

United States Navy Augmentation Management Module (AMMM)

AMM
Version 2.5.3.3



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RECORD OF CHANGES

Change Number	Date of Change	Signature of Person Entering Change
5.0	2005.02.22	Original Issue
5.0.1	2005.05.17	Reissued in entirety
5.1	2005.08.01	Reissued in entirety
5.1.1	2006.01.11	Reissued in entirety
5.2	2006.06.15	Reissued in entirety
5.2.1	2006.09.15	Reissued in entirety
5.2.2	2006.12.28	Reissued in entirety
5.3	2007.10.03	Reissued in entirety
5.3.1	2007.12.03	Reissued in entirety
2.5.3.2	2008.07.25	Reissued in entirety
2.5.3.3	2010.01.01	Reissued in entirety
2.5.3.3	2010.12.15	Reviewed for PII

SECTION 1: General

1.1 AMM OVERVIEW

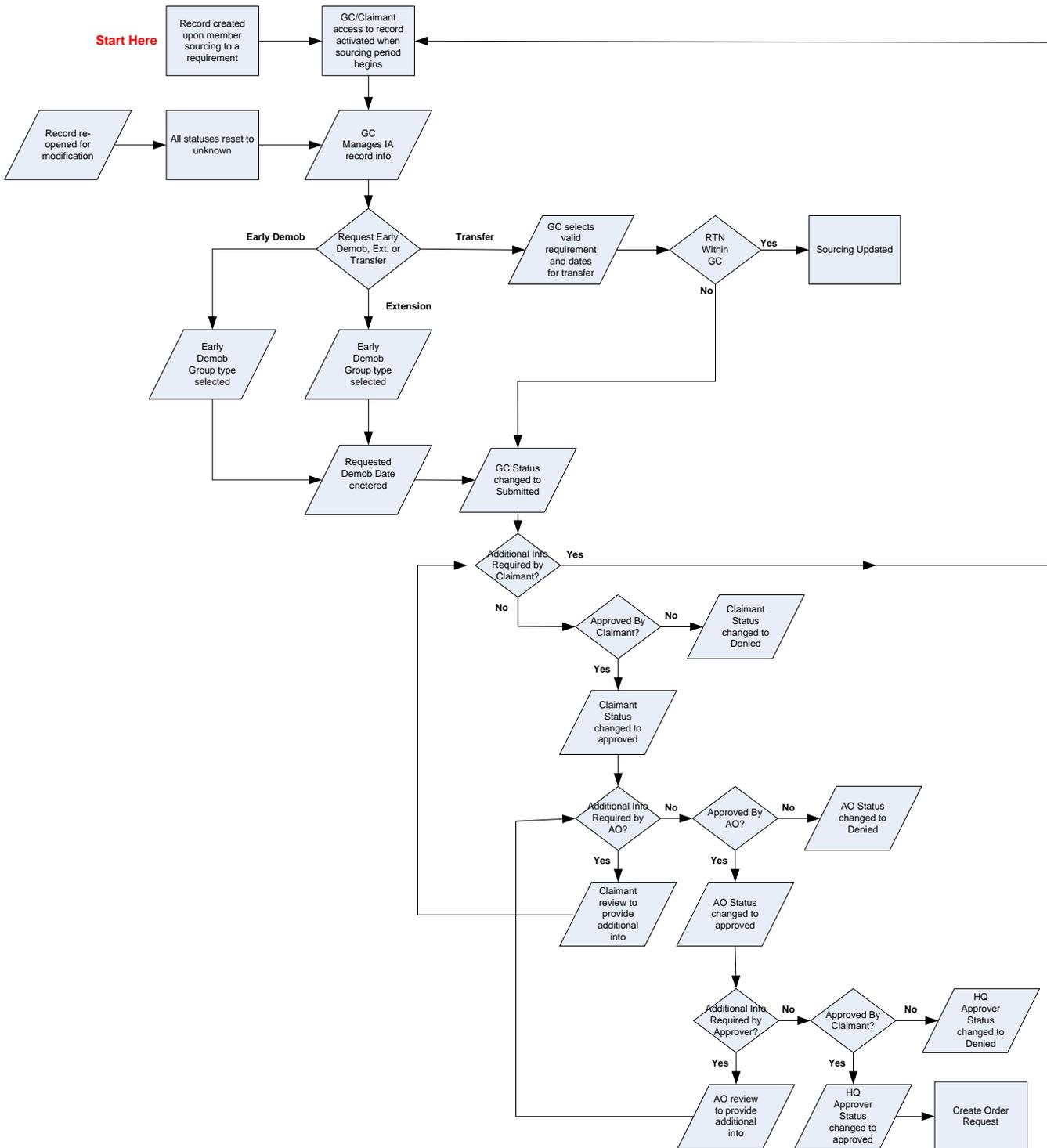
The AMM provides a web-based solution for the processing of service member augmentation management during mobilization events. The AMM is designed to provide a scalable web-based application with a central repository of augmentation management data.

The AMM is a web-based application that provides augmentation management for the generated requirements and the Service Members filling those requirements. It also has the ability for the generation of 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 trace all individuals. The AMM provides a seamless interface within the existing NCMCPS application. This critical integration within NCMCPS makes vital Member, requirement, and order information visible to gaining commands, Naval Mobilization Processing Sites (NMPS) and Naval Reserve Activities (NRA).

1.2 AMM PROCESSING FLOW

This section describes the AMM processing flow. The following figure shows an overview of the AMM process flow.

Figure 1: AMM Process Flow



1.2.1 AMM Record Created

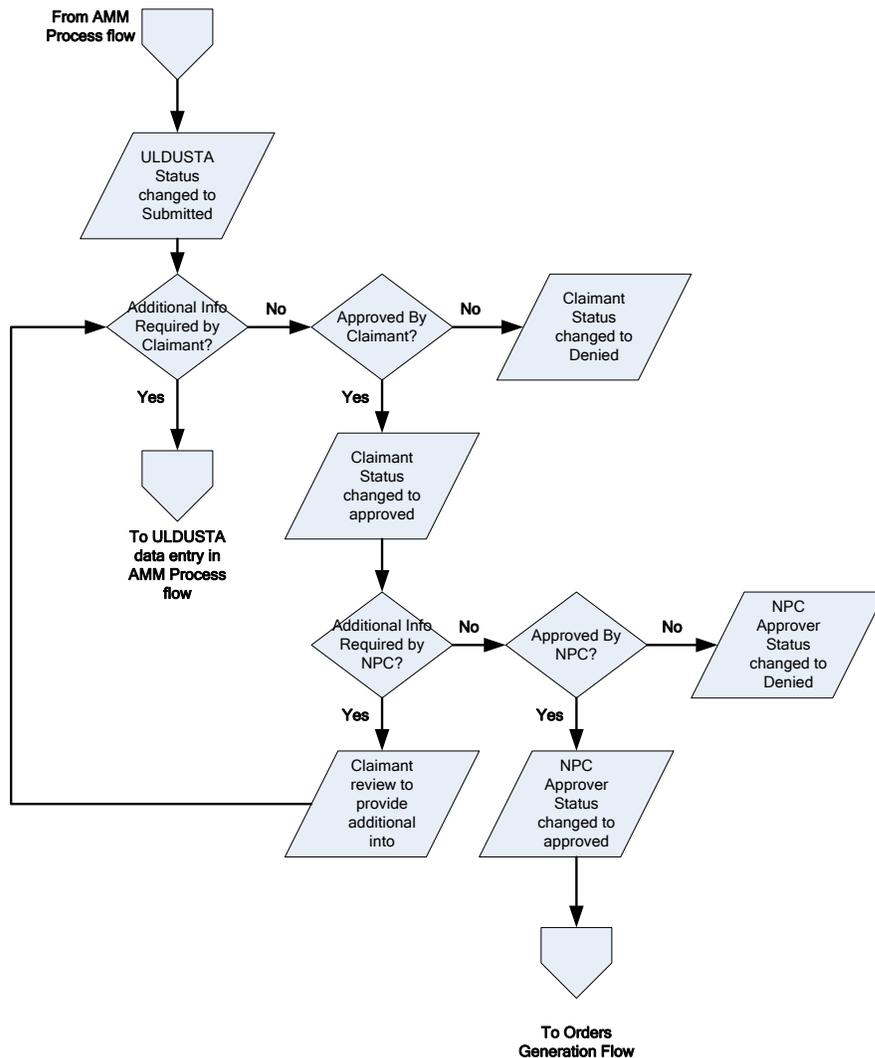
An AMM record is created automatically for a Member by the NCMCPS system by either the SM or PM (i.e. when a requirement is filled with an augmentee/service member

for the service member's first time), but only if an AMM record does not already exist. The system allows an AMM record to be modified by the ULDUSTA once the Member's sourcing period begins. To provide for visibility in the AMM of extensions and transfers granted through the OWM, read-only fields are provided for the "Signed Extension Agreement" and "Signed Transfer Agreement" fields in the Contact Management module of the OWM.

1.2.2 Request Early Detach, Extension, or Transfer

A Member may be selected for early detachment, an extension, or a transfer through the AMM. For early detachments and extensions, the Requested Detach Date must be entered by the ULDUSTA. For transfers, the ULDUSTA must select an existing requirement as well as the dates the Member will be sourced to the requirement. If the new requirement is not within the ULDUSTA itself, then the AMM record must continue on through the AMM Approval Workflow, as shown in the following figure, before the Member can be assigned to the new requirement.

Figure 2: AMM Approval Workflow



1.2.3 ULDUSTA Status Changed to Submitted

If the ULDUSTA Status is set to Submitted, the Claimant has the opportunity to request additional information, in which case the ULDUSTA must provide this information before engaging the Claimant level again.

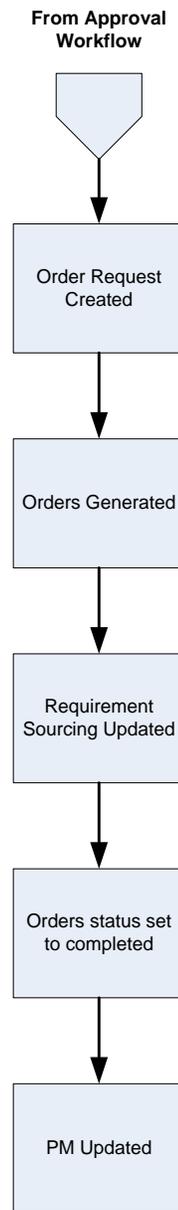
1.2.4 Claimant Status

If the Claimant denies the request then the AMM process ends (unless the record is re-opened for modification at a later time). If the Claimant approves the request, the NPC has the opportunity to request additional information, in which case the Claimant must provide this information before engaging the NPC level again.

1.2.5 NPC Status

If the NPC denies the request then the AMM process ends (unless the record is re-opened for modification at a later time). If the NPC approves the request, the Member has an order request created for them, as shown in the following figure.

Figure 3: AMM Orders Generation Flow



1.2.6 Order Request Created

An order request is created for the Member by the AMM once the Member's record completes the approval process. The order request types are demobilization, extension, or transfer. The Orders status in the AMM changes to Request Created.

1.2.7 Orders Generated

Once created, an order can be generated by the user from within the OWM. When generated, the system updates the requirement data in the SM as well as the Service Member data in the PM. The order status in the AMM is also set to complete.

SECTION 2: Getting Started with Augmentation Management Module

2.1 ACCESSING THE AUGMENTATION MANAGEMENT MODULE (AMM)

To access the Augmentation Management Module, navigate to BUPERS Online URL. After logging in, select **NMCMPS** from the BOL Application menu.

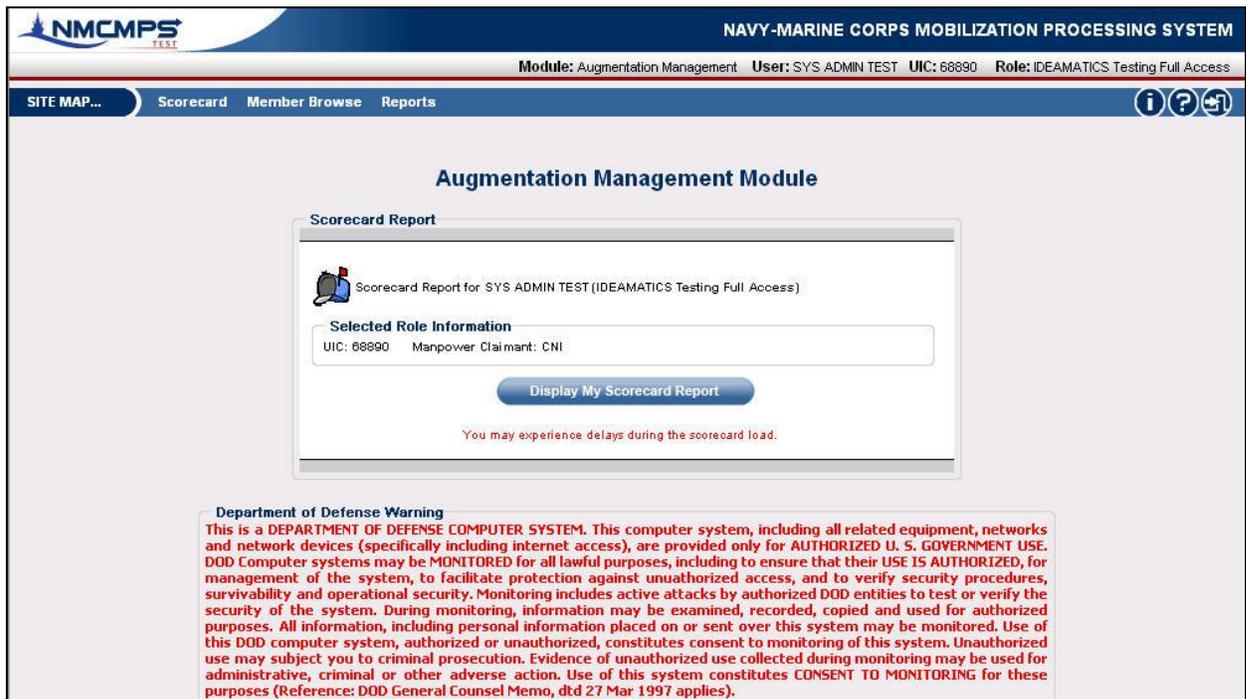
For information on accessing BOL, please refer to *Accessing NMCMPS* in the *NMCMPS Overview and Common Features*.

Select **Site Map** from the NMCMPS Main Menu and then select **AMM** from the **NMCMPS Navigational Map**.

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

To enter the Augmentation Management Module, click on the Site Map and select **AMM** (Augmentation Management Module). The AMM home page displays as shown in the following figure.

Figure 4: Augmentation Management Home Page



Note

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

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

2.2 AUGMENTATION MANAGEMENT MODULE MENU OPTIONS

Augmentation Module Menu Options are available in two areas. The Menu can be accessed from the NCMCPS home page under the Site Map menu. (Refer to the Figure above).

Once you have entered the Augmentation Management Module, the Augmentation Management Module Menu Options are also available from the tool bar at the top of the page.

Figure 5: Augmentation Management Module Menu

Depending upon the user role you select, you may not be authorized to access all of the sourcing functions. The following table displays the options accessible from the Augmentation Management Menus.

Table I: AMM Menu Options

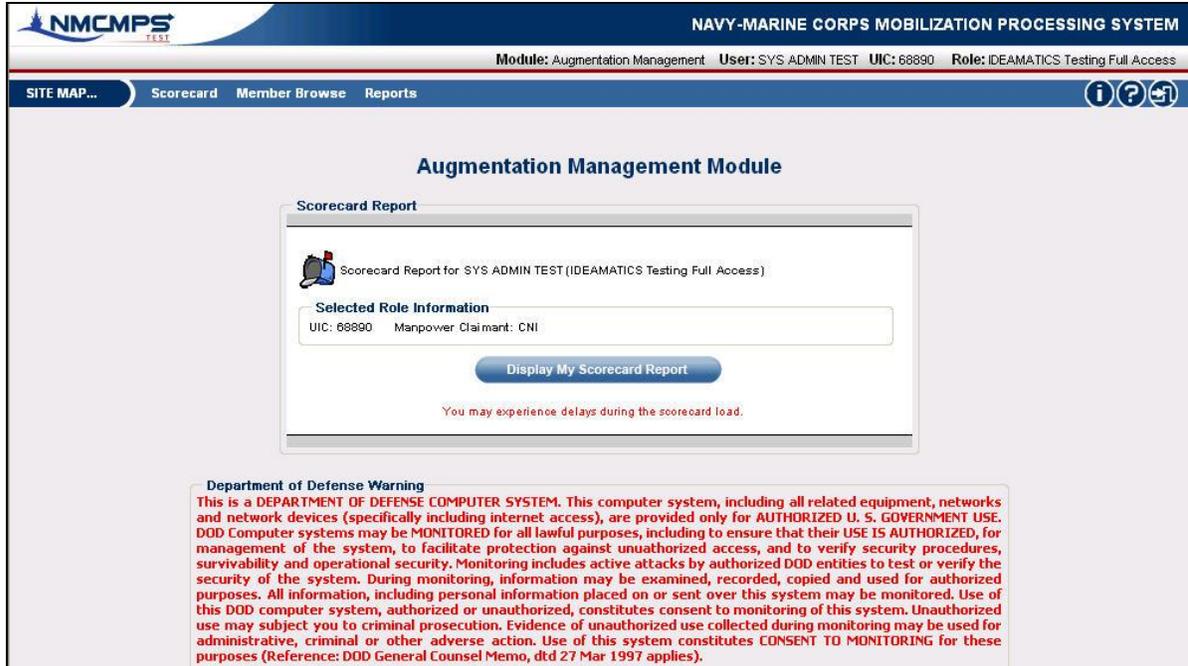
Role	Description
NCMCPS Main Menu	Returns to the NCMCPS main menu.
Scorecard	Returns you to the AMM home page and Scorecard.
Member Browse	Allows you to view and edit information about the AMM Member. You can also add new AMM Members.
Reports	Displays the Reporting page from which you can generate reports.
Help	Displays the online help.
About	Displays the About page from which you can review module and version information. See <i>About Page</i> for more information.
Sign Out	Logs you out of the AMM application.

2.3 DISPLAYING A SCORECARD REPORT

Access the **Augmentation Management Home Page** by entering the **Augmentation**

Management Module from the **Site Map**. If you are already in the **Augmentation Management Module**, access the **Augmentation Management Home Page** by selecting **Scorecard** from the upper menu bar.

Figure 6: Augmentation Management Home Page



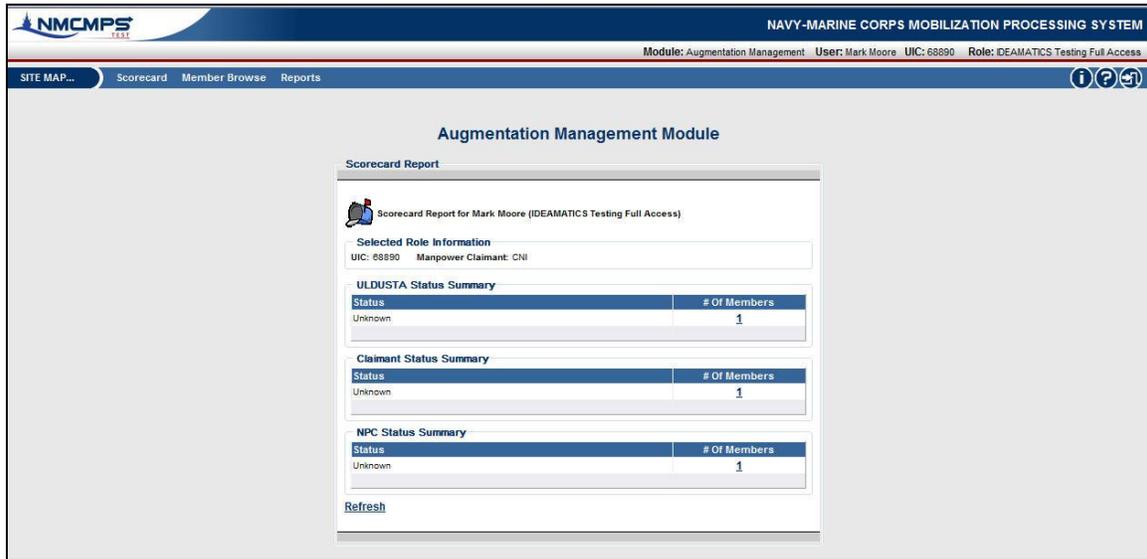
To display a Scorecard Report, also called Scorecard, click the **Display my Scorecard Report** button.

The hyperlinks on your Jurisdiction Report (Scorecard Report) will take you directly to Member records according to status. Depending upon your access rights, you may not be authorized to access all of the AMM functions.

Note

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

The following figure shows the AMM home page with the Scorecard displayed.

Figure 7: AMM Scorecard

The Jurisdiction Report is a scorecard for the logged on user. The page acts as an inbox specific to your role and jurisdiction. The home page provides a quick overview of all AMM records in your jurisdiction by status. By clicking on the record count hyperlinks, you automatically display the corresponding records in the appropriate Member Browse page. From the browse page, you can select an individual record.

The following table describes the elements of the Jurisdiction Report.

Table II: Jurisdiction Report (Scorecard) Elements

Scorecard Element	Description
Selected Role Jurisdiction Information	Displays the UIC and Manpower Claimant of the logged on user.
ULDUSTA Status Summary	Provides a list of all ULDUSTA records that you might “work on” based on your user role. This acts as a user inbox from which you can go directly to your work.
Claimant Status Summary	Provides a list of all Claimant records that you might “work on” based on your user role. This acts as a user inbox from which you can go directly to your work.
NPC Status Summary	Provides a list of all NPC records that you might “work on” based on your user role. This acts as a user inbox from which you can go directly to your work.
Refresh	Updates the record counts to reflect the current numbers associated with each status.

SECTION 3: Managing AMM Members

This section describes the operations required to process AMM Members. You can search for and display information about an AMM Member. You can also edit the AMM Member's record, add a new AMM Member, or generate reports.

The Augmentation Management Module now supports the ability to process active duty orders. You can create an active duty order request in the AMM or in the SM by sourcing and then mobilizing active duty Members.

3.1 SEARCHING FOR AN AMM MEMBER

Once you have logged onto the NMCMPMS and selected the AMM you are in the Augmentation Member Management module. Click on **Member Browse** from one of the AMM menus. From this page, you can search for AMM Members by entering one or more search criteria into the AMM Member Search/Filter group box. Once you execute your search, a list of AMM Members matching your search criteria displays in the WebGrid at the bottom of the page. For more information on the WebGrid, see *Using the Browse WebGrid* in *NMCMPMS Overview and Common Features*.

Figure 8: AMM Member Search Page before Executing a Search

The screenshot displays the NMCMPMS interface for searching AMM members. The page is titled "NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM" and shows the user is logged in as "TEST USER -x" with the role of "Administrator". The search criteria are organized into several sections:

- General Search Criteria:** Includes fields for SSN, Last 4, Name (Partial), and RTN.
- Member Criteria:** Includes dropdowns for Group, Component, and VTU, and a checkbox for "Has Jurisdiction".
- Requirement Criteria:** Includes dropdowns for Manpower Claimant, Sourcing Type, Sub-Claimant Type, TYCOM Type, Dest. UIC, UIC, and UIC Type. It also has checkboxes for "Show Only Current Requirements" and "eJMAPS".
- Orders And Intermediate Stops Criteria:** Includes dropdowns for Orders Type, Origin UIC, and I-Stop UIC, and date pickers for On Orders After, Orders Date Begin, and Orders Date End.
- Demobilization And Status Criteria:** Includes date pickers for App. Detach Date Begin/End and Requested Detach Date Begin/End, and dropdowns for ULDUSTA Status, Claimant Status, NPC Status, and Order Status.

At the bottom of the search area, there are buttons for "Search", "Clear Fields", "Ad-Hoc Tool", "DRT", "Add Record", and "Group Process". A "Record Count" of 200 is displayed. Below the search area is a table titled "AMM Members" with the following columns:

Manage	Track	ID	SSN Last 4	Name	Pay Grade	Has Juris.	Orders Begin Date	Orders End Date	Requested Detach Date	Approved Detach Date	On Hold
			Y	Y	Y	Y	Y	Y	Y	Y	Y

The following table describes the buttons found on the AMM Member Search page.

Table III: AMM Member Search Page Buttons

Button	Function
Search	Executes your search using the criteria you specify in the AMM Member Search/Filter group box (you can also press the Enter key to execute a search). The AMM Members matching your search criteria are displayed in the WebGrid at the bottom of the screen.
Clear Fields	Removes all entries from the search criteria fields.
Ad-Hoc Tool	Displays the Report Format page from which you can execute an existing report template or create a new report.
DRT	Provides access to the Dynamic Reporting Tool.
Add Record	Displays the Create AMM Record page from which you can add a Member to the augmentation database.
Group Processing	Allows multiple Service Member records to be processed together. See the section on <i>Group Processing</i> for more information.
NMCMPS Main Menu	Returns you to the NMCMPS main menu.
Help	Displays the AMM online help.
About	Displays information about the NMCMPS including version and contact information.
Sign Out BOL	Logs you off the NMCMPS.

To Execute a Search:

- a. Enter your search criteria in the **AMM Member Search/Filter** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields. The following table describes the available search fields.

Table IV: Search/Filter Fields

Field	Description
SSN	Enter an AMM Member's Social Security Number.
Last 4	Enter the last four digits of an AMM Member's Social Security Number.
Name (partial)	Enter the AMM Member's full or partial name.
RTN	Enter a Requirements Tracking Number (RTN).
Group	Select the Group category from the drop-down list. (This is NOT the same as the "group" within the NMCMPS Processing module. This group is used to identify if the AMM is to demobilize early, transfer, or has been requested for extension.)

Field	Description
Component	Allows you to select from amongst the component codes: Active Duty, Reserve – IRR, Reserve – SELRES, and Reserves.
VTU	Allows you to select a Volunteer Training Unit.
Has Jurisdiction	Click on this checkbox to limit search to those AMM Members within your jurisdiction. The records under your jurisdiction to edit are determined by your UIC and your role.
Manpower Claimant	Choose an option from the Manpower Claimant drop-down list. This field represents the major commands.
Sourcing Type	Allows you to filter Members based on the date they are sourced. Valid values include: <ul style="list-style-type: none"> • Current/Future - returns all sourcing records with requirement end dates of today or later • Current - returns all sourcing records with requirement begin dates of today or earlier and requirement end dates of today or later • All – returns all sourcing records
Show Only Current Requirements	Enables you to display only active requirements instead of all requirements. This shows requirements with a begin date <= today's date and an end date >= today's date.
Sub-Claimant Type	Enables you to search by subordinate Manpower Claimant type. When searching on a Sub-Claimant, a Sub-Claimant Type must be specified. Valid values are: Supporting Sub-Claimant and Supported Sub-Claimant. <i>Supporting Sub-Claimant</i> displays those sourcing records with a Current Unit UIC under the selected Sub-Claimant UIC. <i>Supported Sub-Claimant</i> displays those sourcing records with requirements that have Dest. UICs under the selected Sub-Claimant UIC.
Sub-Claimant Code/UIC	Allows you to select a Sub-Claimant Code/UIC on which to search.
TYCOM Type	Allows you to select either "Supporting TYCOM" or "Supported TYCOM" as the type.
TCOM Code/UIC	Allows you to select a TYCOM Code/UIC on which to search.
Dest. UIC	Enter the UIC of the destination of current requirement the AMM Member is filling or click the ellipse button to view the UIC Lookup page.
Parent UIC	Allows you to search by parent UIC code from which the Member was sourced.
UIC	Allows you to search by UIC.
UIC Type	Allows you to select UIC Type. Valid values include: All, NRA, NMPS, I-Stop, Return I-Stop, UDUSTA, RUIC, AUIC
eJMAPS	Allows you to search by eJMAPS.
FTN	Allows you to search by FTN.

Field	Description
RFF	Allows you to search by RFF.
EXORD	Allows you to search by EXORD.
MOD	Allows you to search by MOD.
Orders Type	Select an Orders Type from the drop-down list.
On Orders After	Enter a date in this field to search for AMM Members on orders after the date you specify. The system will display AMM Members with an approved detachment date and End of Current Orders date that are after this date.
Orders Date Begin	Creates beginning of range for selecting AMMs that have a Current Orders End date between this date and the date entered in the Orders Date End field.
Orders Date End	Creates end of the range for selecting AMMs that have a Current Orders End date between this date and the date entered in the Orders Date Begin field.
Origin UIC	Enter the beginning UIC after which the AMM Member will make the intermediate stop in the Origin UIC field. You can also click on the ellipsis button to search for a UIC code.
Alt. UIC	Click on the Alt. UIC ... button to see a list of alternative UIC codes from which to 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).
I-Stop UIC	Enter an intermediate stop in the I-Stop UIC field. You can also click on the ellipsis button to search for a UIC code.
Alt. UIC	Click on the Alt. UIC ... button to see a list of alternative UIC codes from which to 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).
App. Detach Date Begin	Creates the beginning of the date range for selecting Augmentees that have a Detach Date between this date and the date entered in the Detach Date End field.
App. Detach Date End	Creates the ending of the date range for selecting Augmentees that have a Detach Date between this date and the date entered in the Detach Date Begin field.
Requested Detach Date Begin	Creates beginning of the range for selecting Augmentees that have a Requested Detach Date between this date and the date entered in the Requested Detach Date End field.
Requested Detach Date End	Creates the end of the date range for selecting Augmentees that have a Requested Detach Date between this date and the date entered in the Requested Detach Date End field.
ULDUSTA Status	Select a ULDUSTA Status from the drop-down list. Values include: Pending, Submitted, and Unknown.

Field	Description
Claimant Status	Select a Claimant Status from the drop-down list. Values include: Approved, Denied, Info Required, Pending, and Unknown.
NPC Status	Select an NPC Status from the drop-down list. Values include: Approved, Denied, Info Required, Pending, and Unknown.
Order Status	Select an Order Status from the drop-down list. Values include: Closed, Request Created, Info Required, Not Applicable, Pending, Reviewed, Sourcing Updated, Unknown, Order Written, and Cancelled.

- b. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The AMM Members matching your search criteria display in the WebGrid at the bottom of the page (see *Using the Browse WebGrid in NMCMPs Overview and Common Features* for more information.). See the *Viewing an AMM Member's Record* help section for information on how to select and process an AMM Member.

Figure 9: AMM Member Search Page Displaying Search Results

The screenshot displays the AMM Member Search page. The top navigation bar includes 'SITE MAP...', 'Scorecard', 'Member Browse', and 'Reports'. The user is identified as 'User: TST SR -x, UIC: 68890, Role: Administrator'. The search criteria are organized into several sections:

- General Search Criteria:** SSN (Last 4), Name (Partial), and RTN.
- Member Criteria:** Group, Component, VTU, and Has Jurisdiction.
- Requirement Criteria:** Manpower Claimant, Sourcing Type, Sub-Claimant Code, TYCOM Type, TYCOM Code, Dest. UIC, Parent UIC, UIC, UIC Type, eMAPS, FTN, RFF, EKORD, and MOD.
- Orders And Intermediate Stops Criteria:** Orders Type, On Orders After, Orders Date Begin, Orders Date End, Origin UIC, and I-Stop UIC.
- Demobilization And Status Criteria:** App. Detach Date Begin/End, Requested Detach Date Begin/End, ULDUSTA Status, Claimant Status, NPC Status, and Order Status.

Buttons for 'Search', 'Clear Fields', 'Ad-Hoc Tool', 'DRT', 'Add Record', and 'Group Process' are located below the criteria. The search results show 'Number of Records Found: 1171. First 200 records retrieved.' and a 'Record Count: 200' dropdown. A table titled 'AMM Members' is displayed with the following columns: Manage, Track, ID, SSN Last 4, Name, Pay Grade, Has Juris., Orders Begin Date, Orders End Date, Requested Detach Date, and Approved Detach Date. The table contains 200 rows, with the first row showing a 'Manage' and 'Track' link for each record, and a '1' in the 'Has Juris.' column. The status bar at the bottom indicates 'Ready.' and 'Loaded 50 of 200'.

3.2 VIEWING AN AMM MEMBER'S RECORD

Once you perform a search, you see a list of AMM Members matching the search criteria you specified on the AMM Member Search page hit list. You can select a row in the hit list to display an AMM Member's information. Most of the information about an AMM Member is displayed on the AMM Manager page, which you access by clicking the **Manage** hyperlink corresponding to the record you want to view. However, you can view I-Stop information by clicking on the **Track** hyperlink corresponding to the record you want to view. When you click on the **Track** hyperlink, the AMM Tracking page displays. See *Viewing Tracking Information* for more details.

The AMM Manager page is comprised of two tabs: **General Information** and **Reporting Instructions**. Click on the **General Information** tab to see information about the Member such as Name, Pay Grade, SSN, Order Information, Requirement Information, Sourcing History, and Orders History. Click on the **Reporting Instructions** tab to enter reporting instructions for the Member. When you generate an order request in the AMM, reporting instructions are passed on to the **Description** field of the order request.

To View an AMM Member's Record:

- Select **AMM** from the Site Map and click **Member Browse** from the upper tool bar.
- Perform a search as described in *Searching for an AMM Member*.
- From the resulting hit list, click on the **Manage** hyperlink next to the AMM Member for whom you are searching. The AMM Manager page displays as shown in the following figure.

Figure 10: AMM Manager Page

The screenshot displays the AMM Manager page for a user named TST SR -x with UIC 68890 and the role of Administrator. The page is divided into several sections:

- General Information:** Includes fields for SSN, Group, Requested Detach, Approved Detach, MOB Event, Component, and Requestor POC.
- Member Information:** Displays Full Name, Pay Grade (E7), ACC, SPC, GLI, NEC, NOBC, Rating, and Desig.:
- Order Information:** Shows Current Order Start Date (2008.06.06), Current Order End Date (2003.02.20), Orders Type (Demobilization), Signed Extension Agreement, Signed Transfer Agreement, and Aug Type (MOB).
- Requirement Information:** Lists RTN (OM-2910-0006), Pay Grade (E7), Dest. UIC (02508), Manpower Claimant (COMLANFLT), Rotation (A), Begin Date (2008.05.31), End Date (2011.05.31), NEC/NOBC, and Rating/Desig. (AEC). It also includes fields for Billet Title and Position Description.

At the bottom of the page, there is a toolbar with buttons for Edit, Delete, View Comments, Transfer, Re-open, Save, Cancel, Audit Log, and Close. Below the toolbar is an Audit Log Report section with a table containing columns for ULDUSTA, Claimant, NPC, and Orders, and a Status dropdown menu.

IMPORTANT!

If you select an AMM Member who is not currently filling a requirement, you will see a message in place of the Requirement Information.

The following table describes the fields found on the AMM Manager page, General Information tab.

Table V: AMM Manager Page, General Information Tab Fields

Field	Description
SSN	Displays the last four digits of the AMM Member's Social Security Number. Click on the SSN hyperlink to display the Member's NCMCPS Processing page.
Group	Select the Group category from the drop-down list. (This is NOT the same as the "group" within the NCMCPS Processing module. This group is used to identify if the AMM is to demobilize early, transfer, or has been requested for extension.)
Requested Detach	Enter the requested detach date (the last day of active duty) date.
Approved Detach	Enter the approved detach date.
MOB Event	Enter the mobilization event code or click the ellipsis to display the MOB Event Lookup window and select a code.
Component	Displays the appropriate component code.
VTU	Displays a Volunteer Training Unit.
Requestor POC	Enter the Point of Contact for questions or issues regarding the submission of an AMM order request.
Full Name	Enter the AMM Member's complete name.
ACC	Displays the Account Category Code.
SPC	Displays the Specialization Program Code.
GLI	Displays the GLI (Gain/Loss Indicator).
Pay Grade	Displays the Member's pay grade.
NEC	Displays the Member's Navy Enlisted Code, if applicable.
NOBC	Displays the Member's Naval Officer Billet Classification, if applicable.
Rating	Displays the Member's Rating, if applicable.
Desig	Displays the Member's Designator, if applicable.

Field	Description
Request for Transfer (Pending Approval)	<p>Displays requirement information if there is a request for transfer pending approval.</p> <p><i>RTN</i> – Displays the Requirement Tracking Number.</p> <p><i>Dest. UIC</i> – Displays the Destination UIC code.</p> <p><i>Manpower Claimant</i> – Displays the Manpower Claimant code.</p> <p><i>Req. Begin Date</i> – Displays the requirement beginning date.</p> <p><i>Req. End Date</i> – Displays the requirement ending date.</p> <p><i>Orders Begin Date</i> – Displays the orders begin date. You can modify this date.</p> <p><i>Orders End Date</i> – Displays the orders end date. You can modify this date.</p> <p><i>Validate</i> – Click this button to determine whether the orders begin and end dates you entered are valid.</p>
Order Information	<p><i>Current Order Start Date</i> – Displays the date on which the AMM Member's current orders started.</p> <p><i>Current Order End Date</i> – Displays the date on which the AMM Member's current orders are scheduled to end.</p> <p><i>Orders Type</i> – Displays the Orders Type.</p> <p><i>Signed Extension Agreement</i> – Displays "Y" if signed, "N" if not signed.</p> <p><i>Signed Transfer Agreement</i> – Displays "Y" if signed, "N" if not signed.</p> <p><i>Aug Type</i> – Displays the Augmentation Type.</p>

Field	Description
Requirement Information	<p>Displays information about the requirement.</p> <p><i>RTN</i> – Displays the Requirement Tracking Number.</p> <p><i>Pay Grade</i> – Displays the Pay Grade of the requirement.</p> <p><i>Dest. UIC</i> – Displays the requirement's Destination UIC code.</p> <p><i>Manpower Claimant</i> – Displays the requirement's Manpower Claimant code.</p> <p><i>Rotation</i> – Displays the rotation associated with the requirement.</p> <p><i>Begin Date</i> – Displays the requirement beginning date.</p> <p><i>End Date</i> – Displays the requirement ending date.</p> <p><i>NEC/NOBC</i> – Displays the NEC or NOBC code for the requirement, depending upon whether the requirement is for an enlisted Member or officer.</p> <p><i>Rating/Desig</i> – Displays the Rating/Designator, if applicable.</p> <p><i>Billet Title</i>: Displays the name of the billet associated with the requirement.</p> <p><i>Position Description</i>: Describes the key or major duties and responsibilities associated with the requirement for purposes of classification and pay.</p>
Demobilization Information	<p><i>ULDUSTA Detach Date</i> – Displays the anticipated date the Member will detach from the ULDUSTA.</p> <p><i>NMPS UIC</i> – Displays the NMPS UIC.</p> <p><i>Member on Hold</i> – Indicates whether or not the Member has been placed on hold.</p> <p><i>Hold Type</i> – If the Member is on hold, allows you to select the type of hold (sanctuary, legal, or medical).</p>
Sourcing History	Displays a grid listing information about the sourcing history.
Order History	<p>Displays a grid listing information about the order history. You can click on the <u>DTG</u> hyperlink to display the Show Orders page. In addition, you can click on the <u>Mob Event</u> hyperlink to display the corresponding Implementation Order.</p>

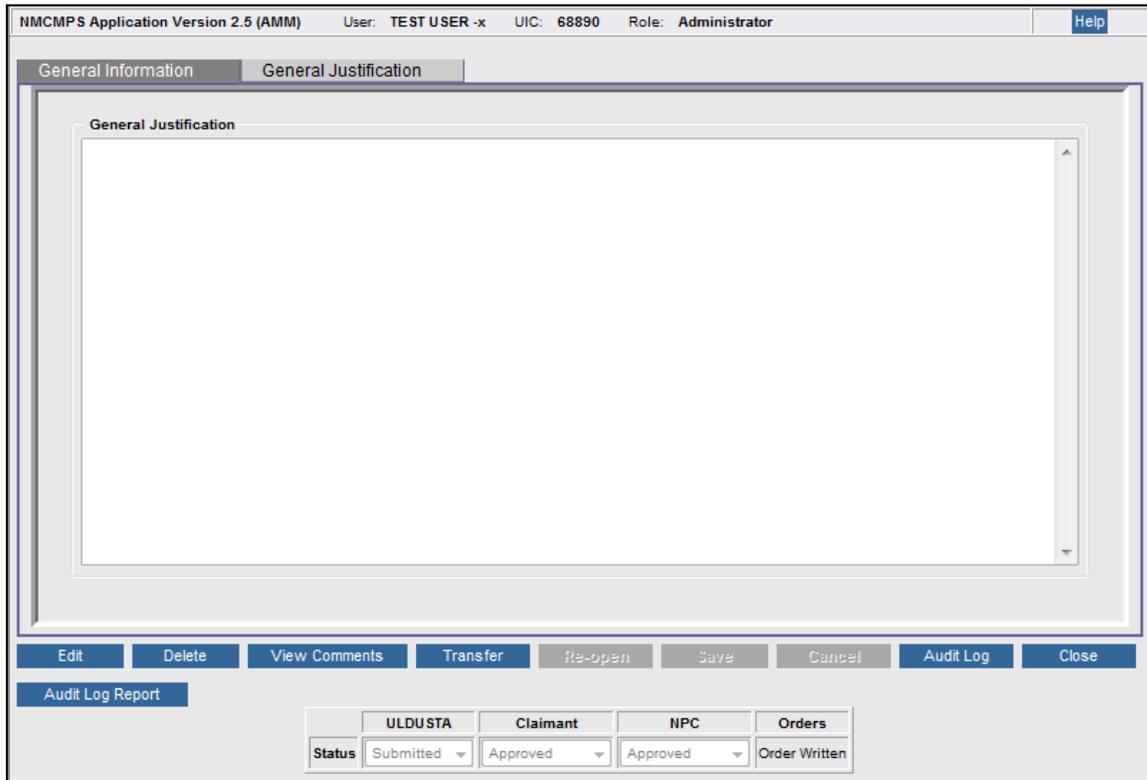
Note:

Scroll down in the AMM Manager page, **General Information** tab in order to view the **Requirement Information, Demobilization Information, Sourcing History, and Order History** group boxes. All AMM group boxes are shown in the following figure. Note that the screen varies slightly depending upon the Orders Type.

Click on the **SSN** hyperlink to display the Member's NMCMPs Processing record.

The following figure shows the AMM Manager, Reporting Instructions tab.

Figure 11: AMM Manager, General Justification Tab



The following table describes the buttons found on the AMM Manager page.

Table VI: AMM Manager Page Buttons

Button	Function
Edit	Switches the AMM Manager page from view mode to edit mode. You must click on the Edit button in order to enter data in any fields or to add or edit a comment. Once you click on Edit , the button is disabled until you click on Save or Cancel to return to view mode.
Delete	Allows you to delete an AMM Member record.
Edit Comments/View Comments	Displays as “View Comments” unless you click on Edit to switch to edit mode. In edit mode, displays as “Edit Comments”. Refer to the <i>Managing Comments</i> help section for more details. <i>View Comments</i> – Enables you to view the comments associated with the selected tab. <i>Edit Comments</i> – Enables you to add new comments or edit existing comments associated with the selected tab.

Button	Function
Transfer	Transfers a Member into a valid RTM requirement. The following rules apply: Must be a valid RTN. Dates specified for the Member must be within the requirement begin and end dates. Dates must not overlap another Member sourced to that requirement by more than 30 days.
Re-open	Opens a record that has been previously locked by a higher authority. Unlocking the record resets all statuses to "Unknown" and sets the edit capabilities back to the UIC Data Entry User.
Save	Saves all changes and returns the AMM Manager page to view mode. You must click on the Edit button to enter any additional changes.
Cancel	Cancels your changes and returns the AMM Manager page to view mode.
Audit Log	Enables you to view the AMM Audit Log, which tracks who adds, deletes, or modifies the I-Stop data on the Member Tracking page.
Close	Closes the AMM Manager page.
Audit Log Report	Displays the Audit Log Report window. This report will display audit log information for all of the Audit Logs within the module.

The following table describes the status fields found on the AMM Manager page.

Note:

Status fields are disabled at each level as the request flows through the approval process. This prevents commands from making changes to the request once it has been submitted unless they 're-open' the record.

Table VII: AMM Manager Page Status Fields

Status	Description
ULDUSTA Status	The status of the AMM Member at the ULDUSTA level or echelon 1. Select a ULDUSTA Status from the drop-down list. Values include: Pending, Submitted, and Unknown.
Claimant Status	The status of the AMM Member at the Claimant level or echelon 2. Select a Claimant Status from the drop-down list. Values include: Approved, Denied, Info Required, Pending, and Unknown.

Status	Description
NPC Status	The status of the AMM Member at the NPC or echelon 3. Select an NPC Status from the drop-down list. Values include: Approved, Denied, Info Required, Pending, and Unknown.
Order Status	The status of the most recent order request of the AMM Member. Select an Order Status from the drop-down list. Values include: Closed, Request Created, Info Required, Not Applicable, Pending, Reviewed, Sourcing Updated, Unknown, Order Written, and Cancelled.

3.3 EDITING AN AMM MEMBER'S RECORD

If you are authorized, you can edit an AMM Member's record. Note that there are two modes on the AMM Manager page: view and edit. When you initially view an AMM Member's record, you see the data in view mode. You are able to view the record but you cannot edit the record. Click the **Edit** button to switch to edit mode and begin entering data into the fields.

Note:

Status fields are disabled at each level as the request flows through the approval process. This prevents commands from making changes to the request once it has been submitted unless they 're-open' the record.

CAUTION!

Do not click on the **Re-open** button unless you want to open a previously locked record. Clicking on this button resets all statuses to "Unknown".

It is highly recommended that you do NOT walk away from your computer with an AMM Member record still in Edit mode. Either **Save** or **Cancel** any changes to an open record before walking away. An error message displays if you do not enter information after a specified time period. To ensure that any edits made to a record are saved, it is recommended that you quickly review the field contents of the AMM Member's record to verify that the data is the same as what was entered, since the data is automatically re-read from the database after a save.

IMPORTANT!

All dates must be entered in the following format: yyyy.mm.dd.

To Edit an AMM Member's Record:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.

- b. Perform a search as described in *Searching for an AMM Member*.
- c. From the resulting hit list, click on the **Manage** hyperlink next to the AMM Member for whom you are searching. The AMM Manager page displays.

Note:

If you want to edit I-Stop data, click the **Track** hyperlink corresponding to the AMM Member for whom you are searching. The AMM Tracking page displays. See *Viewing Tracking Information* for more details.

- d. Click on the **Edit** button to switch to edit mode and edit the data.
- e. When you finish, click the **Save** button to save your changes and the **Close** button to close the page.

3.4 VIEWING TRACKING INFORMATION

You can view and manage I-Stop information from the AMM Tracking page. After you perform a search for an AMM record (see *Searching for an AMM Record*), select the **Track** hyperlink corresponding to the Member whose I-Stop data you want to view. For instructions on adding, editing, and deleting an I-Stop, see *Adding/Editing/Deleting an I-Stop (Intermediate Stop)*. The following figure displays the AMM Tracking page.

Figure 12: AMM Tracking Page

The screenshot displays the AMM Tracking page for a member. At the top, member information is shown: SSN (redacted), Full Name (redacted), Service: N, Pay Grade: E7, RTN: NE-0633-0029, Gender: M, and DOB: 1954.02.12. Below this, other identifiers are listed: NRA: 62109, NMPS: 3243A, and ULUSTA: 43303. A 'Current Location' field is present with a 'Show Orders' button. The 'Boots On Ground (BOG)' section shows Location: A1CH0000, PEOPLES REPUBLIC OF CHINA, Requirement BOG: 179, BOG: 2004.04.01, End Date: 2007.06.09, Current Day: 1165, and Projected 179: 2004.09.27. The 'Intermediate Stops' section includes an 'Add I-Stop' button and a 'Refresh Grid' link. A table lists the stops with columns for Reason, Origin UIC, Origin GeoLoc, Origin Reported Date, Time, Origin Status, Detach Date, Travel Itinerary, I-Stop UIC, I-Stop EDA, and a Delete button. The table contains four rows of data. At the bottom, there are buttons for Edit, View Comments, Save, Cancel, Audit Log, Audit Log Report, and Close.

	Reason	Origin UIC	Origin GeoLoc	Origin Reported Date	Time	Origin Status	Detach Date	Travel Itinerary	I-Stop UIC	I-Stop EDA	
Select		43303							3243A	2003.10.01	Delete
Select		02523	HI, PEARL HARBOR						02523	2006.12.13	Delete
Select	Cmd TDY	02980	VA, ARLINGTON	2007.04.01		Show	2007.04.04	go to airport	39329	2007.04.07	Delete
Select	Cmd TDY	0431A	MD, BETHESDA	2007.04.16		Show	2007.04.12	flying into town	04620	2007.04.21	Delete
Select	Cmd TDY	04638	SC, CHARLESTON						01938	2007.05.02	Delete

3.5 EDITING BOOTS ON GROUND DATA

The Boots on Ground (BOG) date is the date the Member arrives in theater at the AOR check-in site. From the BOG group box on the AMM Tracking page, you can modify the **BOG Location**, **BOG Date**, and **End Date**. In addition, a read-only, system-generated Current Day field displays the difference between the BOG (Begin) Date and the current date if the End date is blank. The Current Day field is blank if the Begin Date field is blank. The Begin Date must be less than or equal to the current date. You cannot enter an End Date without also entering a Begin Date. If you enter data in both the Begin Date and End Date fields, the Current Day is calculated as the difference between the Begin Date and the End Date. The Projected 365 field is also system-generated and based on the BOG (Begin) Date.

To Edit Boots on Ground Data:

- a. From the AMM Member Browse page, perform a search as described in *Searching for an AMM Member* for the AMM Member for whom you want to edit the BOG data.
- b. From the resulting hit list, click on the **Track** hyperlink next to the AMM Member for whom you are searching. The AMM Tracking page displays.
- c. Click the **Edit** button to enable the Boots on Ground fields.

3.6 ADDING/EDITING/DELETING AN I-STOP (INTERMEDIATE STOP)

You can add one or more intermediate stops (I-Stops) for an AMM Member between the Member's origin UIC and destination UIC. When adding an I-Stop, you must enter an Origin UIC, I-Stop UIC, and I-Stop EDA. You can also view, edit, and delete I-Stop information.

In some cases, I-Stops are auto-created by the system. An I-Stop is automatically created/updated in the following scenarios:

- When a Mob or Demob order is generated in the OWM, the NMPS UIC, I-Stop UICs, and ULDUSTA UIC are pulled from the order and used to generate the I-Stops in the AMM. The respective dates for those UICs are also used in populating the Dest. EDA information.
- When the NMPS Report Date is modified in the Processing Module, system searches for an Orig. UIC in the AMM that is the same UIC as the NMPS UIC in the PM. If found, the Orig. Report Date of that I-Stop is updated with the NMPS Report Date in the PM and Orig. Status is set to "Show."
- When an Active Duty Member is sourced through the Sourcing Module, the user is provided the option to enter a Mob Event Number. If a Mob Event Number is

entered, the I-Stops from the Implementation Order associated with the Mob Event are automatically added to the AMM I-Stop list for that Member's record.

To Add an I-Stop:

- a. From the AMM Member Browse page, perform a search as described in *Searching for an AMM Member* for the AMM Member for whom you want to add an I-Stop.
- b. From the resulting hit list, click on the **Track** hyperlink next to the AMM Member for whom you are searching. The AMM Tracking page displays.
- c. Click the **Add I-Stop** button to display the I-Stop Manager window as shown in the following figure.

Figure 13: I-Stop Manager, Adding an I-Stop

The screenshot shows the 'I-Stop Manager' window with the following fields and controls:

- System ID:** A text input field.
- Reason:** A dropdown menu.
- Origin UIC:** A text input field with an ellipsis button and an 'Alt. UIC ...' button.
- Origin Reported Date:** A date picker and a **Time:** text input field.
- Origin Status:** A dropdown menu.
- Detach Date:** A date picker.
- Itinerary:** A large text input field.
- I-Stop UIC:** A text input field with an ellipsis button and an 'Alt. UIC ...' button.
- I-Stop EDA:** A date picker.
- Position:** A dropdown menu with '(Not Selected)' as the current selection.

At the bottom of the window are two buttons: **Add** and **Cancel**.

- d. Enter a **Reason** code. Valid values include: Orders I-Stop, CMD TDY, and On Orders.
- e. In the **Origin UIC** field, enter the beginning UIC after which the AMM Member will make the intermediate stop. You can also click on the ellipsis button to search for a UIC code.
- f. (Optional) Click on the **Alt. UIC ...** button to see a list of alternative UIC codes from which to 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).

- g. Once the Member checks in at the origin UIC, enter the **Time, Origin Reported Date**, and **Origin Status**.
- h. (Optional) Enter an **I-Stop Detach Date** and/or enter text in the **Itinerary** field.
- i. Enter an I-Stop UIC in the **I-Stop UIC** field. You must also enter an **I-Stop EDA**.
- j. (Optional) Click on the **Alt. UIC ...** button to see a list of alternative UIC codes from which to 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).

Note:

The **Position** drop-down list is not enabled until after an I-Stop has been added. You can select the I-Stop later to select a **Position**, if desired.

- k. Click **Add**. The I-Stop Manager window closes and a new row appears in the list of I-Stops.

Note:

By default, the new I-Stop appears at the bottom of the list. Administrators can change the position of the I-Stop on the list by selecting an option from the Position drop-down list on the I-Stop Manager window when editing an I-Stop.

To Edit/View an I-Stop:

- a. From the AMM Member Browse page, perform a search as described in *Searching for an AMM Member* for the AMM Member for whom you want to view or edit an I-Stop.
- b. From the resulting hit list, click on the **Track** hyperlink next to the AMM Member for whom you are searching. The AMM Tracking page displays.
- c. From the **Intermediate Stops** group box, click the **Select** hyperlink corresponding to the I-Stop you want to view/edit to display the I-Stop Manager window. The buttons available on the I-Stop Manager page are different than those available when adding an I-Stop. The following figure shows the I-Stop Manager window when you edit an I-Stop.

Figure 14: I-Stop Manager – Editing an I-Stop

The screenshot shows a web-based form for editing an I-Stop. The fields are as follows:

- System ID: 38738
- Reason: On Orders (dropdown)
- Origin UIC: 32929 (input) with an 'Alt. UIC ...' button and 'COMSUBRON 22' text.
- Origin GeoLoc: M8IT3800 SARDINIA, LA MADDALENA
- Origin Reported Date: (calendar icon) Time: (input)
- Origin Status: Show (dropdown)
- Detach Date: 2007.06.27 (calendar icon)
- Itinerary: (empty text input)
- I-Stop UIC: 62980 (input) with an 'Alt. UIC ...' button and 'COMNAVPERSCOM MILLINGTON TN' text.
- I-Stop EDA: 2007.06.28 (calendar icon)
- Position: (dropdown menu)

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

- d. Make any necessary changes and click the **Save** button. Note that the **Position** drop-down list is enabled if you are an administrator. Use this drop-down to change the position of an I-Stop relative to other I-Stops on the list.

Note

The **Origin GeoLoc** field is read-only and is automatically populated when its respective UIC is updated by a user.

To Delete an I-Stop:

- a. From the AMM Member Browse page, perform a search as described in *Searching for an AMM Member* for the AMM Member for whom you want to delete an I-Stop.
- b. From the resulting hit list, click on the **Track** hyperlink next to the AMM Member for whom you are searching. The AMM Tracking page displays.
- c. From the **Intermediate Stops** group box, click the **Delete** button corresponding to the I-Stop you want to delete. The I-Stop row is deleted.

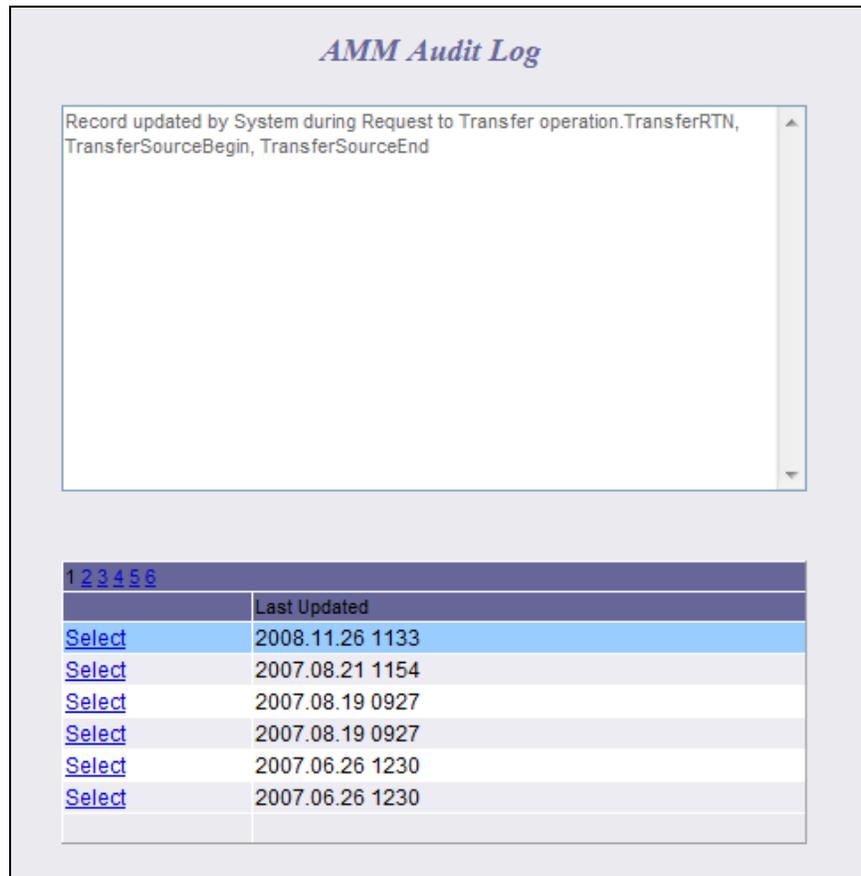
3.7 THE AUDIT LOG

3.7.1 Viewing the Audit Log

The NCMCMPS – AMM automatically creates system comments to maintain a history of changes made to a record. The AMM audit log tracks who adds, deletes, or modifies the I-Stop data on the AMM Tracking or AMM Manager page. The audit log stores the name of the field changed, the user name, the role of the user who changed the information, and the date and time of the change. You can view the audit log from the AMM Tracking or AMM Manager page but you cannot edit it.

To View the Audit Log:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- b. Perform a search as described in *Searching for an AMM Member*.
- c. From the search results list, click on the **Manage** or **Track** hyperlink corresponding to the record you want to view. The AMM Manager page or AMM Tracking page displays, depending on which hyperlink you selected.
- d. On the AMM Manager or AMM Tracking page, click on the **Audit Log** button. The AMM Assignment Audit Log displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.

Figure 15: Audit Log Page**Note:**

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

- e. Click the **Select** hyperlink corresponding to the audit log entry you want to view.
- f. Click **Close** when you are finished.

3.7.2 Viewing the Audit Log Report

The **Audit Log Report** button at the bottom of the AMM Manager page allows you to display all audit log information in the Augmentation Management Module. The following is a sample Audit Log Report.

Figure 16: Audit Log Report

Audit Log Report	
Current as of 02/11/2009 1414	
Name:	██████████
SSN:	██████████
Audit Log History	
<hr/>	
07/07/2007 0625 (SYSTEM):	IStop 38760 True
07/07/2007 0625 (SYSTEM):	AMM record automatically updated from the OWM by user Mark Moore).
07/07/2007 0618 (SYSTEM):	Record updated by Mark Moore (IDEAMATICS Testing Full Access). Fields modified: ApprovedDemobDate, HQ_Status, LastCreatedOrdReqID
07/07/2007 0618 (SYSTEM):	Record updated by Mark Moore (IDEAMATICS Testing Full Access). Fields modified: ApprovedDemobDate, HQ_Status
07/07/2007 0618 (SYSTEM):	Record updated by Mark Moore (IDEAMATICS Testing Full Access). Fields modified: Cap_Group, Claimant_Status
07/07/2007 0618 (SYSTEM):	Record updated by Mark Moore (IDEAMATICS Testing Full Access). Fields modified: RequestDemobDate, ULDUSTA_Status
07/07/2007 0617 (SYSTEM):	Record updated by Mark Moore (IDEAMATICS Testing Full Access). Fields modified: Cap_Group
07/07/2007 0617 (SYSTEM):	Record updated by Mark Moore (IDEAMATICS Testing Full Access). Fields modified: Cap_Group, RequestDemobDate, ApprovedDemobDate, ULDUSTA_Status, Orders_Status, HQ_Status, Claimant_Status, AMM_POC
07/07/2007 0615 (SYSTEM):	IStop 38759 True
07/07/2007 0615 (SYSTEM):	AMM record automatically updated from the OWM by user Mark Moore).COMP

3.8 VIEWING ORDERS

To View Individual Orders:

From the NCMCMPS Home Page, click the **View My Orders** button. Orders will display.

To View Command Orders:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- b. Perform a search as described in *Searching for an AMM Member*.
- c. From the search results list, click on the **Track** hyperlink corresponding to the record you want to view. The AMM Tracking page displays. Click the Show Orders button in the top right hand portion of the screen. Orders will display.

OR

From the search results list, click on the **Manage** hyperlink corresponding to the record you want to view. The AMM Manager page displays. On the bottom of the page, under **Order History**, click the link to any of DTG's of the member's present or previous orders, transfers, extensions or cancellations. Orders will display.

3.9 TRANSFERRING AN AMM MEMBER TO A REQUIREMENT

In the Augmentation Management Module, you can transfer an AMM Member from one requirement to another. You must know the requirement tracking number (RTN) of the requirement to which you want to transfer the AMM Member. In order to transfer an AMM Member, the following rules apply:

1. You must transfer the Member to a valid requirement tracking number (RTN).
2. You must enter requirement fill start and end dates that are within the Member's current orders start and end dates. These dates must be within the requirement start and end dates.
3. You must not overlap the Member's orders start and end dates with those of another Member sourced to that requirement by more than 30 days.

To Transfer an AMM Member to a Requirement:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- b. Perform a search as described in *Searching for an AMM Member* for the AMM Member you want to transfer to the requirement.
- c. From the resulting hit list, click on the **Manage** hyperlink next to the AMM Member for whom you are searching. The AMM Manager page displays.
- d. Click the **Transfer** button to initiate the transfer. The Transfer page displays with the **Transfer** tab as the default as shown in the following figure.

Figure 17: Transfer Page

The screenshot shows a web interface for transferring a member. It features two tabs: "Transfer" and "Requirement Search". A red instruction message states: "To Transfer a Member enter the Requirement Tracking Number, Begin Date of Requirement Fill and End Date of Requirement Fill for the new requirement." Below this message are four input fields: "RTN:" (text), "Rotation:" (dropdown menu), "Begin Date:" (text with a calendar icon), and "End Date:" (text with a calendar icon). A "Load" button is positioned to the right of the "Rotation:" dropdown. A "Transfer" button is centered below the input fields. At the bottom left of the page is a "Cancel" button.

- e. Enter a valid **RTN** and click the **Load** button. The **Rotation** dropdown will populate with the rotations for that RTN. Select a **Rotation** from the drop-down.
- f. Enter begin and end fill dates for the requirement. An error message displays on the Transfer page if you do not enter valid information in any of these fields.
- g. (Optional) To perform a search of valid requirements, click on the **Requirement Search** tab on the Transfer page. You can search by RTN, requirement open from date, requirement open through date, destination UIC, and/or Requirement Status. Click **Search** to perform your search. Click the **Select** hyperlink to select a requirement that displays in the grid. You can also click on the **View Sourcing** hyperlink to display sourcing information about the requirement. The RTN for the requirement you select automatically displays on the **Transfer** tab. The following figures show the Transfer page, Requirement Search tab and the Sourcing Information page.

Figure 18: Transfer Page, Requirement Search Tab

Requirement Search

RTN: Req. Open From: 2001.09.01 Req. Open Through: 2002.09.01
 Dest. UIC: Requirement Status:

[Number of Records Found: 12318. First 200 records retrieved.]

Page 1 [2][3][4][5][6][7][8][9][10][...]

		RTN	Begin Date	End Date	Pay Grade	Dest. UIC	Claimant/Echelon-2	Rating/Design	NEC/NOBCAC/RC	Requirement Status
Select	View Sourcing	000IA-0004	2001.09.11	2002.09.11	O5	79109	COA	111x		Expired
Select	View Sourcing	001-1011	2001.09.17	2002.09.17	E1	68890	CNI	MASA		Expired
Select	View Sourcing	001-1012	2001.09.17	2002.09.17	E1	68890	CNI	MASA		Expired
Select	View Sourcing	001-1013	2001.09.17	2002.09.17	E1	68890	CNI	MASA		Expired
Select	View Sourcing	001-1014	2001.09.17	2002.09.17	E1	68890	CNI	MASA		Expired
Select	View Sourcing	001-1015	2001.09.17	2002.09.17	E1	68890	CNI	MASA		Expired
Select	View Sourcing	001-1016	2001.09.17	2002.09.17	E1	68890	CNI	MASA		Expired

Figure 19: Sourcing Information Page

Requirement Information

RTN: EF-2096-0002 Dest. UIC: 48837 Manpower Claimant: DCMA
 Req. Begin Date: 2007.03.22 Req. End Date: 2008.12.01

Sourcing Information

Begin Date	End Date	SSN	Name	Pay Grade
2007.06.14	2007.06.30	[REDACTED]	[REDACTED]	E4

- h. After you choose a requirement, click the **Transfer** button on the **Transfer** tab. If the information you entered is valid, then a confirmation message appears as shown in the following figure.

Figure 20: Transfer Confirmation Message

- i. Click **OK** to close the confirmation message and **Close** to close the Transfer page.
- j. Click the **Validate** button on the AMM Manager page.

Note

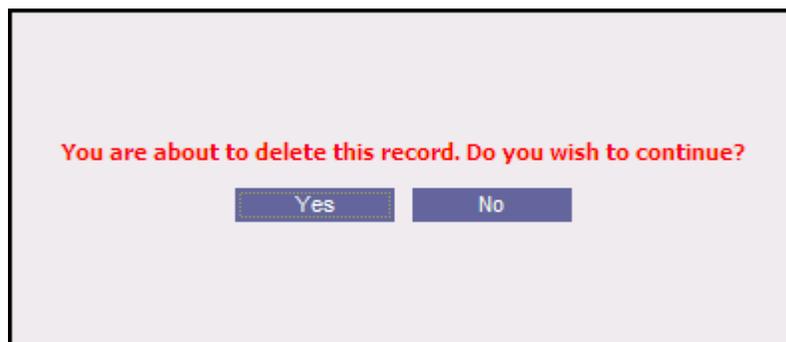
The process is not officially complete until the AMM record is approved, order request created (i.e. orders are created), and orders are generated (i.e. have a status of sent) in the OWM.

3.10 DELETING A RECORD

You can delete an AMM Member's record from the AMM.

To Delete an AMM Member's Record:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- b. Perform a search as described in *Searching for an AMM Member*.
- c. From the resulting hit list, click on the **Manage** hyperlink next to the AMM Member for whom you are searching. The AMM Manager page displays.
- d. Click on the **Delete** button. A message displays asking you to confirm the deletion.

Figure 21: Confirm Deletion Message

- e. Click on the **Yes** button if you wish to delete the selected AMM Member's record.

3.11 GROUP PROCESSING

From the AMM Member Browse page, requirement data can be processed globally and multiple members can be sourced to various requirements. Search for the requirements to update using the search fields (see *Searching for an AMM Member*) for additional information) and use the checkboxes in the results WebGrid to specify the group.

To Globally Process Requirements:

- a. Select **Member Browse** from the Site Map under AMM.

Figure 22: Searching for AMM Member for Global Processing

The screenshot displays the NCMCPS NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM interface. The page title is "NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM" and the user is "TEST USER -x" with UIC: 68890 and Role: DEAMATICS Testing Full Access. The page is titled "SITE MAP... Scorecard Member Browse Reports".

The search criteria are as follows:

- General Search Criteria:** SSN, Name (partial), Group, Component, VTU, Has Jurisdiction.
- Requirement Criteria:** RTN, Sub-Claimant Type (Supporting Sub-Claimant), Sub-Claimant Code/UIC, TYCOM Type (Supporting TYCOM), TYCOM Code/UIC, Dest. UIC, Parent UIC, UIC Type (ALL), eMAPS, URF, RFF, EXORD, MOD.
- Orders And Intermediate Stops Criteria:** Orders Type, On Orders After, Orders Date Begin, Orders Date End, Origin UIC (AR UIC), I-Stop UIC (AR UIC).
- Demobilization And Status Criteria:** Orders Type, On Orders After, Orders Date Begin, Orders Date End, Origin UIC (AR UIC), I-Stop UIC (AR UIC).

The results show 28520 records found, with the first 200 records retrieved. The WebGrid displays the following data:

Manage	Track	ID	SSN Last 4	Name	Pay Grade	Has Juris.	Orders Begin Date	Orders End Date	Requested Detach Date	Approved Detach Date	On Hold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2843				1			2007.03.13		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3859			E7	1	2003.02.10	2004.02.10	2007.06.04	2003.06.06	Y
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3859			E7	1	2003.02.10	2004.02.10	2007.06.04	2003.06.06	Y
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3867			E3	1			2007.06.04	2003.06.06	Y
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3889			E4	1			2007.06.04	2003.06.06	Y
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3904			E5	1			2007.09.30	2007.09.30	
<input type="checkbox"/>	<input type="checkbox"/>	3924			E4	1			2007.05.07	2007.05.28	
<input type="checkbox"/>	<input type="checkbox"/>	3935			E6	1			2007.05.07	2007.05.28	
<input type="checkbox"/>	<input type="checkbox"/>	3939			E4	1					
<input type="checkbox"/>	<input type="checkbox"/>	3952			E5	1					
<input type="checkbox"/>	<input type="checkbox"/>	3962			E6	1					
<input type="checkbox"/>	<input type="checkbox"/>	3972			E+	+					

- b. From the search results WebGrid, click on the checkboxes to the left of the ID column to select the records you want to update.
- c. Click the **Group Process** button.

- d. Populate the necessary information for the group on the **General Information** tab. See *Editing an AMM Member's Record* for a detailed explanation of the fields. Tildes (~) appear in the data fields where values differ across members in the group. By replacing a tilde with data, all Member records in the group will be updated with that value.

Figure 23: Member Browse for Global Processing

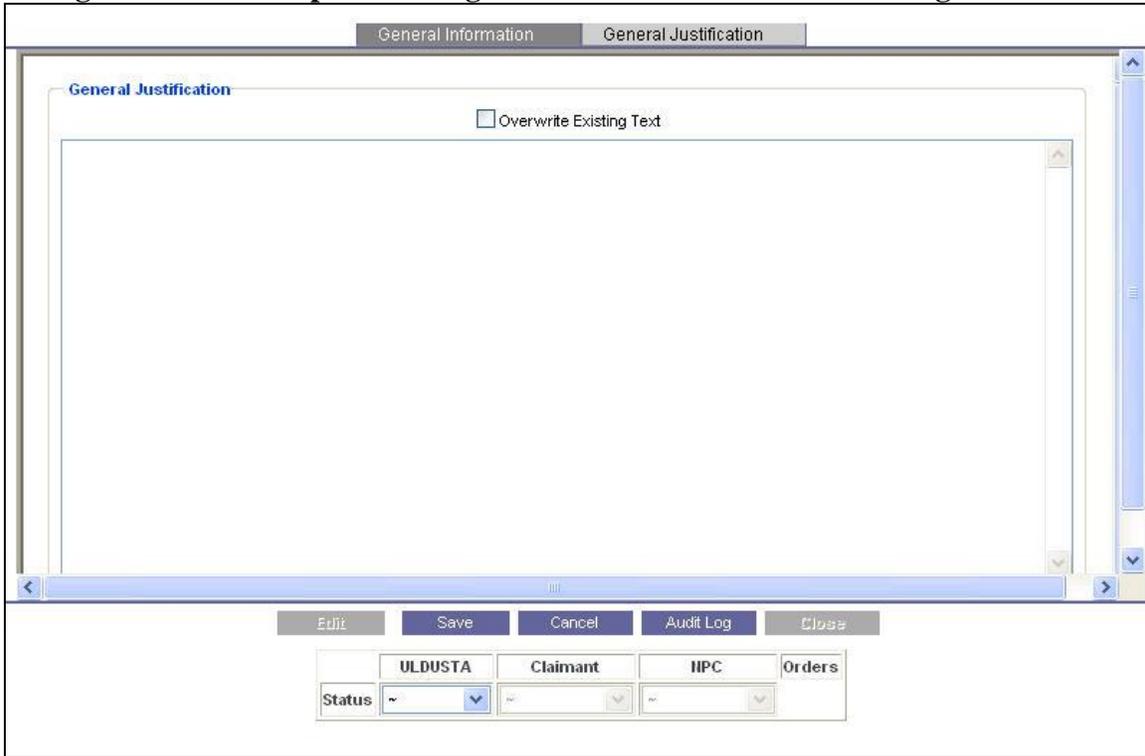
CAUTION!

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

Note: Transfers cannot be done within Group Processing.

- e. Select the **General Justification** tab to specify Reporting Instructions and to indicate why a change was made. Check **Overwrite Existing Text** to replace existing Reporting Instructions for members in the group. Leave the box unchecked to append the new text to existing Reporting Instructions.

Figure 24: Group Processing General Justification Overwriting Check Box



CAUTION!

Checking **Overwrite Existing Text** will replace Reporting Instructions for all members in the group.

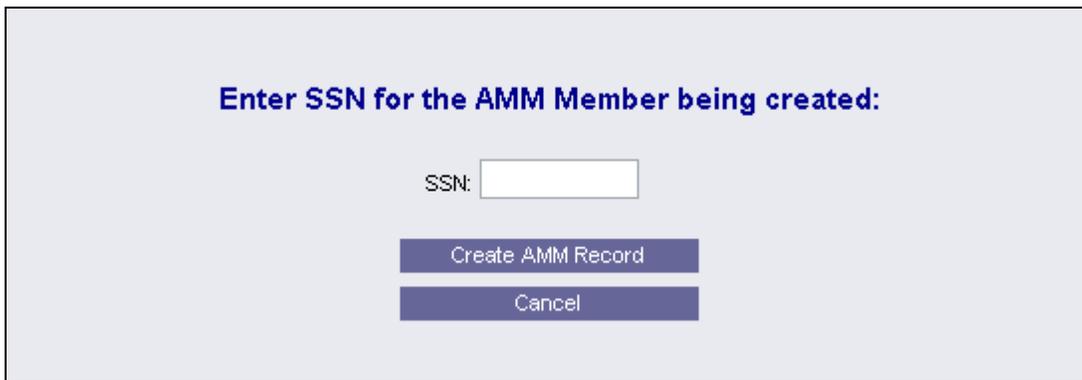
SECTION 4: Adding Members to the AMM Database

You can add Members to the AMM database from the AMM Search page. You will see an error message if you attempt to add a social security number corresponding to a Member already existing in the AMM database.

To Add a Member to the AMM Database:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- b. Click on the **Add Record** button to display the Create AMM window as shown in the following figure.

Figure 25: Create AMM Window



The screenshot shows a light blue dialog box with the title "Enter SSN for the AMM Member being created:". Below the title is a text input field labeled "SSN:". Underneath the input field are two buttons: "Create AMM Record" and "Cancel".

- c. Enter the **SSN** of the Member you would like to add to the database.

Note:

If you enter an invalid SSN or a SSN that already exists within AMM, an error messages will display in red below the Cancel button.

- d. Click on the **Create AMM Record** button. The AMM Manager page appears as shown in the following figure.

Figure 26: AMM Manager Page – Adding Member

The screenshot shows the 'AMM Manager Page – Adding Member' interface. At the top, it displays 'NMCMP Application Version 2.5 (AMM)', 'User: TST SR -x', 'UIC: 68890', and 'Role: Administrator'. The main form is divided into several sections:

- General Information:** Includes fields for SSN (redacted), Group (dropdown), Requested Detach (calendar), Approved Detach (calendar), MOB Event (calendar), Component (Active Duty), and Requestor POC (text).
- Member Information:** Includes Full Name (redacted), ACC, SPC, GLI, Pay Grade, NEC, NOBC, Rating, and Desig. (dropdown).
- Order Information:** Includes Current Order Start Date, Current Order End Date, Orders Type, Signed Extension Agreement, Signed Transfer Agreement, and Aug Type.
- Requirement Information:** Includes RTN (NE-1072-0001), Pay Grade (O8), Dest. UIC (00011), Manpower Claimant (CNO(09BF)), Rotation (A), Begin Date (2004.04.15), End Date (2005.04.15), NEC/NOBC, Rating/Desig. (110X), Billet Title, and Position Description.

At the bottom of the form, there is a row of buttons: Edit, Delete, View Comments, Transfer, *its-open*, Save, Cancel, Audit Log, and Close. Below these buttons is an 'Audit Log Report' section with a table:

	ULDUSTA	Claimant	NPC	Orders
Status	Unknown	Unknown	Unknown	Unknown

- e. Click **Edit** to enter the appropriate information into the AMM Manager page. Click **Save** when you finish your changes.

SECTION 5: Managing Comments

5.1 COMMENTS OVERVIEW

The Comments Module provides the ability for you to add annotations to an AMM Member's record and to view comments that were entered by others.

5.2 ACCESSING THE COMMENTS MODULE

Access the Comments Module by clicking on the **View Comment** or **Edit Comment** button on the AMM Manager page. The button is called "**View Comment**" when in view mode and "**Edit Comment**" in edit mode.

5.3 USING COMMENTS

The comments module user interface is comprised of two major components: the edit component and the annotation grid. Both components appear on 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.

In addition to the system comments, you can add your own comments to an AMM Member's record. You can also edit comments that you created. You can view comments created by other users but you cannot edit them. You cannot delete a comment once it has been saved. Both system comments and user comments are displayed on the Comments page accessible from the AMM Manager page.

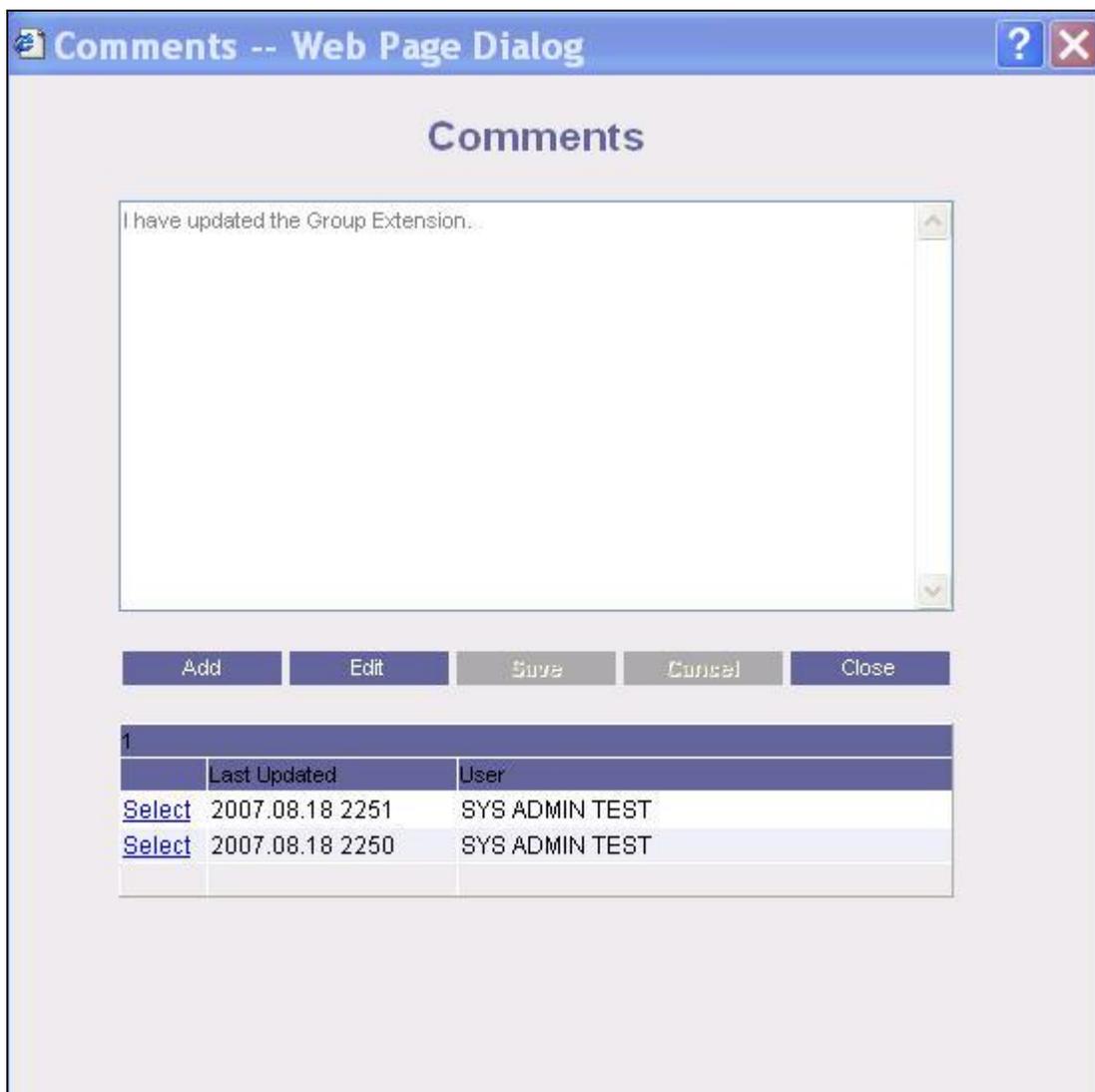
Note:

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

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

IMPORTANT!

You cannot add or edit a comment unless you are in edit mode. You must click on the **Edit** button on the AMM Manager page to change the Comment button from **View Comments** to **Edit Comments**.

Figure 27: Comments Page**To View a Comment:**

- Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- Perform a search as described in *Searching for an AMM Member*.
- From the resulting hit list, click on the **Manage** or **Track** hyperlink next to the AMM Member for whom you are searching. The AMM Manager page displays.
- Click on the **View Comments** button to display the Comments page.

- 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:

Four comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see numbered 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 Comments page.

To Add a New Comment:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- b. Perform a search as described in *Searching for an AMM Member*.
- c. From the resulting hit list, click on the **Manage** or **Track** hyperlink next to the AMM Member for whom you are searching. The AMM Manager page displays.
- d. From the AMM Manager (or AMM Tracking) page, click on the **Edit** button to switch to edit mode.
- e. Click on the **Edit Comments** button to display the Comments page.
- f. From the Comments page, click on the **Add Comment** button.
- g. Enter text into the edit box at the top of the Comments page.
- h. Click **Save** to save your changes and close the Comments page.

To Edit an Existing Comment:

- a. Select **Member Browse** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Member Browse** at the top of the AMM home page.
- b. Perform a search as described in *Searching for an AMM Member*.
- c. From the resulting hit list, click on the **Manage** (or **Track**) hyperlink next to the AMM Member for whom you are searching. The AMM Manager page displays.
- d. Click on the **Edit** button to switch to edit mode.
- e. Click on the **Edit Comments** button to display the Comments page.

- f. Click on the **Select** hyperlink corresponding to the comment you want to edit. 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 numbered hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

- g. Edit the comment as desired.
- h. Click **Save** when you are finished to save your changes and close the Comments page.

Note:

Can only edit comments you created. You cannot edit system comments or comments created by other users.

SECTION 6: AMM Reporting

6.1 REPORTING ENGINE

The NCMCPS-Processing Reports were created using Seagate Crystal Reports.

6.2 GENERATING STANDARD REPORTS

I-Stop reports are available in the AMM by clicking the **Reports** button on the AMM Member Browse page menu hyperlinks. From the report page, you can choose one of the standard reports as well as set your report criteria. You can generate the report for review on your computer or print the report using your browser. You can also create an ad-hoc report (see *Generating Ad-Hoc Reports* for more information).

To Print a Report:

- a. Select **Reports** from the **Site Map** menu under AMM. If you are already in the **Augmentation Management Module (AMM)**, select **Reports** at the top of the AMM home page.

Figure 28: Reporting Page



- b. From the **Reports** list, click on a report. The list is organized alphabetically.
- c. You can view the **Search Criteria** by clicking on the plus icon  to the left of the **Search Criteria** section. The following figure shows the Reporting Page with the available Search Criteria.

Figure 29: Reporting Page with Available Search Criteria

The screenshot shows the 'Augmentation Management Reporting Tool' interface. At the top, there is a navigation bar with 'SITEMAP...', 'Scorecard', 'Member Browse', and 'Reports'. The main content area is titled 'Augmentation Management Reporting Tool'. It contains two main sections: 'Reports' and 'Search Criteria'. The 'Reports' section has a dropdown menu for selecting a report. The 'Search Criteria' section has three input fields: 'I-Stop UIC', 'I-Stop EDA Begin', and 'I-Stop EDA End'. Below these fields are two buttons: 'Run Report' and 'Clear Fields'.

Table VIII: AMM Manager Page Status Fields

Button	Function
Report	Allows you to choose a report template.
I-Stop UIC	Allows you to specify a specific I-Stop UIC.
I-Stop EDA Begin	Allows you to specify a specific I-Stop EDA Begin Date.
I-Stop EDA End	Allows you to specify a specific I-Stop EDA End Date.

- d. Enter the I-Stop UIC, I-Stop EDA Begin, and I-Stop EDA End. This enables you to generate reports based on the UIC you specify with intermediate stops scheduled in the date range you specify.
- e. Click the **Run Report** button to display the selected report using the specified report criteria. Adjust the size and font of the report as necessary.
 - To minimize the amount of space a report takes up on screen, you may want to change the Default Font Type (Tools→Internet Options→General tab→Fonts) and/or Size (View→Text Size) in Internet Explorer. This may help you to avoid scrolling and printing issues.
 - The report may be wider than the display area, as described above, so you may need to use the horizontal scroll bar to view the entire report.
 - A printed report could be potentially chopped off at the right margin. You may want to print at least one test page before printing an entire report. If the report is chopped off on the right margin, then it may be better to print the report in landscape mode or you can export and print the report in MS-Word or Excel.

Note

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

6.3 STANDARD REPORTS LIST

There are three standard reports available in the AMM. To generate a standard report, refer to *Generating Standard Reports*. Examples of the AMM standard reports are provided in this section.

6.3.1 Due-In

A list of Members Due-In to an I-Stop.

Figure 30: Due-In Report

2005.05.13
09:55

United States Navy Marine Corps Mobilization Processing System
AMM Module

Due-In
Sorted by Full Name (Ascending)



Full Name	SSN	RTN	Grade	Sex	Origin UIC	I-Stop EDA	Itinerary
[REDACTED]	[REDACTED]	NE-0934-0024	E5	M	40810	2005.05.04	Arrives via United.
[REDACTED]	[REDACTED]	NE-1111-0018	E5	M	17702	2005.04.14	
[REDACTED]	[REDACTED]	NE-0934-0024	E6	M	3252A	2005.07.03	Has POV.

Total Members: 3

6.3.2 Due-In by UIC

A listing of Members Due-In to an I-Stop and grouped by Origin UIC.

Figure 31: Due-In by UIC Report

2005.05.13
09:56

United States Navy Marine Corps Mobilization Processing System
AMM Module

Due-In by UIC
Sorted by Full Name (Ascending)



Full Name	SSN	RTN	Grade	Origin Report Date	Origin Status	I-Stop EDA
Origin UIC: 17702 NAVRESMAINTRAFAC N YORK YR 26						
[REDACTED]	[REDACTED]	NE-1111-0018	E5	2005.04.12	Show	2005.04.14
Origin UIC: 3252A NMPS NEW LONDON CT						
[REDACTED]	[REDACTED]	NE-0934-0024	E6			2005.07.03
Origin UIC: 40810 AFDB 8 MACHINIST						
[REDACTED]	[REDACTED]	NE-0934-0024	E5			2005.05.04

Total Members: 3

6.3.3 Listing of I-Stops by Destination EDA

A listing of Members Due-In to an I-Stop and grouped by I-Stop EDA.

Figure 32: Listing of I-Stops by Destination EDA Report

2005.05.13 10:01						
United States Navy Marine Corps Mobilization Processing System AMM Module						
Listing of I-Stops by I-Stop EDA Sorted by SSN (Ascending)						
SSN	Full Name	Grade	Sex	Itinerary		
I-Stop EDA: 2005.04.14						
[REDACTED]	[REDACTED]	E5	M		Orig. Report Date:	2005.04.12 15:00:00
		Orig. UIC:	17702	Orig. UIC Desc.:	NAVRESMAINTRAFAC N YORK YR 26	
		Orig. Status:	Show	I-Stop UIC:	62980 I-Stop UIC Desc.: COMNAVPERSCOM MILLINGTON TN	
I-Stop EDA: 2005.05.04						
[REDACTED]	[REDACTED]	E5	M	Arrives via United.	Orig. Report Date:	
		Orig. UIC:	40810	Orig. UIC Desc.:	AFDB 8 MACHINIST	
		Orig. Status:		I-Stop UIC:	62980 I-Stop UIC Desc.: COMNAVPERSCOM MILLINGTON TN	
I-Stop EDA: 2005.07.03						
[REDACTED]	[REDACTED]	E6	M	Has POV.	Orig. Report Date:	
		Orig. UIC:	3252A	Orig. UIC Desc.:	NMPS NEW LONDON CT	
		Orig. Status:		I-Stop UIC:	62980 I-Stop UIC Desc.: COMNAVPERSCOM MILLINGTON TN	
Total Members: 3						

6.4 GENERATING AD-HOC REPORTS

The AMM reporting module allows you to create and print custom reports. You access the Ad-Hoc Reporting option from the AMM Member Search page. You can create a new report or you can retrieve and execute an existing report template. Reports are available for review on your computer or you can print the report using your browser.

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

6.5 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. (Note: not all users have access to Global Reports). You can only edit and delete your personal templates or global templates that you create.

For additional information on *Managing Report Templates*, please refer to *NMCMPS Overview and Common Features*.

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