the selected requirement.

e. Click the checkbox to the right of the **Approved** status.

**IMPORTANT!**
Be sure a green check mark appears in the checkbox.

f. Click the **Save** button. The Approved Thru window displays as shown in the following figure.
Figure 87: Approved Thru Window

![Approved Thru Window](image)

- **g.** Enter a date through which you want to approve the requirement. The **Approved Thru** date defaults to the **Requirement End Date**. Note that if the **Calculate Approve Thru with Show Date** checkbox is not checked, you cannot edit the **Show Date** and **# Days Approved Thru** fields.

- **h.** (Optional) As an alternative, you can click the **Calculate Approve Thru with Show Date** checkbox and enter the date on which you want the individual to report in the **Show Date** field. Enter a number in the **# Days Approved Thru** field and click **Save**. The system automatically computes the **Approved Thru** date. Note that the **Approved Thru** date must be earlier than or equal to the **Requirement End Date**.

- **i.** Click **Save & Close** to close the Approved Thru window. The Current Status changes to “Approved.” In addition, a **Modify Approve Date** button appears on the Status page as shown in the following figure. Click on this button to modify the **Approved Thru** date.
5.23 UPDATING A REQUIREMENT

Authorized users can only update requirements before they are approved. Once a requirement is approved, if modifications are made, they must go through the revalidation process to be implemented.

5.24 EXTENDING A REQUIREMENT APPROVED THRU DATE

Authorized users can extend a requirement approved through date.

To Extend a Requirement Approve Date:

a. Perform a requirement search (see Searching for a Requirement).

b. Click on the Select hyperlink corresponding to the requirement you want to source. The Requirement page displays.

c. Click on the Edit Status button to display the Status page.

d. From the Original Validation tab, click on the Extend Approve Date button. A date field appears underneath the Extend Approve Date button as shown in the following figure. In addition, a Save Extension button appears.
### 5.25 SOURCING A REQUIREMENT

If a requirement flows through the process and is approved, the next step is to source the requirement. You cannot source a requirement unless it is approved. You must access the NMCMPS Sourcing Module (SM) in order to continue. See the *USN Sourcing Module User Guide* for more information.

### 5.26 RE-VALIDATING A REQUIREMENT

You can request re-validation for a requirement that has only been approved for a partial period of the requirement length OR for requirements that need to be extended. For example, a command initially requests a requirement for two years, but HQ only approves it for the first six months.

---

**Figure 89: Status Page – Extending an Approve Date**

<table>
<thead>
<tr>
<th>Current Status:</th>
<th>Recalled Status:</th>
<th>Early Termination Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>Recall</td>
<td>Recall</td>
<td>Recall</td>
</tr>
<tr>
<td>Termination</td>
<td>Termination</td>
<td>Termination</td>
</tr>
</tbody>
</table>

**Level 1 (Prior To Claimant)**

- Pending Submission: ✓
- Submitted To: ✓
- Planned For Internal Sourcing: ✓
- Validated To Claimant: ✓
- Additional Info Required: ✓
- Rejected: ✓
- Canceled: ✓

**Level 2 (Manpower Claimant)**

- Planned For Internal Sourcing: ✓
- Validated To HQ: ✓
- Additional Info Required: ✓
- Rejected: ✓

**Level 3 (Headquarters)**

- Reviewed: ✓
- Approved: ✓
- Denied: ✓

**Extend Approved Date**

- 2007.11.21

- Save Extension
- Transfer to SM
- Re-Approval
- Modify Approve Date

**Status Updated:** 2007.11.02 0925

---

e. Enter a date in the box underneath the **Extend Approve Date** button.

f. Click on the **Save Extension** button to save your changes.

g. Enter a comment into the comment window that appears.
Note:
At any time, the requesting command can request for the requirement to be filled for a longer duration. In order to request a re-validation, the requirement must have a status of “Approved”, “Sourced”, “Sourced – Open in 120 Days”, “Sourced – Open in 90 Days”, “Sourced – Open in 60 Days”, “Sourced – Open in 30 Days”, or “Sourced – Currently Open”.

<table>
<thead>
<tr>
<th>Revalidation Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA90</td>
<td>Re-approval Lapses &lt; 90 days</td>
</tr>
<tr>
<td>RAR</td>
<td>Awaiting Re-approval</td>
</tr>
<tr>
<td>RAPS</td>
<td>Re-approval Pending Submission</td>
</tr>
<tr>
<td>RAVH</td>
<td>Re-approval Validated to Headquarters</td>
</tr>
<tr>
<td>RAG</td>
<td>Re-approval Granted</td>
</tr>
<tr>
<td>RAD</td>
<td>Re-approval Denied</td>
</tr>
<tr>
<td>RAC</td>
<td>Re-approval Canceled</td>
</tr>
</tbody>
</table>

In the event that a requirement needs to be re-validated, you will create a re-validation request to initiate this process. The revalidation process is very similar to the initial validation process. The only difference between these two processes is that in the revalidation process, when you request a modification to the requirement, the status is updated via the revalidation tab on the status page instead of the requirement status page.

Important!
You can only submit those requirements with a status of “Approved”, “Sourced”, “Sourced – Open in 120 Days”, “Sourced – Open in 90 Days”, “Sourced – Open in 60 Days”, “Sourced – Open in 30 Days”, or “Sourced – Currently Open” for re-validation.

To Re-Validate a Requirement:

a. Perform a requirement search (see Searching for a Requirement).

b. Click on the Select hyperlink corresponding to the requirement you want to source. The Requirement page displays.

c. Click on the Edit Status button to display the Status page.

d. From the Status page, click on the Re-Validation tab. The following figure shows the Status page, Re-Validation tab (for an approved requirement).
e. From the Status page, click on the **Request Revalidation** button. The following shows the Status page after you click on the **Request Revalidation** button.

**Note:**
After you click on the **Request Revalidation** button, a row appears on the grid representing the re-validation statuses and the **Request Revalidation** button is no longer visible. When you click on the **Request Revalidation** button, the system automatically assigns a requirement re-validation status of “Pending Submission”. Requesting re-validation of a requirement will allow certain fields, as defined by HQ, of the original requirement to be modified.
f. Process the re-validation by clicking the status buttons in a similar manner to processing the original requirement. Depending upon your user role and authority, click Validated to HQ then Granted, Denied or Canceled. As you check each status, a checkmark replaces each button indicating that the step has been completed.

g. If you click the Granted button, an Approved Thru window displays. Enter the date through which you want to re-approve the requirement. You can also click on the calendar icon to display the Calendar window and select a date.

Note:
All re-validation request history (and approval date modification) is tracked.

Click Ok on the Approved Thru window when you finish. The window closes and the date you just entered appears in the Validated Until field on the Status page. In addition, the current date and time appear in the Decision Date field. The following figure shows the Status page once the re-validation request is approved.
Figure 92: Status Page, Re-Validation Tab after Re-Validation Approved

![Status Page, Re-Validation Tab after Re-Validation Approved](image)

-OR-

If you click the **Denied** button, a Comment window displays into which you must enter a comment. Click the **Submit** button on the Comment window when you finish. The following figure shows the Status page if the re-validation request is denied.
**Figure 93: Status Page, Re-Validation Tab after Re-Validation Denied**

If you click the **Canceled** button, a Comment window displays into which you must enter a comment. Click the **Submit** button on the Comment window when you finish. The following figure shows the Status page if the re-validation request is canceled.
5.27 REQUESTING EARLY TERMINATION

When you request a requirement end before the current approved through date, it is called an early termination (ET) for a requirement. This works in the same manner as the re-validation process. A command requests early termination, which is then approved or denied by HQ.

**Important!**


**To Request an Early Termination:**

a. Perform a requirement search (see *Searching for a Requirement*). Note: The requirement must be approved in order for ET to be applicable.
b. Click on the Select hyperlink corresponding to the requirement you want to submit for early termination. The Requirement page displays.

c. Click on the Edit Status button to display the Status page.

d. From the Status page, click on the Early Termination tab. The following figure shows the Status page, Early Termination tab.

Figure 95: Status Page, Early Termination Tab

```
Figure 95: Status Page, Early Termination Tab
```

e. From the Status page, enter a date in the Early Term Date field (or click on the calendar icon to choose a date) and click on the Request Early Termination button. A Comment window appears.
Figure 96: Early Termination Comment Window

f. Enter the reason you are requesting early termination in the Comment window and click **Submit**. The Comment window closes and the Status page appears as shown in the following figure.

Figure 97: Status Page, Early Termination Tab after Clicking Button
Note:
After you click on the Request Early Termination button and enter a comment, a row appears on the grid representing the early termination statuses and the Request Early Termination button is no longer visible. In addition, the system automatically assigns an early termination status of Termination Pending Submission (ETPS).

g. Process the early termination by clicking the status buttons in a similar manner to processing the original requirement. Depending upon your user role and authority, click Validated to HQ then Granted, Canceled or Denied. As you check each status, a checkmark replaces each button indicating that the step has been completed.

If you click the Granted button, the following figure shows the Status page once the early termination request is approved.

Figure 98: Status Page, Early Termination Tab after Approval

-OR-

If you click the Denied button, the following figure shows the Status page.
At any time, you can click the **Canceled** button to cancel any actions taken within the Early Termination tab.
Figure 100: Status Page, Early Termination Tab after Canceled

h. Click **Close** to save your changes and close the Status page. Note: You can enter comments at any time by clicking on the **Comments** button.
SECTION 6: Searching for Requests, FTNs, and Requirements

6.1 SEARCHING FOR A REQUEST

In the RTM, you can search for a request, an FTN or requirements (see Searching for an FTN or Searching for a Requirement for more information) that make up the request. All of these options are available from the RTM main menu.

To access the Request Browse page, click on Request Browse from the RTM Site Map. The Request Browse page enables you to enter data in one or more fields to use as search criteria for finding a request.

Figure 101: Request Browse Page before Executing a Search

The following table describes the fields on the Request Browse page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC Type</td>
<td>Allows you to search on Destination, Requestor, Requested For, or Submitted To UIC.</td>
</tr>
<tr>
<td>UIC Code</td>
<td>Allows you to search on the specified UIC code. Click on the binoculars icon to display the UIC Lookup page from which you can search for UICs.</td>
</tr>
<tr>
<td>Manpower Claimant</td>
<td>Allows you to execute your search based on a Manpower Claimant.</td>
</tr>
<tr>
<td>Has Jurisdiction</td>
<td>Click on this checkbox to limit search to those Requirements within the processor’s jurisdiction.</td>
</tr>
<tr>
<td>CRI</td>
<td>Allows you to search by Claimant Request Identification (CRI), which is a displayed after you create the request. This system-generated number uniquely identifies a request.</td>
</tr>
<tr>
<td>Created Date Begin Range</td>
<td>Allows you to search for requests created AFTER the specified date. If you enter a Created Date Begin date, you must also enter a Created Date End date. These two fields enable you to find all requests created in the specified date</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Created Date End Range</td>
<td>Allows you to search for requests created BEFORE the specified date. If you enter a Created Date End date, you must also enter a Created Date Begin date. These two fields enable you to find all requests created in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.</td>
</tr>
<tr>
<td>Requestor Name</td>
<td>Allows you to search for requests by the user who generated the request.</td>
</tr>
<tr>
<td>Authorized By</td>
<td>Allows you to search for requests by the authorizing entity.</td>
</tr>
<tr>
<td>Ref. CRI</td>
<td>Allows you to search by Ref. CRI, which is the CRI generated from an external system to reference another service’s (for example, the Marine Corp’s) imported requirements.</td>
</tr>
<tr>
<td>Status</td>
<td>Allows you to search for requests based on the status of requirements within the package. Choose a status from the drop-down list.</td>
</tr>
<tr>
<td>Reval Status</td>
<td>Allows you to search for requests based on the revalidation status of requirements within the package. Choose a status from the drop-down list. See Re-validating a Requirement for more information on the revalidation option.</td>
</tr>
<tr>
<td>ET Status</td>
<td>Allows you to search for requests based on the ET (early termination) status of requirements within the package. Choose a status from the drop-down list.</td>
</tr>
<tr>
<td>Review Group</td>
<td>Allows you to search for requests based on the reviewers scheduled to evaluate the requirements within the package. Review group is assigned on the Review Information tab of the Requirements page. Choose a review group from the drop-down list.</td>
</tr>
<tr>
<td>FTN</td>
<td>Allows you to search for a CRI by a specific FTN.</td>
</tr>
<tr>
<td>RFF</td>
<td>Allows you to search for a CRI by a specific RFF.</td>
</tr>
<tr>
<td>EXORD</td>
<td>Allows you to search for a CRI by a specific EXORD.</td>
</tr>
<tr>
<td>MOD</td>
<td>Allows you to search for a CRI by a specific MOD.</td>
</tr>
<tr>
<td>Mission Name</td>
<td>Allows you to enter a Mission Name with a limit of 50 characters. This is a required field.</td>
</tr>
<tr>
<td>Mission Type</td>
<td>Allows you to enter a Mission Type, which is a way to group Mission Names by capability. This is a required field.</td>
</tr>
<tr>
<td>Action Officer</td>
<td>Allows you to search by the Action Officer’s Name. Click on the binoculars icon to perform a search for data on this field.</td>
</tr>
</tbody>
</table>

To Execute a Search:

a. From the RTM Site Map, click on the Request Browse option. The Request Browse page displays.
b. From the Request Browse page, enter your search criteria in the **Command Criteria, Request Criteria** and **Additional Criteria** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields. The previous table describes the available search fields.

c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The requests matching your search criteria display in the WebGrid at the bottom of the page. The WebGrid operates as a tree structure that you can use to drill down to the line items within a request and the requirements within a line item. You can group or filter your search results. See *Using the WebGrid* for more details.

d. Click on the **Select** hyperlink corresponding to a request if you want to display the Request page and view the contents of the package. (See *Creating a Line Item* for more information on the Request page.)

---

**Note:**

To execute a partial search, use the “%” character. You can use the “%” character before or after the search value.

For example, if you knew the last name of the person who Authorized a request was Smith but you did not know the person’s rank, you would type “%Smith” into the “Authorized by” field and click **Search**. Your search would result in a list of all requests authorized by someone with the last name of Smith, regardless of rank.

---

**Figure 102:** Request Browse Page Displaying Search Results
Note:
The number of requirements associated with each CRI displays on the grid to the right of the CRI number.

For more information, refer to the Using the WebGrid section.

6.2 SEARCHING FOR AN FTN

In the RTM, you can search for FTNs or individual requests and requirements that make up the request. (See Searching for a Requirement and/or Searching for a Request for more information). All of these options are available from the RTM main menu.

To access the FTN Browse page, click on FTN Browse from the RTM Site Map. The FTN Browse page enables you to enter data in one or more fields to use as search criteria for finding an FTN.

Figure 103: FTN Browse Page before Executing a Search

The following table describes the fields on the FTN Browse page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTN</td>
<td>Allows you to search for a specific FTN.</td>
</tr>
<tr>
<td>RFF</td>
<td>Allows you to search by RFF contained within an FTN.</td>
</tr>
<tr>
<td>EXORD</td>
<td>Allows you to search by EXORD contained within an FTN.</td>
</tr>
<tr>
<td>MOD</td>
<td>Allows you to search by MOD contained within an FTN.</td>
</tr>
<tr>
<td>CRI</td>
<td>Allows you to search by Claimant Request Identification (CRI), which is a displayed after you create the request. This system-generated number uniquely identifies a request.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Created Date Begin Range</td>
<td>Allows you to search for FTNs created AFTER the specified date. If you enter a Created Date Begin date, you must also enter a Created Date End date. These two fields enable you to find all requests created in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.</td>
</tr>
<tr>
<td>Created Date End Range</td>
<td>Allows you to search for requests created BEFORE the specified date. If you enter a Created Date End date, you must also enter a Created Date Begin date. These two fields enable you to find all FTNs created in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.</td>
</tr>
<tr>
<td>UIC Type</td>
<td>Allows you to search on Destination, Requestor, Requested For, or Submitted To UIC.</td>
</tr>
<tr>
<td>UIC Code</td>
<td>Allows you to search on the specified UIC code. Click on the ellipsis button to display the UIC Lookup page from which you can search for UICs.</td>
</tr>
<tr>
<td>Has Jurisdiction</td>
<td>Click on this checkbox to limit search to those Requirements within the processor’s jurisdiction.</td>
</tr>
<tr>
<td>Status</td>
<td>Allows you to search for FTNs based on the status of requirements within the package. Choose a status from the drop-down list.</td>
</tr>
<tr>
<td>Reval Status</td>
<td>Allows you to search for FTNs based on the revalidation status of requirements within the package. Choose a status from the drop-down list. See Re-validating a Requirement for more information on the revalidation option.</td>
</tr>
<tr>
<td>ET Status</td>
<td>Allows you to search for FTNs based on the ET (early termination) status of requirements within the package. Choose a status from the drop-down list.</td>
</tr>
<tr>
<td>Request Group</td>
<td>Allows you to select a Request Group from the drop-down list.</td>
</tr>
<tr>
<td>Mission Name</td>
<td>Allows you to search for Mission Name.</td>
</tr>
<tr>
<td>Mission Type</td>
<td>Allows you to search for a Mission Type, which is a way to group Requirements by capability.</td>
</tr>
</tbody>
</table>

To Execute a Search:

a. From the RTM Site Map, click on the FTN Browse option. The FTN Browse page displays.

b. From the FTN Browse page, enter your search criteria in the Tasking Criteria, Request Criteria Command Criteria, and Additional Criteria fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields. The previous table describes the available search fields.
c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The FTNs matching your search criteria display in the WebGrid at the bottom of the page. The WebGrid operates as a tree structure that you can use to drill down to the line items within an FTN and the requirements within a line item. You can group or filter your search results. See *Using the WebGrid* for more details.

d. Click on the **Select** hyperlink corresponding to a request if you want to display the FTN page and view the contents of the package.

**Note:**

To execute a partial search, use the “%” character. You can use the “%” character before or after the search value.

For example, if you knew the last name of the person who Authorized a request was Smith but you did not know the person’s rank, you would type “%Smith” into the “Authorized by” field and click **Search**. Your search would result in a list of all requests authorized by someone with the last name of Smith, regardless of rank.

---

**Figure 104:** FTN Browse Page Displaying Search Results

For more information, refer to the *Using the WebGrid* section.
6.3 SEARCHING FOR A REQUIREMENT

In the RTM, you can search for a request, an FTN, or requirement (see Searching for a Request and/or Searching for an FTN).

You use the Requirement Browse page to view requirements (see Using the Requirement Page for more information). To access the Requirement Browse page, click on the Requirement Browse in the RTM Site Map. The Requirements Browse page enables you to enter data in one or more fields to use as search criteria for finding one or more requirements.

The following table describes the fields on the Requirement Browse page.

<table>
<thead>
<tr>
<th>Table XXIV: Requirement Browse Page Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
</tr>
<tr>
<td>UIC Type</td>
</tr>
<tr>
<td>UIC Code</td>
</tr>
<tr>
<td>Field</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>ellipsis button to display the UIC Lookup page from which you can search for UICs.</td>
</tr>
<tr>
<td>Manpower Claimant</td>
</tr>
<tr>
<td>Has Jurisdiction</td>
</tr>
<tr>
<td>CRI</td>
</tr>
<tr>
<td>Created Date Begin Range</td>
</tr>
<tr>
<td>Created Date End Range</td>
</tr>
<tr>
<td>Requestor Name</td>
</tr>
<tr>
<td>Authorized By</td>
</tr>
<tr>
<td>Ref. CRI</td>
</tr>
<tr>
<td>Date Search Type</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Begin Range</td>
</tr>
</tbody>
</table>
| End Range             | Allows you to search for requirements ending On or BEFORE the specified date. If you enter a Requirement End Range, you must
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>also enter a Requirement Begin Range. These two fields enable you to find all requirements created in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.</td>
</tr>
<tr>
<td>Sub-Claimant Type</td>
<td>Allows you to search on Sub-Claimant Type. You can select Supporting Sub-Claimant or Supported Sub-Claimant.</td>
</tr>
<tr>
<td>Sub-Claimant Code/UIC</td>
<td>Allows you to search on Sub-Claimant UIC.</td>
</tr>
<tr>
<td>TYCOM Type</td>
<td>Allows you to search on TYCOM Type. You can select Supporting TYCOM or Supported TYCOM.</td>
</tr>
<tr>
<td>TYCOM Code/UIC</td>
<td>Allows you to search on TYCOM UIC.</td>
</tr>
<tr>
<td>RTN</td>
<td>Allows you to search on Requirement Tracking Number (RTN).</td>
</tr>
<tr>
<td>Crisis Code</td>
<td>Allows you to search on a selected Crisis Code.</td>
</tr>
<tr>
<td>Clearance</td>
<td>Allows you to select a required Clearance on which to search.</td>
</tr>
<tr>
<td>Request Group</td>
<td>Allows you to select a Request Group from the drop-down list. This is a required field.</td>
</tr>
<tr>
<td>NEC/NOBC</td>
<td>Allows you to search on a selected NEC/NOBC. You can also click on the ellipsis button to display the NEC/NOBC Lookup page from which you can choose a code.</td>
</tr>
<tr>
<td>Rating/Desig</td>
<td>Allows you to search by Rating/Designator code. You can also click on the ellipsis button to display the Rating/Designator Lookup page from which you can choose a code.</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>Allows you to search on a selected Pay Grade from the drop-down list.</td>
</tr>
<tr>
<td>Operation</td>
<td>Allows you to search by Operation.</td>
</tr>
<tr>
<td>Paragraph</td>
<td>Allows you to search by paragraph number. Joint command billets are constructed using a paragraph and line number as a tracking mechanism for requirements.</td>
</tr>
<tr>
<td>Line</td>
<td>Allows you to search by line number. Joint command billets are constructed using a paragraph and line number as a tracking mechanism for requirements.</td>
</tr>
<tr>
<td>JMD Billet</td>
<td>Allows you to search for those requirements designated as Joint Manning Document (JMD) billets.</td>
</tr>
<tr>
<td>Rec. Sourcing</td>
<td>Allows you to choose Active or Reserve to search for requirements by recommended sourcing.</td>
</tr>
<tr>
<td>OPNAV Event</td>
<td>Allows you to search by OPNAV event.</td>
</tr>
<tr>
<td>JMD Title</td>
<td>Allows you to search based on JMD billet title.</td>
</tr>
<tr>
<td>eJMAPS</td>
<td>Allows you to search based on the eJMAPS number.</td>
</tr>
<tr>
<td>Status</td>
<td>Allows you to search for requirements based on the status. Choose a status from the drop-down list. See <em>Understanding Status Codes</em> for more information on status codes.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reveal Status</td>
<td>Allows you to search for requirements based on the revalidation status. Choose a status from the drop-down list. See Re-validating a Requirement for more information on revalidation.</td>
</tr>
<tr>
<td>ET Status</td>
<td>Allows you to search for requirements based on the early termination status. Choose a status from the drop-down list. See Requesting Early Termination for more information on revalidation.</td>
</tr>
<tr>
<td>Review Group</td>
<td>Allows you to select a Review Group from the drop-down list. Reviewers are assigned to the requirement on the Review Information tab of the Requirement page.</td>
</tr>
<tr>
<td>FTN</td>
<td>Allows you to search for a specific FTN.</td>
</tr>
<tr>
<td>RFF</td>
<td>Allows you to search by RFF contained within an FTN.</td>
</tr>
<tr>
<td>EXORD</td>
<td>Allows you to search by EXORD contained within an FTN.</td>
</tr>
<tr>
<td>MOD</td>
<td>Allows you to search by MOD contained within an FTN.</td>
</tr>
<tr>
<td>Mission Name</td>
<td>Allows you to search for Mission Name.</td>
</tr>
<tr>
<td>Mission Type</td>
<td>Allows you to search for a Mission Type, which is a way to group Requirements by capability.</td>
</tr>
</tbody>
</table>

**To Execute a Search:**

a. From the RTM Site Map, click on **Requirement Browse**. The Requirement Browse page displays.

b. From the Requirement Browse page, enter your search criteria in the **Command Criteria**, **Request Criteria**, **Requirement Criteria** and/or **Additional Criteria** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields. The previous table describes the available search fields.

c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The requirements matching your search criteria display in the grid at the bottom of the page. You can group or filter your search results. See **Using the Grid** for more details.

d. Click on the **Select** hyperlink corresponding to a requirement if you want to display the Requirement page and view information about the requirement. (See Using the Requirement Page for more information on the Requirement page.)
Figure 106: Requirement Browse Page Displaying Search Results

Note:
You choose a requirement by clicking on the Select hyperlink. If the Internal Status Review checkbox on the Personnel Need tab is selected, the requirement is not bolded and the hyperlink appears as Select. If the Internal Status Review checkbox is NOT checked, indicating the requirement needs to be reviewed, the requirement hyperlink appears as SELECT.

For more information, refer to the Using the Grid section.
6.4 USING THE GLOBAL UPDATE FEATURE

6.4.1 Global Update Overview

The Global Update function enables you to update data for more than one FTN, line item or requirement at a time. For example, you could enter the same Requirement Begin Date for all requirements in a request simultaneously.

6.4.2 Updating a Field Using Global Update

When you select a request, rotation or line item, you can use the global update feature to update one or more fields on multiple requirements at once. Since your request could include tens or even hundreds of requirements, this function can save you time in updating common fields. For example, you could enter the same Requirement Begin Date for all requirements associated with your request. This eliminates the need for you to select each requirement individually and update the Requirement Begin Date field.

Click the Global Update button on the Request Package, Status Group page, Rotation or Line Item page, which displays the Requirement Global Update page. The Requirement Global Update page is very similar to the Requirement page. Note that you cannot access the Requirement Global Update page from the Requirement page.

IMPORTANT!
All required fields are identified with a red asterisk (*). All fields to be transferred to NIPRNET are surrounded by a green border.

On the Requirement Global Update page, you can switch between tabs just as you can on the Requirement page. However, not all tabs are available in the global update mode. Tildes (~) appear in all data fields in which data is not the same for all requirements. By replacing a tilde with data, you are entering that data in the specified field for all requirements in the selected request or line item.

CAUTION!
When you replace a tilde with data in a field, you are replacing all other information stored in that field for all requirements in the selected request or line item.

To Globally Update a Requirement Field from the FTN page:

a. Select the FTN Browse option from the RTM Site Map. The FTN Browse page displays.

b. Search for an FTN as described in Searching for an FTN. The FTN page displays.
c. From the Line Items grid, click the Select checkbox(es) corresponding to all line items you want to update. Note: Use the Select 50 button to automatically check the first 50 line items or the Select All button to automatically check all displayed line items.

-OR-
To select a group of Line Items at the same time, select the first Line Item, hold down the Shift key and click the last Line Item in the series. All Line Items between the first and last requirement will be selected.

d. Click the Global Update button within the Line Items Grid. The Requirement Global Update page displays as shown in the following figure.

![Figure 107: Requirement Global Update Page]

e. Choose a tab and click the Edit Requirement(s) button to switch to edit mode. Tildes (~) are displayed in every field in which the data currently stored in that field is not the same for all selected requirements.

f. To globally enter the same information into a field for all selected requirements, click on a field and enter data.

CAUTION!
When you enter information into a field when in global update mode, you will overwrite any data that already exists in that field for every requirement in your selected group.

g. Click the Save button to save your changes and click Close to close the Requirement Global Update page.
IMPORTANT!
You will not be able to save your changes if any of the selected requirements do not pass the system validation edits. See Saving a Requirement for more details. Note: Validation errors encountered using the Global Update feature display on the Update Errors tab instead of the bottom of the page.

To Globally Update a Requirement Field from the FTN Grid on the Request page:

a. Select the Request Browse option from the RTM Site Map. The Request Browse page displays.

b. Search for a request as described in Searching for a Request. The Request page displays.

c. From the FTNs grid, click the Select checkbox(es) corresponding to all line items you want to update. Note: Use the Select All button to automatically check all FTNs in the request.

d. Click the Global Update button within the FTN grid. The Requirement Global Update page displays.

Figure 108: Requirement Global Update Page

![Requirement Global Update Page](image)

e. Choose a tab and click the Edit Requirement(s) button to switch to edit mode. Tildes (~) are displayed in every field in which the data currently stored in that field is not the same for all selected requirements.
f. To globally enter the same information into a field for all selected requirements, click on a field and enter data.

**CAUTION!**
When you enter information into a field when in global update mode, you will overwrite any data that already exists in that field for every requirement in your selected group.

g. Click the **Save** button to save your changes and click **Close** to close the Requirement Global Update page.

**IMPORTANT!**
You will not be able to save your changes if any of the selected requirements do not pass the system validation edits. See *Saving a Requirement* for more details. Note: Validation errors encountered using the Global Update feature display on the **Update Errors** tab instead of the bottom of the page.

**To Globally Update a Requirement Field from the Line Item Grid on the Request page:**

a. Select the **Request Browse** option from the RTM Site Map. The Request Browse page displays.

b. Search for a request as described in *Searching for a Request*. The Request page displays.

c. From the Line Items grid, click the **Select** checkbox(es) corresponding to all line items you want to update. Note: Use the **Select 50** button to automatically check the first 50 line items or the **Select All** button to automatically check all displayed line items.

d. Click the **Global Update** button within the Line Items Grid. The Requirement Global Update page displays.
e. Choose a tab and click the **Edit Requirement(s)** button to switch to edit mode. Tildes (~) are displayed in every field in which the data currently stored in that field is not the same for all selected requirements.

f. To globally enter the same information into a field for all selected requirements, click on a field and enter data.

**CAUTION!**
When you enter information into a field when in global update mode, you will overwrite any data that already exists in that field for every requirement in your selected group.

g. Click the **Save** button to save your changes and click **Close** to close the Requirement Global Update page.

**IMPORTANT!**
You will not be able to save your changes if any of the selected requirements do not pass the system validation edits. See *Saving a Requirement* for more details. Note: Validation errors encountered using the Global Update feature display on the **Update Errors** tab instead of the bottom of the page.
To Globally Update a Requirement Field from the Rotations page:

a. Perform a search for a request (see *Searching for a Request*). The Request page displays.

b. From the Request page, click on the **Select** hyperlink within the Rotation grid corresponding to the rotation you want to access. The Rotation page displays which lists the requirements relating to the specific rotation.

c. Click the **Select** checkbox(es) corresponding to all requirements you want to update. Note: Use the **Select 50** button to automatically check the first 50 requirements or the **Select All** button to automatically check all displayed requirements.

d. Click the **Global Update** button within the Requirements grid. The Requirement Global Update page displays.

**Figure 110:** Requirement Global Update Page

![Requirement Global Update Page](image)

e. Choose a tab and click the **Edit Requirement(s)** button to switch to edit mode. Tildes (~) are displayed in every field in which the data currently stored in that field is not the same for all selected requirements.

f. To globally enter the same information into a field for all selected requirements, click on a field and enter data.
CAUTION!
When you enter information into a field when in global update mode, you will overwrite any data that already exists in that field for every requirement in your selected group.

g. Click the **Save** button to save your changes and click **Close** to close the Requirement Global Update page.

IMPORTANT!
You will not be able to save your changes if any of the selected requirements do not pass the system validation edits. See *Saving a Requirement* for more details. Note: Validation errors encountered using the Global Update feature display on the **Update Errors** tab instead of the bottom of the page.

To Globally Update a Requirement Field from the Line Item Page:

a. Select the **Request Browse** option from the RTM Site Map. The Request Browse page displays.

b. Search for a request as described in *Searching for a Request*. The Request page displays.

c. From the Line Items grid on the Request page, click on the **Select** hyperlink corresponding to the line item you want to open. The Line Item page displays.

d. From the Requirements grid, click the **Select** checkbox(es) corresponding to all line items you want to update. Note: Use the **Select 50** button to automatically check the first 50 line items or the **Select All** button to automatically check all displayed line items.

e. Click the **Global Update** button within the Requirements Grid. The Requirement Global Update page displays.
Choose a tab and click the **Edit Requirement(s)** button to switch to edit mode. Tildes (~) are displayed in every field in which the data currently stored in that field is not the same for all selected requirements.

To globally enter the same information into a field for all selected requirements, click on a field and enter data.

---

**CAUTION!**

When you enter information into a field in global update mode, you will overwrite any data that already exists in that field for every requirement in your selected group.

Click the **Save** button to save your changes and click **Close** to close the Requirement Global Update page.

---

**IMPORTANT!**

You will not be able to save your changes if any of the selected requirements do not pass the system validation edits. See *Saving a Requirement* for more details.

---

### 6.5 UPDATING REQUIREMENT STATUS USING GLOBAL UPDATE

You can also use the global update function to change the status of all requirements at once. This is particularly useful when you are ready to submit your request. You can submit all requirements at once without opening and submitting each individual requirement.
IMPORTANT!
You can only use the global update feature to update status if the status of all selected requirements is the same. You can update other fields even if the current status for the requirements is different.

To Update Requirement Status Using Global Update:

a. Select the **Request Browse** option from the RTM Site Map. The Request Browse page displays. Search for a request as described in *Searching for a Request*. The Request page displays.

-OR-

Select the **FTN Browse** option from the RTM Site Map. The FTN Browse page displays. Search for an FTN as described in *Searching for an FTN*. The FTN page displays.

b. From the Line Items grid, click the **Select** checkbox (not the **Select** hyperlink) for all line items you want to update OR click the Select All button automatically check all line items in the request.

-OR-

Click the **Select 50** button to automatically check the first 50 line items in the request.

-OR-

Click the **Select** hyperlink to select a line item. The Line Item page displays.

c. From either the Request page, the FTN page or the Line Item page (depending upon which option use chose in step c, click the **Global Update** button. The Requirement Global Update page displays.

**Note:**
If the status of all selected requirements is NOT the same, you will not be able to use the global update feature to update status. The following figure shows the Requirement Global Update page with error messages in the header.
d. Click the **Edit Status** button to switch to edit mode. The Status page displays.

e. Follow the steps in *Submitting a Request* or *Changing a Status* to update the desired status. The status changes for all requirements that are part of the selected line item or request. Status changes are reflected in the Requirement Status Summary grid on the Line Item and Request pages. Note: You may need to click the **Refresh Grid** hyperlink to update the status summary.

### 6.6 REQUIREMENT GLOBAL UPDATE PAGE TABS

Many of the tabs on the Requirement Global Update page are the same as the tabs on the Requirement page. However, some tabs on the Requirement Global Update page are blank as it would not be appropriate to update all information on the tabs for all requirements. Each Requirement Global Update page tab is described in the following sections.

#### 6.6.1 Requestor Information Tab – Global Update

The **Requestor Information** tab displays basic information about the request. This includes displaying the requestor, requesting for, and destination information. The only field that you can edit on this tab is the Action Officer field. This tab is the same on the Requirement Global Update page as it is on the Requirement page.
6.6.2 Personnel Need Tab – Global Update

The **Personnel Need** tab displays the requirement time frame requested and approved, the rotation time frame, the required qualifications, OPNAV Event Details, any sourcing overlap, and applicable manning numbers data. You can specify multiple **Rating** and **Pay Grade** codes for enlisted requirements to allow more than one type of person to fill a particular slot. To do this, enter information in the **Substitution Rule** field.

The **NEC/NOBC** and **Pay Grade** fields are view only. (Note: These fields can be modified on the Line Item page). You will see tildes (~) in all fields throughout the RTM fields if they are different in the selected requirements. You can update OPNAV Event Details from the **Personnel Need** tab by clicking the **Update** button to display the Event Information window. However, you can only view these comments by accessing the individual requirements.
The following business rules are applicable to the Personnel Need tab on the Requirement Global Update page. If invalid data is entered, an error message is displayed for each business rule that is not met:

- **Begin Date** is a required field
- **End Date** is a required field
- **End Date** must be greater than or equal to tomorrow
- **Begin Date** must be less than **End Date**
- **End Date** must be greater than **Begin Date**
- **Rotation Begin Date** is a required field
- **Rotation End Date** is a required field
- **Rotation Begin Date** must be less than **Rotation End Date**
- **Rotation End Date** must be greater than **Rotation Begin Date**
- **Rotation Begin Date** must be in yyyy.mm.dd format
- **Rotation End Date** must be in yyyy.mm.dd format
- **End Date** must be greater than or equal to the Approved Thru date if an Approved Thru date exists.
- Begin Date must be in yyyy.mm.dd format
- End Date must be in yyyy.mm.dd format
- Authorized Sourcing Overlap must be a positive number

### 6.6.3 Destination Tab – Global Update

Enter information regarding the **Phase, Location, POC Information**, Unclassified Location, Classified Location, Classified Reporting Instructions and **FFA Information**
on the Destination tab. The Destination UIC code and Destination UIC Name display but are read-only. This tab on the Requirement Global Update page is the same as the Destination tab on the Requirement page.

Note: Information in the Classified Location and Classified Reporting Instructions fields cannot be edited or viewed through the NMCMPS RTM.

The following business rules are applicable to the Destination tab on the Requirement Global Update page. If invalid data is entered, an error message is displayed for each business rule that is not met:

- **POC Name** is a required field
- **POC Phone** is a required field
- **POC Email** is a required field
- **FFA UIC** must match a valid UIC
- **FFA Date** must be less than Requirement End Date
- **FFA Date** must be greater than or equal to Requirement Begin Date
- **FFA Date** must be greater than or equal to the first I-Stop Date (if populated)
6.6.4 **Orders Information Tab – Global Update**

Enter data regarding orders, travel, and per diem on the **Orders Information** tab. Note that the **Transportation Mode (Primary)** field is required in order to save the record. This tab on the Requirement Global Update page is the same as the **Orders Information** tab on the Requirement page.
**Figure 116: Orders Information Tab – Global Update**

<table>
<thead>
<tr>
<th>Mission Related Stops</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stops Required:</td>
<td>N</td>
</tr>
<tr>
<td>Stops Desc:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-Stop 1:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC:</td>
<td></td>
</tr>
<tr>
<td>Report Date:</td>
<td></td>
</tr>
<tr>
<td>GeoLoc:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-Stop 2:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC:</td>
<td></td>
</tr>
<tr>
<td>Report Date:</td>
<td></td>
</tr>
<tr>
<td>GeoLoc:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-Stop 3:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC:</td>
<td></td>
</tr>
<tr>
<td>Report Date:</td>
<td></td>
</tr>
<tr>
<td>GeoLoc:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-Stop 4:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC:</td>
<td></td>
</tr>
<tr>
<td>Report Date:</td>
<td></td>
</tr>
<tr>
<td>GeoLoc:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-Stop 5:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC:</td>
<td></td>
</tr>
<tr>
<td>Report Date:</td>
<td></td>
</tr>
<tr>
<td>GeoLoc:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I-Stop 6:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC:</td>
<td></td>
</tr>
<tr>
<td>Report Date:</td>
<td></td>
</tr>
<tr>
<td>GeoLoc:</td>
<td></td>
</tr>
</tbody>
</table>

**ICCE Information**

<table>
<thead>
<tr>
<th>Requires ICCE:</th>
<th>ICCE Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Travel Information**

<table>
<thead>
<tr>
<th>Transportation Modes (Primary):</th>
<th>Rental Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation Modes (Secondary):</th>
<th>Rental Vehicle:</th>
<th>Rental Car Begin:</th>
<th>Rental Car End:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One-Way Mileage:</th>
<th>One-Way Travel Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Entitlements**

<table>
<thead>
<tr>
<th>Govt. Quarters:</th>
<th>Govt. Messing:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Per Diem Rate:**

**Special Instructions**

- Dynamic 1
- Dynamic 2
- Dynamic 3
- Dynamic 4
- Dynamic 5

**Special Instructions NEW**

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Passport:</th>
<th>Luggage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY</td>
<td>NOT REQUIRED</td>
<td></td>
</tr>
</tbody>
</table>

---

Unclassified Reporting Instructions

(Instructions below are transferred to the NIPRNET. Please ensure all information is unclassified.)

**Reporting Instructions Date:**

---

(Instructions below are transferred to the NIPRNET. Please ensure all information is unclassified.)

**Reporting Instructions Date:**

---
The following business rules are applicable to the Orders Information tab on the Requirement Global Update page. If invalid data is entered, an error message is displayed for each business rule that is not met:

- **Stop Description** is required when **Stops Required** is ‘Y’
- **Stop Required** should be a ‘Y’ when **Stop Description** is populated
- **I-Stop**s must be entered in sequential order
- **Report Date** is required if **I-Stop** is populated
- **ICCE Notes** is required when **Requires ICCE** is ‘Y’
- **Requires ICCE** is required to be ‘Y’ when **ICCE Notes** is populated
- **Transportation Mode (Primary)** is a required field
- **Rental Begin** Date must be less than **Requirement End Date**
- **Rental End** Date must be less than **Requirement End Date**
- **Rental Begin** Date must be greater than or equal to **Requirement Begin Date**
- **Rental End** Date must be greater than or equal to **Requirement Begin Date**
- **Rental Begin** Date must be less than or equal to **Rental End** Date
- **Rental End** Date must be greater than or equal to **Rental Begin** Date
- **Rental Type** is required when **Rental Vehicle** is ‘Y’
- **Rental Begin** Date is required when **Rental Vehicle** is ‘Y’
- **Rental End** Date is required when **Rental Vehicle** is ‘Y’
- **Rental Vehicle** is required to be ‘Y’ when **Rental Type, Rental Begin** Date, or **Rental End** Date is populated

6.6.5 **Billet Information Tab – Global Update**

On the Requirement Global Update page, the Billet Information tab allows you to enter **Joint Manning Document (JMD) Details**, **Billet Weapon** information, and **Billet/Claimant Notes**. **Required Clearance** is a required field. Note: The Billet Group and Justification fields are read-only on this page and can be modified via the Build-a-Request page.

You can click the Update button to enter **Additional Billet Data** when you are in view mode. If you are in edit mode, you will need to click on Save or Cancel in order enable the Update button. You can only view Additional Billet Data by accessing the individual requirements.

You can click the Update button to enter **Joint Manning Document (JMD) Details** when you are in view mode. If you are in edit mode, you will need to click on Save or Cancel in order enable the Update button. You can only view JMD Details by accessing the individual requirements.
Figure 117: Billet Information Tab – Global Update

Note:
Information in the **Classified Justification Description** field cannot be edited or viewed through the NMCMPs RTM.
The following business rules are applicable to the **Billet Information** tab on the Requirement Global Update page. If invalid data is entered, an error message is displayed for each business rule that is not met:

- **Required Clearance** is a required field
- **Weapon Type** is required when **Weapon Required** is ‘Y’
- **Issue Location** is required when **Weapon Required** is ‘Y’
- **Weapon Required** is required to be ‘Y’ when **Weapon Type** or **Issue Location** is populated

### 6.6.6 Mission Information Tab – Global Update

The **Mission Information Tab** allows you to view mission and tasking information as well as enter training requirements related to the mission.

#### Figure 118: Mission Information Tab – Global Update

![Mission Information Tab](image)

The following business rules are applicable to the **Mission Information** tab on the Requirement Global Update page. If invalid data is entered, an error message is displayed for each business rule that is not met:
• LAD must be in a proper date format (yyyy.mm.dd)
• The tour length minimum must be a positive number

Note:
For the Mission Planning field to calculate, 1st I-Stop, LAD and BOG fields are required.

Note:
For the Total Training field to calculate, the 1st I-Stop and LAD fields are required.

6.6.7 By Name Candidate Tab – Global Update
This tab cannot be accessed via the Requirement Global Update page as you will never have one candidate for multiple requirements.

6.6.8 Review Information Tab – Global Update
This tab enables you to select one or more reviewers for the request. Select the checkbox corresponding to the office code of the level 3 organization you want to review your requirement. This tab is for the HQ Action Officer role only to manage the review process at HQ level for requirements in a Validated To HQ (VH) status. The Review Information tab on the Requirement Global Update page is the same as the Review Information tab on the Requirement page.

Figure 119: Review Information Tab – Global Update

<table>
<thead>
<tr>
<th>Select the desired reviewers for this requirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ N095 (Director Naval Reserve)</td>
</tr>
<tr>
<td>□ N097 (Chief of Chaplains)</td>
</tr>
<tr>
<td>□ N09A (CHINFC)</td>
</tr>
<tr>
<td>□ N09BL (Legal/O/JAG)</td>
</tr>
<tr>
<td>□ N132D8 (Linguists)</td>
</tr>
<tr>
<td>□ N2/N131I (Intelligence)</td>
</tr>
<tr>
<td>□ N2C (Dep Dir Cryptology)</td>
</tr>
<tr>
<td>□ N34 (Naval Security Force)</td>
</tr>
<tr>
<td>□ N44B (Sea Bees)</td>
</tr>
<tr>
<td>□ N931 (Surgeon General/Blamed)</td>
</tr>
</tbody>
</table>
6.6.9 **Recommendations Tab – Global Update**

You can add recommendations through the global update feature; however, you can only view recommendations from the individual requirements. Use the **Add Recommendation** button to add recommendations globally.

![Figure 120: Recommendations Tab – Global Update](image)

**Note:**
For ADSW requirements, the **Reserve Authority** must be “ADSW” or “ADSW (Contingency)”.

6.6.10 **Source History Tab – Global Update**

This tab cannot be accessed via the Requirement Global Update page as the sourcing history will never be the same for two or more requirements.

6.6.11 **Update Errors Tab – Global Update**

The **Update Errors** tab is blank unless your changes fail the system edit checks when you attempt to save. You must correct the edit errors before you can save the global changes you made to the selected requirements.
### Figure 121: Update Errors Tab – Global Update

<table>
<thead>
<tr>
<th>Line Item</th>
<th>RTN</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2605</td>
<td></td>
<td>Personnel Need Tab: Begin Date is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Billet Information Tab: Required Clearance is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Billet Information Tab: Required Clearance is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Personnel Need Tab: Crisis Code is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Personnel Need Tab: End Date is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>POC Email is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>POC Name is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>POC Phone is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Personnel Need Tab: Begin Date is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Billet Information Tab: Required Clearance is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Billet Information Tab: Required Clearance is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Personnel Need Tab: Crisis Code is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Personnel Need Tab: End Date is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>POC Email is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>POC Name is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>POC Phone is a required field.</td>
</tr>
<tr>
<td>2605</td>
<td></td>
<td>Personnel Need Tab: Begin Date is a required field.</td>
</tr>
</tbody>
</table>
SECTION 7: Using the JMD/Event Grouping Tool

By entering either the JMD group type or the Event ID, you can display a group of requirements on the JMD Grouping page. The JMD Grouping page is divided into two sections: (1) Requirements and (2) Requirement Status Summary. From the Requirements list, you can select an individual requirement to view the Requirement page for that requirement. From the Requirement Status Summary you can select a status to view the Status Group page. You can also select more than one or all requirements and perform a global update from the JMD Grouping page. The following figure displays the JMD Grouping page before you select a JMD Title or enter an Event ID.

Figure 122: JMD Grouping Page

7.1 GROUPING BY JMD

A Joint Manning Document (JMD) signifies the required billets that the combatant commander dictates are required for successful completion of current mission objectives. Since the mission objectives change daily, especially during wartime, the JMD changes very frequently. Therefore, the ability to track the JMD history is provided in the NMCMPs RTM.

A JMD is broken into several components, of which the RTM tracks the Paragraph (high level grouping of billets), the Line Number (specific billet line number under the paragraph) and the eJMAPS number (specific billet number assigned by JCS). In addition, you can select a JMD Title from a drop-down list when entering Joint Manning Details on the Billet Information tab of the Requirement page.
The JMD/Event Grouping Tool page enables you to search for requirements by selecting a JMD Title.

After you select a JMD Title and click the **Load** button, the JMD Grouping page displays a list of all requirements that have been assigned that JMD Title. Information about each requirement, such as CRI, RTN, Jurisdiction, Destination UIC, Status, etc., displays in the grid. You can click on the **Select** hyperlink corresponding to a requirement to view the Requirement page associated with that requirement.

The bottom of the JMD Grouping page shows a Requirement Status Summary. This summary lists a row corresponding to each status represented in the group. You can see the number of requirements at each status as well as the percentage of requirements at each status. You can click on the **Select** hyperlink corresponding to one of the status rows to view the Status Group page.

**To Group and Display Requirements by JMD Title**

a. Select the **JMD Grouping Tool** option from the RTM Site Map. The JMD Grouping page displays.

b. Click on the **JMD** radio button in the **Load By** field. Note: When you view the JMD Grouping page, the default load is the JMD search.

c. Select a **Title** from the drop-down list.

d. Click the **Load** button to display a list of requirements grouped by the JMD Title you selected as shown in the following figure.
e. From the Requirements list, click on the Select hyperlink corresponding to the requirement you want to view.

-OR-

From the Requirement Status Summary list, click on the Select hyperlink to display the Status Summary page corresponding to your selected status.

f. (Optional) To globally update multiple requirements, select the appropriate requirements by clicking the checkboxes in the Select column of the Requirements list. After you select the appropriate requirements, click the Global Update button to display the Requirement Global Update page. See the Using the Global Update Feature for more information on global update. Note: You can only globally update requirements with the same status that have not yet been approved and that have not been request for revalidation.

**Note:**
To select a group of requirements at the same time, select the first requirement, hold the Shift key down and click the last requirement in the series. All requirements between the first and last requirement will be selected.

To select all displayed requirements, click the Select All button.
7.2 GROUPING BY EVENT

There are two common events referred to throughout the NMCMPS application:

1) The OPNAV Event is a sequential tracking number that represents a grouping of requirements that are processed by OPNAV for approval. This "group" tracking number provides OPNAV the ability to refer to a group of requirements (across requests). This tracking number is carried over from the old processing methodology.

2) The Implementation Event is a tracking number used by RES and PERS to "light" service members for mobilization and order issuance. This number is provided by RES and is used by the order writers as official documentation to mobilize service members listed with in the event message either by SSN, RTN or OPNAV Event.

In order to group and display requirements by event, you must enter a valid Event ID on the JMD Grouping page. Once you perform a search by Event ID, the JMD Grouping page displays a list of all requirements that have been assigned that Event ID. Information about each requirement, such as CRI, RTN, Jurisdiction, Destination UIC, Status, etc., displays in the grid. You can click on the Select hyperlink corresponding to a requirement to view the Requirement page associated with that requirement.

The bottom of the JMD Grouping page shows a Requirement Status Summary. This summary lists a row corresponding to each status represented in the group. You can see the number of requirements at each status as well as the percentage of requirements at each status. You can click on the Select hyperlink corresponding to one of the status rows to view the Status Group page.

To Group and Display Requirements by Event:

a. Select the JMD Grouping Tool option from the RTM Site Map. The JMD Grouping page displays.

b. Click on the Event radio button in the Load By field. Note: When you view the JMD Grouping page, the default load is the JMD search.

c. Enter an event ID in the Event ID field.

d. Click the Load button to display a list of requirements grouped by the Event ID you entered as shown in the following figure.
e. From the Requirements list, click on the Select hyperlink corresponding to the requirement you want to view.

-OR-

From the Requirement Status Summary list, click on the Select hyperlink to display the Status Summary page corresponding to your selected status.

f. (Optional) To globally update multiple requirements, select the appropriate requirements by clicking the checkboxes in the Select column of the Requirements list. After you select the appropriate requirements, click the Global Update button to display the Requirement Global Update page. See the Using the Global Update Feature for more information on global update. Note that you can only globally update requirements with the same status that have not yet been approved and that have not been request for revalidation.

Note:
To select a group of requirements at the same time, select the first requirement, hold the Shift key down and click the last requirement in the series. All requirements between the first and last requirement will be selected.

To select all displayed requirements, click the Select All button.
SECTION 8: Managing Comments and Request History

8.1 COMMENTS OVERVIEW

The Comments feature provides the ability for you to add annotations at the various stages of the request flow. You can associate comments with requests, FTNs, line items, and within the requirement tabs. In addition to the ability to view comments, the system also allows you to view a history of request changes (see Viewing the Audit Log).

8.2 USING COMMENTS

You can view, add, and edit comments associated with requests, line items, and requirement tabs. All different types of comments utilize the Comments page. The Comments page operates in the same manner regardless of whether the comment is attached to an FTN, request, a line item, or a requirement tab. However, the title bar is different so as to indicate the type of comment (e.g. request, line item, or requirement).

The comments page 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. 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.

Any user with authorized access can create a comment. You can also edit comments that you create. You can view comments created by other users. You cannot delete a comment once it has been saved.

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.
8.3 VIEWING COMMENTS

The Comments page is the same regardless of whether you are viewing a request, line item, or requirement comment. However, the type of comment displays in the page title.

8.3.1 To View a Request Comment:

a. Select the **Requests Browse** option from the RTM Site Map. The Request Browse page displays.

b. Search for a request as described in *Searching for a Request*.

c. Once you select a package and display the Request page, click the **Comments** button. The Request Comments page displays as shown in the following figure.
d. Click on the **Select** hyperlink corresponding to the comment you want to view. The comment displays in the edit box at the top of the page.

---

**Note:**
Up to five comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

---

e. Click **Close** when you are finished to close the Request Comments page.

---

8.3.2  **To View an FTN Comment:**

a. Select the **FTN Browse** option from the RTM Site Map. The FTN Browse page displays.

b. Search for a FTN as described in *Searching for an FTN*.

c. Once you select a package and display the FTN page, click the **Comments** button. The FTN Comments page displays as shown in the following figure.
Figure 127: FTN Comments Page

![FTN Comments Page](image)

**d.** Click on the **Select** hyperlink corresponding to the comment you want to view. The comment displays in the edit box at the top of the page.

**Note:**
Up to five comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

**e.** Click **Close** when you are finished to close the FTN Comments page.

8.3.3 **To View a Line Item Comment:**

a. Select the **Requests Browse** option from the RTM Site Map. The Request Browse page displays.

b. Search for a request as described in *Searching for a Request*.

c. From the Request page, select a line item by clicking on the appropriate **Select** hyperlink in the line item grid. The Line Item page displays.

d. From the Line Item page, click the **Comments** button. The Line Item Comments page displays as shown in the following figure.
e. Click on the Select hyperlink corresponding to the comment you want to view. The comment displays in the edit box at the top of the page.

**Note:**
Up to five comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

f. Click Close when you are finished to close the Line Item Comments page.

8.3.4 **To View a Requirement Comment:**

a. Select the Requests Browse option from the RTM Site Map. The Request Browse page displays.

b. Search for a request as described in Searching for a Request.

c. From the Request page, select a line item by clicking on the appropriate Select hyperlink in the line item grid. The Line Item page displays.
d. From the Line Item page, select a requirement by clicking on the appropriate **Select** hyperlink in the requirement grid. The Requirement page displays.

**Note:**
You can also search for a requirement from the Requirement Browse page. See *Searching for a Requirement* for more details. After performing a requirement search, click on the **Select** hyperlink corresponding to the requirement for which you want to view comments. The Requirement page displays.

---

e. From the Requirement page, choose the tab containing the comment you want to view.

**Note:**
A comment icon ![comment icon] displays on the right side of the tab name to indicate that a comment exists for that tab.

---

f. Click the **View Comments** button. The Requirement Comments page displays as shown in the following figure.

**IMPORTANT!**
You cannot add or edit a requirement comment unless you are in edit mode. You must click on the **Edit Requirement** button on the Requirement page to change the Comment button from **View Comments** to **Edit Comments**.
g. Click on the Select hyperlink corresponding to the comment you want to view. The comment displays in the edit box at the top of the page.

**Note:**
Four comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

h. Click Close when you are finished to close the Requirement Comments page.

### 8.4 ADDING COMMENTS

The steps for adding comments are the same regardless of whether you are adding request, FTN, line item, or requirement comments.

When you add a comment to a requirement tab, an icon appears to the right of the tab name to visually identify that at least one comment exists for that tab. Note: You must click the Save button on the Requirement page to write the comments to the database before the icon appears on the tab.
Figure 130: Requirement Tabs with Comment Icons

To Add a New Comment:

a. Open the FTN Comments, Request Comments, Line Item Comments, or Requirement Comments page. (See the steps in Viewing Comments for more details). If one or more comments already exist for the record, the most recent displays in the text box.

IMPORTANT!
Before you can add a requirement comment, you must switch to edit mode. You must click on the Edit Requirement button on the Requirement page to change the Comment button from View Comments to Edit Comments.

b. From the Comments page, click the Add button. The text box clears (if one or more comments already existed).

c. Enter your comment in the text box.

d. When you finish, click Save to save your changes and Close to close the Comments page.

8.4.1 Editing Comments
You can edit comments that you create. You cannot edit comments created by another user. Note that you cannot delete a comment once it is saved.
To Edit an Existing Comment:

a. Open the FTN Comments, Request Comments, Line Item Comments, or Requirement Comments page. (See the steps in Viewing Comments for more details). If one or more comments already exist for the record, the most recent displays in the text box.

**IMPORTANT!**
Before you can edit a requirement comment, you must switch to edit mode. You must click on the Edit Requirement button on the Requirement page to change the Comment button from View Comments to Edit Comments.

**Note:**
Up to five comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

b. From the Comments page, click the Edit button.

c. Edit your comment in the text box.

d. When you finish, click Save to save your changes and Close to close the Comments page.

### 8.5 GENERATING THE COMMENTS REPORT

The Comment Rep button on the Requirement page allows you to display all comments for a particular requirement from all tabs to which you have view access rights. In addition, all comments entered through the Status page are included. When you click on the Comment Rep button, the Comment Report Option window display as shown in the following figure.
Figure 131: Comment Report Options

This window enables you to view all comments or select specific criteria you wish to include in the report. Once you have made your selection, click the Generate Comment Report button and the report displays in a Microsoft Word document. The following figure shows a sample Comments Report.
Figure 132: Sample Comments Report

Comments Report By Tab
Current As Of 2008.05.13 1210
Created By SYS ADMIN TEST

<table>
<thead>
<tr>
<th>Status</th>
<th>SYS ADMIN TEST</th>
<th>2007.01.04 2068</th>
<th>Early Termination comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SYS ADMIN TEST</td>
<td>2007.01.04 2049</td>
<td>This is to deny an approve thru date change</td>
</tr>
<tr>
<td></td>
<td>SYS ADMIN TEST</td>
<td>2007.01.04 2037</td>
<td>This is a test for additional info at the Claimant level</td>
</tr>
<tr>
<td></td>
<td>SYS ADMIN TEST</td>
<td>2007.01.04 2031</td>
<td>This is a test for canceled checkbox first time thorough</td>
</tr>
<tr>
<td></td>
<td>SYS ADMIN TEST</td>
<td>2007.01.04 2025</td>
<td>Need more info</td>
</tr>
</tbody>
</table>

Recommendations

<table>
<thead>
<tr>
<th>URF</th>
<th>SYS ADMIN TEST</th>
<th>2007.01.02 2262</th>
<th>RefRTN deleted by SYS ADMIN TEST that is true</th>
</tr>
</thead>
<tbody>
<tr>
<td>URF</td>
<td>SYS ADMIN TEST</td>
<td>2008.06.02 1106</td>
<td>test again</td>
</tr>
</tbody>
</table>


SECTION 9: Understanding the Audit Log

The RTM automatically creates system comments to maintain a history of changes made to the record. The audit log stores the name of the field changed, the user ID of the user who changed the information, and the date and time of the change. You can access an audit log at the FTN level, request level, and the line item level. You cannot edit the audit log. To print the audit log, click the Export to Print button on the Audit Log window.

9.1 VIEWING THE REQUEST PACKAGE AUDIT LOG

The request audit log records information about the creation of a request. In addition, the system creates a row in the audit log whenever changes are made to the request information. The request audit log does not track changes to line items.

To View the Request Audit Log:

a. Select the Requests Browse option from the RTM Site Map. The Request Browse page displays.

b. Search for a request as described in Searching for a Request.

c. From the Request page, click on the Audit Log button. The Request Audit Log page displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.
Note:
Up to five audit entries are displayed in the annotation grid at once. If more than five audits 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.

Note:
H2L Transfer History displays the High to Low transfer history for this requirement.
9.2 VIEWING THE FTN AUDIT LOG

The FTN audit log records information about the creation of an FTN. In addition, the system creates a row in the audit log whenever changes are made to the FTN information. The FTN audit log does not track changes to line items.

To View the FTN Audit Log:

a. Select the FTN Browse option from the RTM Site Map. The FTN Browse page displays.

b. Search for an FTN as described in Searching for an FTN.

c. From the FTN page, click on the Audit Log button. The FTN Audit Log page displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.

Figure 134: Audit Log Page
### 9.3 VIEWING THE LINE ITEM AUDIT LOG

**To View the Line Item Audit Log:**

- Select the **Request Browse** option from the RTM Site Map. The Request Browse page displays.
- Search for a request as described in *Searching for a Request*.
- From the Request page, choose a line item from the grid by clicking on **Select** hyperlink. The Line Item page displays.
- From the Line Item page, click on the **Audit Log** button. The Request Audit Log page displays. Audit entries are displayed in the grid in reverse chronological order.

**Note:**
Up to five audit entries are displayed in the annotation grid at once. If more than five audits 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.

- Click the **Select** hyperlink corresponding to the audit log entry you want to view.
- Click **Close** when you are finished.

**Note:**
H2L Transfer History displays the High to Low transfer history for this requirement.

### 9.4 GENERATING AN AUDIT LOG REPORT

The **Audit Log** window enables you to export all Audit Log entries out of NMCMPS and into Word. Click on the **Export for Print** button to export the report. The following figure shows a sample Audit Log Report.
### Figure 135: Audit Log Report

Audit Log Report For CRI = 2366  
Current As Of 2009.02.26 0557  
Created By Charlie Chode Piper

<table>
<thead>
<tr>
<th>Date</th>
<th>Comment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008.05.02</td>
<td>Comment updated by SYS ADMIN TEST (63890, System Admin)</td>
</tr>
<tr>
<td>2008.05.02</td>
<td>Comment updated by SYS ADMIN TEST (63890, System Admin)</td>
</tr>
</tbody>
</table>
SECTION 10: Ad-Hoc Reporting

10.1 GENERATING AD-HOC REPORTS

The RTM allows you to create and print custom reports. You access the ad-hoc reporting option from the Requirement Browse 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.

Note: In addition to the ad-hoc reporting capability described here, you can access the Business Objects application for additional reporting functionality. The Business Objects application provides a robust reporting capability for authorized users. Since the Business Objects application is separate, you must log on to the Business Objects application from Navy Manpower Online. You only see the Business Objects application if you are defined as an authorized user.

To generate reports, you use the Report Format page as shown in the following figure.

Figure 136: Report Format Page

The following table describes the buttons on the Report Format page.
Table XXV: Report Format Page Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Template</td>
<td>Displays the Report Template Search page from which you can select an existing report template.</td>
</tr>
<tr>
<td>Generate Report</td>
<td>Generate and displays your report after you select a template or enter report fields. Note that you if you are printing an HTML report, you can click the Headers/Footers checkbox to display “For Official Use Only” above and below the body of the report.</td>
</tr>
<tr>
<td>Update Template</td>
<td>Allows you to edit an existing report template. You can only edit report templates if you are authorized.</td>
</tr>
<tr>
<td>Save Template As</td>
<td>Allows you to save the current report criteria as a report template so that you can access for later use.</td>
</tr>
<tr>
<td>Delete Template</td>
<td>Deletes the selected template from the list of available report templates.</td>
</tr>
<tr>
<td>Close</td>
<td>Closes the Report Format page.</td>
</tr>
</tbody>
</table>

**Note:**
You can click on the Headers/Footer to checkbox to display “For Official Use Only” above and below the text of a report. In addition, if you choose to include a classified field in your report, a popup appears and headers/footers are automatically turned on to display “Secret” above and below the body of the report.

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

a. Select **Requirement Browse** option from the RTM Site Map. The Requirement Browse page displays.

b. From the Requirement Browse page, enter your search criteria and click the **Search** button (see **Searching for a Requirement** for more details). The requested data displays listing all requirements that meet your specified search criteria.

**Note:**
To execute a partial search, use the “%” character. You can use the “%” character before or after the search value.

For example, if you knew the last name of the person who Authorized a request was Smith but you did not know the person’s rank, you would type “%Smith” into the “Authorized by” field and click **Search**. Your search would result in a list of all requests authorized by someone with the last name of Smith, regardless of rank.

c. From the **Requirement Browse** page, click on the **Ad-Hoc Tool** button. The Report Format page displays.
d. To retrieve an existing report, click the **Load Template** button. The Search Template window appears.

e. Enter a **Partial Name** for the report and/or select a **Report Type** and click the **Search** button. Report type is either Personal or Global. Note: You can also click on the **Search** button without entering a **Partial Name** or selecting a **Report Type** if you want to view all report templates. Once you click the **Search** button, a hit list of Report Templates displays.

![Figure 137: Report Format Page](image)

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

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

h. If you are generating an HTML report, click on the **Headers/Footers** checkbox to display “For Official Use Only” above and below the body of your report.

i. Click on the **Generate Report** button to execute your report. The report contains data matching the search criteria you entered in step b. Regardless of whether you chose to generate the report in HTML, Text, or Excel, the report displays in a new browser window. If you included a classified field in your report, a message displays as follows before the report displays and the word “SECRET” appears in at the top and bottom of the report.
Figure 138: Classified Report Message

This Report contains Classified Fields and is Marked as SECRET.

Note:
The NMCMPS RTM does not contain Classified information and therefore will not display this message.

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

Figure 139: Sample Ad-Hoc Report from Template (HTML Format)

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

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

a. Select **Requirement Browse** from the RTM Site Map. The Requirement Browse page displays.

b. From the Requirement Browse page, enter your search criteria and click the **Search** button (see *Searching for a Requirement* for more details). The requested data displays listing all requirements that meet your specified search criteria.

c. From the Requirement Browse page, click on the **Ad-Hoc Tool** button. The Report Format page displays.

d. From the Available Grid Items list, click on a field you want to include in your report.

**Note:**
Classified fields are not available through the NMCMPS RTM.

e. Click the right arrow (>) button to move the field from the **Available Grid Items** list to the **Report Grid Items** list. Repeat this step until you move all desired fields into the **Report Grid Items** list. Note that you can select more than one field at a time using the Shift+Click or Ctrl+Click.

![Figure 140: Grid Item Options](image)

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

g. (Optional) Choose primary and secondary sort fields by choosing fields from the **Sort 1** and **Sort 2** drop-down lists.
h. (Optional) Select one or more **Summary Report Options** from the list of **Available Summary Items**. Note that this is only available if you choose HTML as the report format.

**Figure 142: Summary Options**

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

**Figure 143: Report Title**

j. Choose whether to display your report in HTML or Microsoft Excel format by choosing **HTML, Text, or Excel** from the **Format** drop-down list.

k. If you are generating an HTML report, click on the **Headers/Footers** checkbox to display “For Official Use Only” above and below the body of your report.

l. Click the **Generate Report** button to display your report. The report contains data matching the search criteria you entered in step b. Regardless of whether you chose to generate the report in HTML, Text, or Excel, the report displays in a new browser window. If you included a classified field in your report, a message displays as follows before the report displays:
Figure 144: Classified Report Message

Note:
The NMCMPS RTM does not contain Classified information and therefore will not display this message.

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

m. Print the report by clicking the Print icon on your browser.

n. To save your report as a template, follow the steps in To Save a Template.

10.2 MANAGING REPORT TEMPLATES

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

To Save a Template:

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

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

c. Enter a name for your template in the Template Name field.
d. Select either **Personal** or **Global** from the **Template Type** drop-down list. Select **Global** if you want all users to be able to access your template. Select **Personal** if you do not want other users to be able to access your template.

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

**To Delete a Template:**

a. Select **Requirement Browse** from the RTM Site Map. The Requirement Browse page displays.

b. From the Requirement Browse page, click the **Ad-Hoc Tool** button. The Report Format page displays.

c. Click the **Load Template** button to display the Search Template window.

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

e. Click the **Load** link corresponding to the report template you want to delete. The template is loaded into the Report Format page.

![Figure 146: Report Format Page with Template Loaded](image)

Figure 146: Report Format Page with Template Loaded
f. Click the **Delete Template** button to delete the template. A message appears prompting you to confirm whether or not you want to continue with the deletion.

![Figure 147: Delete Template Confirmation Request](image)

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

[Yes] [No]

---

**Figure 147:** Delete Template Confirmation Request

---

g. Click **Yes** and a message appears stating that the report template was deleted.

![Figure 148: Delete Template Confirmation](image)

Microsoft Internet Explorer

![Warning icon]

Report Template < General Roster > was deleted.

[OK]

---

**Figure 148:** Delete Template Confirmation

---

h. Click **OK**.

---

**IMPORTANT!**

You can only delete your personal templates or global templates that you create.
SECTION 11: Maintaining Tables

Use the Table Maintenance option to maintain and update the RTM internal validation tables and lookup tables. For example, you may want to add a new Reviewer name to the list of available reviewers. 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 a record to the table, edit an existing record, or delete a record from the table. Only authorized users can update tables. Note: there are 3 different levels of access for the tables in the Table Maintenance section: System Admin, HQ, and view only.

You can mark a Crisis Code as inactive by editing the Lookup_CrisisCodes table through the Table Maintenance feature. Existing requirements with inactive Crisis Codes are maintained but new requirements can only contain active Crisis Codes.

Note:
You cannot add to nor can you edit the Lookup_RequirementStatus or RTMTableTypes tables.

To View an RTM Table:

a. Select Table Maintenance from the RTM Site Map or from the upper tool bar on the RTM home page. A page displays with a drop-down list containing all of the tables that are maintained by the system administrator.

b. Select the table you want to view by clicking the drop-down list and choosing a table name.

c. Click the Load Table button. A grid displays containing all fields and values.
within the selected table. Each column you see represents a field in the table. Each row represents existing data records stored in the table.

The following figure shows the Table Maintenance page with a table selected.

**Figure 150: Table Maintenance Page with Table Selected**

![Table Maintenance Page with Table Selected](image)

The following table describes the available functions.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Entry</td>
<td>Adds a new data row to the selected table.</td>
</tr>
<tr>
<td>Edit</td>
<td>Updates the selected record in the selected table.</td>
</tr>
<tr>
<td>Delete</td>
<td>Eliminates the selected record from the selected table.</td>
</tr>
<tr>
<td>Update</td>
<td>Writes and saves your changes to the database. Note: This button will appear after the Edit button is selected.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels any changes you have made to the record. Note: This button will appear after the Edit button is selected.</td>
</tr>
</tbody>
</table>

**Note:**
The Table Maintenance grid can display a maximum of ten records at a time. Click a numbered hyperlink just above the grid to the far right (e.g. [2], [3], etc.) to go to a different page.

**To Add a Record:**

a. Select **Table Maintenance** from the RTM Site Map or from the upper tool bar on the RTM home page. A page displays with a drop-down list containing all of the tables that are maintained by the system administrator.

b. Select the table you want to modify by clicking the drop-down list and choosing a
table name.

c. Click the **Load Table** button. A grid displays containing all fields (columns) and records (rows) within the selected table.

d. To add a new record, click the **Add Entry** button. Note that the **Add Entry** button does not display if you are not authorized to add values to that table. The Table Maintenance Add page displays as shown in the following figure.

![Figure 151: Table Maintenance Add Page](image)

e. Enter new values in the displayed fields.

f. Click the **Add** button when you are finished. The new record is added to the table.

**To Edit an Existing Record:**

a. Select **Table Maintenance** from the RTM Site Map or from the upper tool bar on the RTM home page. A page displays with a drop-down list containing all of the tables that are maintained by the system administrator.

b. Select the table you want to modify by clicking the drop-down list and choosing a table name.

c. Click the **Load Table** button. A grid displays containing all fields and records within the selected table.

d. To edit a record, click the **Edit** button corresponding to the row in the table you want to edit. The row is highlighted and **Update** and **Cancel** buttons appear. The Table Maintenance page appears as shown in the following figure.
To Delete a Record:

a. Select Table Maintenance from the RTM Site Map or from the upper tool bar on the RTM home page. A page displays with a drop-down list containing all of the tables that are maintained by the system administrator.

b. Select the table you want to modify by clicking the drop-down list and choosing a table name.

c. Click the Load Table button. A grid displays containing all fields and records within the selected table.

d. To delete a record, click the Delete button corresponding to the row in the table you want to delete.

CAUTION!
When you click the Delete button, the record is immediately removed from the database. You are not prompted to confirm the deletion.

To Deactivate a Crisis Code:

a. Select Table Maintenance from the RTM Site Map or from the upper tool bar on the RTM home page. A page displays with a drop-down list containing all of the tables that are maintained by the system administrator.
b. Select the **Lookup_CrisisCodes** table from the Available Tables drop-down list.

c. Click the **Load Table** button. A grid displays all the Crisis Codes.

d. Click the **Edit** button corresponding to the Crisis Code you want to deactivate.

e. In the Active column (the last column), replace the “True” value with “False.”

f. Click the **Update** button to save your change.

**To Reactivate a Crisis Code:**

a. Select **Table Maintenance** from the RTM Site Map or from the upper tool bar on the RTM home page. A page displays with a drop-down list containing all of the tables that are maintained by the system administrator.

b. Select the **Lookup_CrisisCodes** table from the Available Tables drop-down list.

c. Click the **Load Table** button. A grid displays all the Crisis Codes.

d. Click the **Edit** button corresponding to the Crisis Code you want to reactivate.

e. In the Active column (the last column), replace the “False” value with “True.”

f. Click the **Update** button to save your change.
SECTION 12: Administering User Accounts

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

12.1.1 UIC Selection

When you select the User Administration option from the RTM Site Map or from the upper tool bar on the RTM home page, you must choose a UIC from the list of UICs for which you are an authorized administrator.

To Select a UIC:

a. Select User Administration from the RTM Site Map or from the upper tool bar on the RTM home page. The UIC Selection page displays.

b. From the list of UICs you are authorized to administer, click on a UIC. The Administration of User Rights page displays. See Administration Options for more details.

Note:
If your role is defined as an administrator under the special UIC of “XXXXX”, you can manage roles under any UIC. If so, you can enter a UIC in the ENTER UIC HERE row in the UIC list to manage roles for that UIC.

Figure 153: UIC Selection Page
12.1.2 **Administration Options**

The Administration Options page allows you to display the RTM user rights for a specified group of Service Members assigned to the selected UIC.

**Figure 154: Administration of User Rights Page**

![Administration of User Rights Page]

**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: Service 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 155:** Personnel List

The following table describes the Individual Administration page elements.

**Table XXVII:** 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 Service Member you selected.</td>
</tr>
<tr>
<td>Element</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Onboard UIC</td>
<td>Confirms the UIC selected.</td>
</tr>
<tr>
<td>Grade</td>
<td>Displays the Service Member's grade.</td>
</tr>
<tr>
<td>NMCMPs Capability</td>
<td>Displays a list of available roles that may be assigned to a user. Users will not have access to select roles higher than their own role.</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. Note: Users will not have access to select roles higher than their own.

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.
SECTION 13: Changing Processing UIC

You can change the Processing UIC so that you can process Service Members you were not previously able to process due to jurisdiction. This also affects how some tables are viewed within Table Maintenance.

Figure 157: Change Processing UIC

To Change Processing UIC:

a. Select Change Processing UIC from the RTM Site Map or from the upper tool bar on the RTM home page. The UIC Processing Selection page displays the available UICs as well as the role associated with each UIC. If more than one UIC is displayed, you can switch the Processing UIC.

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

c. Click the Change Processing UIC button. The change is implemented and the main menu returns.
SECTION 14: NMCMPNS RTM

14.1 NMCMPNS RTM BACKGROUND

The NMCMPNS RTM Module is available through the NMCMPNS Site Map. This module allows users to enter and track ADSW requirements through the NMCMPNS. The NMCMPNS RTM performs the same functionality as the Classified RTM with the exception of displaying classified field information and allowing for FTN functionality.

In a future release, the NMCMPNS RTM functionality will be expanded to include the ability to enter and track all requirements. In addition, FTN functionality will be added to this module.

14.2 USING THE NMCMPNS RTM

NMCMPNS RTM users should refer the RTM User Manual for instructions and guidance. Notations throughout the RTM User Manual will highlight the specific process and functionality differences between the two modules.

14.3 ADSW REQUIREMENT PROCESS

ADSW requirements are entered in the NMCMPNS RTM and are assigned a temporary CRI and RTN. When the requirements are approved, they are transferred to the Classified RTM, assigned a permanent CRI and RTN, transferred to the SM and then back to the NMCMPNS RTM. Once the transfer from the NMCMPNS RTM to the Classified RTM takes place, Requirements can be viewed but not edited in the NMCMPNS RTM module.

14.4 ACCESSING THE NMCMPNS RTM

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

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

To enter the NMCMPNS RTM Module, click on the Site Map and select NMCMPNS RTM from the NMCMPNS Navigational Map. The RTM home page will display.

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

14.5 NMCMPNS RTM MENU OPTIONS

NMCMPNS RTM Menu Options can be accessed from the NMCMPNS Site Map menu.
The following table describes the primary functions of the NCMCMPS RTM Menu Options.

<table>
<thead>
<tr>
<th>Table XXVIII: RTM Home Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu Option</strong></td>
</tr>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Scorecard</td>
</tr>
<tr>
<td>FTN Browse</td>
</tr>
<tr>
<td>Request Browse</td>
</tr>
<tr>
<td>Requirement Browse</td>
</tr>
<tr>
<td>Build-A-Request</td>
</tr>
<tr>
<td>Table Maintenance</td>
</tr>
<tr>
<td>User Administration</td>
</tr>
<tr>
<td>Change Processing UIC</td>
</tr>
<tr>
<td>RTM Options</td>
</tr>
</tbody>
</table>
# GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSW</td>
<td>Active Duty for Special Work</td>
</tr>
<tr>
<td>AMM</td>
<td>Augmentation Management Module</td>
</tr>
<tr>
<td>AUIC</td>
<td>Active Unit Identification Code</td>
</tr>
<tr>
<td>BIN</td>
<td>Billet Identification Number</td>
</tr>
<tr>
<td>CJCS</td>
<td>Chairman Joint Chiefs of Staff</td>
</tr>
<tr>
<td>CRI</td>
<td>Claimant Request Identifier</td>
</tr>
<tr>
<td>eJMAPS</td>
<td>Electronic Joint Manpower and Personnel System</td>
</tr>
<tr>
<td>ESM</td>
<td>Executive Summary Memorandum</td>
</tr>
<tr>
<td>ET Status</td>
<td>Early Termination Status</td>
</tr>
<tr>
<td>FFA</td>
<td>For Further Assignment</td>
</tr>
<tr>
<td>FTN</td>
<td>Force Tracking Number</td>
</tr>
<tr>
<td>GeoLoc</td>
<td>Geographical Location</td>
</tr>
<tr>
<td>GCUIC</td>
<td>Gaining Command Unit Identification Code</td>
</tr>
<tr>
<td>ICCE</td>
<td>Individual Clothing and Combat Equipment</td>
</tr>
<tr>
<td>IMAPMIS</td>
<td>Inactive Manpower and Personnel Management Information</td>
</tr>
<tr>
<td>IMS</td>
<td>Individual Mobilization Status</td>
</tr>
<tr>
<td>IRR</td>
<td>Individual Ready Reserve</td>
</tr>
<tr>
<td>I-Stop</td>
<td>Intermediate Stop</td>
</tr>
<tr>
<td>JMD</td>
<td>Joint Manning Document</td>
</tr>
<tr>
<td>LAD</td>
<td>Latest Arrival Date</td>
</tr>
<tr>
<td>MCMPS</td>
<td>Marine Corps Mobilization Processing System</td>
</tr>
<tr>
<td>MCRSC</td>
<td>Marine Corps Reserve Support Center</td>
</tr>
<tr>
<td>NMOL</td>
<td>Navy Manpower Online</td>
</tr>
<tr>
<td>MEP</td>
<td>Mobilization Employment Period</td>
</tr>
<tr>
<td>NEC</td>
<td>Navy Enlisted Code</td>
</tr>
<tr>
<td>NMPS</td>
<td>Navy Mobilization Processing Site</td>
</tr>
<tr>
<td>NMCMP5 RTM</td>
<td>Unclassified RTM Module (available through NMCMP5)</td>
</tr>
<tr>
<td>NOBC</td>
<td>Naval Officer Billet Classification</td>
</tr>
<tr>
<td>NSIPS</td>
<td>Navy Standard Integrated Personnel System</td>
</tr>
<tr>
<td>NOSC</td>
<td>Navy Operational Support Center</td>
</tr>
<tr>
<td>NPC</td>
<td>Naval Reserve Personnel Center</td>
</tr>
<tr>
<td>OWM</td>
<td>Order Writing Module</td>
</tr>
<tr>
<td>PC</td>
<td>Personal Computer</td>
</tr>
<tr>
<td>POC</td>
<td>Point Of Contact</td>
</tr>
<tr>
<td>PM</td>
<td>Processing Module</td>
</tr>
<tr>
<td>RBSC</td>
<td>Reserve Billet Sequence Code</td>
</tr>
<tr>
<td>RHS</td>
<td>Reserve Headquarters System</td>
</tr>
<tr>
<td>RTM</td>
<td>Requirement Tracking Module</td>
</tr>
<tr>
<td>RTN</td>
<td>Requirement Tracking Number</td>
</tr>
<tr>
<td>RUIC</td>
<td>Reserve Unit Identification Code</td>
</tr>
<tr>
<td>SM</td>
<td>Sourcing Module</td>
</tr>
<tr>
<td>SR</td>
<td>Standby Reserve</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
</tbody>
</table>
TFMMS  Total Force Manpower Management System
UIC    Unit Identification Code
INDEX

A

About page · 9
adding
  columns · 24, 26
  comments · 189, 190
  line items · 59
  OPNAV descriptors · 50
  OPNAV event details · 76, 90
  recommendations · 97
  requirements · 61
  table records · 209
ad-hoc reports · 199
ADSW · 3, 98, 123, 176, 218, 220
annotation grid · 183, 185, 186, 187,
  189, 191, 195, 197
applying a filter · 21
Appr. Thru · 62, 65
Approval Package · 52, 59
approving requirements · 131
ascending · 16, 17, 42, 56, 65
Audit Log · 44, 58, 67, 71, 183, 194,
  195, 196, 197, 198
Authorized By · 43, 45, 47, 56, 62, 65,
  147, 153

B

background, RTM · 2
Begin Date · 21, 62, 65, 73, 74, 75, 76,
  80, 83, 84, 95, 102, 153, 157, 168,
  169, 172, 175
Billet Group · 89, 102, 172
Billet Identification Number · 65
BIN · 65, 89
BOL · 2
Build-An-FTN · 9, 39, 41
Build-A-Request · 9, 45, 48, 219
Business Objects · 199
buttons
  Line Item page · 63, 67
  Report Format page · 200

C

calendar · 14, 74, 75, 80, 82, 95
canceling requirements · 125
change history · 194
Change Processing UIC · 7, 217
changing processing UIC · 217
Classified Reporting Instructions · 80
Clear All · 23, 24, 44, 59, 63, 67
Clearance · 89, 95, 154
color indicators · 71
column heading · 16, 21, 23, 24, 25, 26,
  42, 56, 65
comments
  adding · 189, 190
  editing · 190, 191
  icon · 189
  overview · 183
  report · 191
  viewing · 184, 185, 186, 187
Comments Module · 183
Comments Report · 191, 192, 193
Community Manager Scorecard Report · 36, 37
Component · 98, 99, 100
Contractor · 38, 54, 60, 61, 99
copying a requirement · 110
creating
  approval packages · 52
  FTN · 41
  FTNs · 39
  line items · 53
  reports · 199
  requests · 45
  requirements · 61
CRI · 17, 23, 43, 56, 62, 65, 146, 149,
  153
Crisis Code · 62, 65, 73, 102, 154
D

Date Created · 43, 56, 62, 65
date format · 70
deactivating a Crisis Code · 211
deleting
   line items · 121
   requests · 124
   requirements · 115
table records · 211
templates · 206
descending · 16, 17, 42, 56, 65, 183
Desert Shield/Desert Storm · 1

E

early termination · 140
edit checks · 176
edit mode · 69, 70, 71, 74, 79, 82, 89,
   94, 96, 98, 100, 118, 122, 123, 158,
   159, 161, 162, 164, 166, 188, 190, 191
editing
   approved thru date · 132
   comments · 71, 190, 191
   Executive Summary Memorandum · 51
   OPNAV descriptors · 50
   recommendations · 100
table records · 210
End Date · 62, 65, 73, 74, 75, 76, 80, 83,
   84, 102, 132, 153, 168, 169, 172
Enlisted · 60, 214, 220
Errors on Tabs · 69, 101, 103
events
   implementation · 181
   OPNAV · 76, 181
executing a search · 147, 150, 155
Executive Summary Memorandum · 50,
   59
exporting the grid · 18

F

FFA · 78, 80, 169
file format · 18
filtering search results · 21
### NMCMPs

**2010.12.15**

<table>
<thead>
<tr>
<th>Grouping</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>by events</td>
<td>181</td>
</tr>
<tr>
<td>by JMD Title</td>
<td>178</td>
</tr>
<tr>
<td>grouping search results</td>
<td>19</td>
</tr>
</tbody>
</table>

**GS** | 38, 45, 53, 59, 60, 61 |

**H**

| Has Jurisdiction | 146, 150, 153 |
| header | 68 |
| Headquarters | 12, 13, 131, 220 |
| Help | 15, 71 |
| Historical | 1 |
| history | 194 |
| home page | 5, 7, 11 |
| hyperlink | 180, 182, 185, 186, 187, 189, 201, 209 |

**I**

| ICCE | 82, 83, 172 |
| Implementation Event | 181 |
| Internal Status Review | 73, 75, 156 |
| I-Stop | 82 |

**J**

| JMD Billet | 154 |
| JMD Title | 178, 179 |
| JMD/Event Grouping Tool | 178 |
| Joint Manning Document | 90, 92, 154, 172, 178 |
| jurisdiction | 34 |
| Jurisdiction Report | 34 |
| Justification | 90, 103, 172, 174 |

**L**

| level 1 | 12 |
| level 2 | 12 |
| level 3 | 12, 97, 175 |


| loading requests | 36 |
| loading requirements | 36 |
| loading-FTNs | 36 |
| logging off | 8 |

| lookup tables | 208 |

**M**

| main menu | 8, 11, 18, 157, 159, 160, 163, 165, 179, 181, 184, 185, 186, 187, 194, 196, 197, 200, 203, 205, 206, 219 |
| Navy Manpower Online | 5 |
| maintaining | tables | 208 |
| users | 213 |
| Manpower Claimant | 12, 35, 43, 47, 57, 146, 153 |
| manpower request | 38, 45, 68 |
| MCMPS | 1, 218, 220 |
| Message Board | 9 |
| Mileage | 83 |
| Mission Related Stops | 82, 83, 172 |
| modes | 69 |
| modifying | approved thru date | 132 |
| FTN information | 121 |
| line item information | 117 |
| request information | 122 |
| requirement status | 127 |
| requirements | 133 |
| user access rights | 215 |
MOL · 4
moving a requirement · 113

N
Navy Manpower Online · 5, 6, 218
Navy Mobilization Processing Site · 1, 220
Navy Operational Support Center · 220
NEC/NOBC · 38, 39, 43, 45, 54, 57, 59, 60, 61, 65, 67, 73, 95, 96, 117, 154, 167
NIPRNET · 3, 70, 80, 83, 157
NMCMPS · 1, 2, 3, 5, 7, 8, 9, 134, 214, 216
NMPS · 1, 2, 4, 220
NOSC · 1, 220
NPDB · 2, 4

O
Officer · 60, 214, 220
Operation · 79, 154, 168
OPNAV Descriptor · 50, 57, 58
OPNAV Event · 75, 76, 77, 78, 167, 181
OPNAV Event Details · 76, 77, 90, 93
orders · 2, 3, 80, 170
overview
audit log · 194
comments · 183
global update · 157
Line Item page · 64
requests · 37
Requirement page · 68
search results grid · 15

P
Paragraph · 65, 154
Pay Grade · 38, 39, 42, 43, 45, 54, 56, 57, 59, 61, 65, 73, 96, 117, 154, 167
per diem · 80, 83, 170
Pivot Chart · 26, 27, 28
add fields · 27
remove fields · 27
titles · 28
type of chart · 28
view · 26
POC Name · 79, 80
processing levels · 11
prototype · 1

Q
Qualifications · 96
Quantity · 54, 65

R
Rating/Designator · 38, 39, 43, 45, 54, 57, 59, 60, 61, 62, 65, 73, 90, 96, 154
reactivating a Crisis Code · 212
Recall Status · 65
recommendations
adding · 97
editing · 100
viewing · 99
red asterisk · 69, 70, 102, 157
removing columns · 24, 26
Rental Vehicle · 82
report types
HTML · 201, 202, 204
Microsoft Excel · 204
reporting instructions
classified · 80
unclassified · 83
reports
ad-hoc · 199
generating a new ad-hoc · 203
generating from a template · 200
sample · 202
request package · 66
Requestor · 19, 20, 43, 46, 47, 48, 56,
62, 65, 72, 146, 147, 150, 152, 153, 166, 167
requests
contents · 38
creating · 45
deleting · 124
overview · 37
searching · 146
updating information · 122
validation rules · 45
viewing audit log · 194
Requirement Tracking Module · 2
requirements
approving · 131
canceling · 125
creating · 61
deleting · 115
displaying by status · 109
moving to a new line item · 113
requesting early termination · 140
re-validating · 134
saving · 71, 101
searching · 152
sourcing · 134
submitting · 103
updating · 133
updating fields globally · 157
updating status · 127
RES · 181
Reserve · 98, 220
Reservists · 1
re-validating a requirement · 134
Review Group · 147, 150, 155
reviewers · 97, 127, 147, 175, 208
Role · 8, 35, 219
RTM · 1, 2, 3, 4, 5, 7, 8, 9, 11, 12, 41, 48, 54, 69, 103, 146, 147, 149, 150, 152, 155, 157, 159, 160, 163, 165, 179, 181, 184, 185, 186, 187, 194, 196, 197, 199, 200, 203, 206, 208, 209, 210, 211, 212, 213, 214, 217, 219
RTN · 38, 62, 64, 65, 68, 154, 220
S
saving
requirements · 71, 101
templates · 205
Scorecard · 34, 35
search criteria · 148, 150, 151, 155, 200, 201, 203, 204, 206
search results
exporting · 18
filtering · 21
grouping · 19
sorting · 16
Search screen · 70
searching
FTNs · 149
requirements · 146
searching for templates · 201
secondary menu · 16, 18, 24, 25, 26
Select 50 · 63, 67, 165
Select All · 44, 59, 63, 67, 106, 108, 129, 130, 159, 165
SIPRNET · 2, 3
sorting
grid · 16
line items · 42, 56
requirements · 65
sourcing · 3, 12, 38, 98
sourcing requirements · 134
SSN · 2, 96, 214, 215, 220
station indicator · 71
status codes · 62, 65, See
Approved · 132
Canceled · 126
complete list · 12, 13
Pending Submission · 13, 54, 103, 106, 107, 108
Submitted · 13, 45, 47, 56, 106, 107, 108, 146, 150, 152
status indicators, tabs · 71
status summary · 35
status, grouping requirements by · 109
submitting a requirement · 103
Substitution Rule · 167
system comments · 194
system relationships · 3

T

Table Maintenance · 7, 9, 208, 209, 210, 211, 212, 217, 219
tables
adding records · 209
deleting records · 211
editing records · 210
viewing · 208
tabs · 69
global update · 166
status indicators · 71
tabs, global update
Billet Information · 172
By Name Candidate · 175
Destination · 168
Mission Information · 174
Orders Information · 170
Personnel Need · 167
Recommendations · 176
Requestor · 166
Review Information · 175
Source History · 176
Update Errors · 176
tabs, requirement
Billet Information · 86
By Name Candidate · 95
Destination · 78
Mission Information · 93
Orders Information · 80
Personnel Need · 73
Recommendations · 97
Requestor Information · 72
Review Information · 97
Source History · 100
tabular entry form · 68
template type · 206
global · 201, 206
personal · 201, 206, 220
templates
deleting · 200, 206, 207
loading · 200, 201, 206
saving · 205
updating · 200
TFMMS · 4
toolbars
line item · 65
request · 56
search results grid · 15
Transportation Mode · 80, 82, 83, 170, 172
table · 80, 82, 170
tree structure · 16, 148, 151

U

UIC · 7, 9, 35, 219
UIC code · 43, 45, 46, 47, 56, 96, 106, 107, 108, 146, 150, 152, 169
UIC Code · 146, 150, 152
UIC Lookup · 43, 47, 56, 96, 106, 107, 108, 146, 150, 152
UIC Name · 43, 45, 47, 56, 80, 169
UIC Type · 146, 152
unclassified data · 3
Unclassified Reporting Instructions · 83
Unclassified RTM · 3, 79, 218
updating
FTN information · 121
line item information · 117
request information · 122
requirement status · 127
requirements · 133
status globally · 164
User Admin · 9
User Administration · 7, 213, 215
USMC · 1
V

validation · 208
validation rule · 39, 45, 54
validation rules
   Billet Information tab · 90, 93, 174
   By Name Candidate tab · 95, 96
   Destination tab · 80, 169
   Orders Information tab · 83, 172
   Personnel Need tab · 75, 168
version · 9
Version · 1, 2
view mode · 69, 70, 71, 103, 211
viewing
   comments · 71, 184, 185, 186, 187
   Executive Summary Memorandum · 50
   line item audit log · 197
   OPNAV event details · 77, 93
   recommendations · 99
   request audit log · 194, 196
   source history · 100
   tables · 208
viewing comments · 184, 185, 186, 187

W

Weapon Required · 90, 174
Weapon Type · 90, 174
web-based · 2, 3
windows

About · 9
Approval Package · 53
Approved Thru · 132
Build-An-FTN · 40
Build-A-Request · 46
Calendar · 14
Comments · 184
Comments (canceling requirements) · 126
Executive Summary Order · 51
FTN Browse · 149, 151
IA Member Search · 199, 200, 203, 206
JMD Grouping · 178, 182
Line Item · 64
Line Item Add · 60
Navy Manpower Online · 5
Report Format · 199, 200, 201, 205, 206
Request · 55
Request Browse · 146, 148
Requirement · 70
Requirement Browse · 156
Requirement Global Update · 158, 159, 161, 162, 164
Requirements Browse · 152
Search Template · 201
Status · 104, 127
Status Group · 110
Table Maintenance Add · 210