United States Navy NMCMPS Overview and Common Features

<u>NMCMPS Overview</u>
<u>and Common Features</u>

Version 2.5.3.3

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RECORD OF CHANGES

Change Number	Date of Change	Change
5.3	2007.09.06	Original Issue
5.3.1	2007.12.11	Reissued in Entirety
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SECTION 1: NMCMPS Overview

1.1 BACKGROUND

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

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

1.1.1 Historical

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

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

1.1.2 Requirements

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

a. administratively processing and holding Service Members,

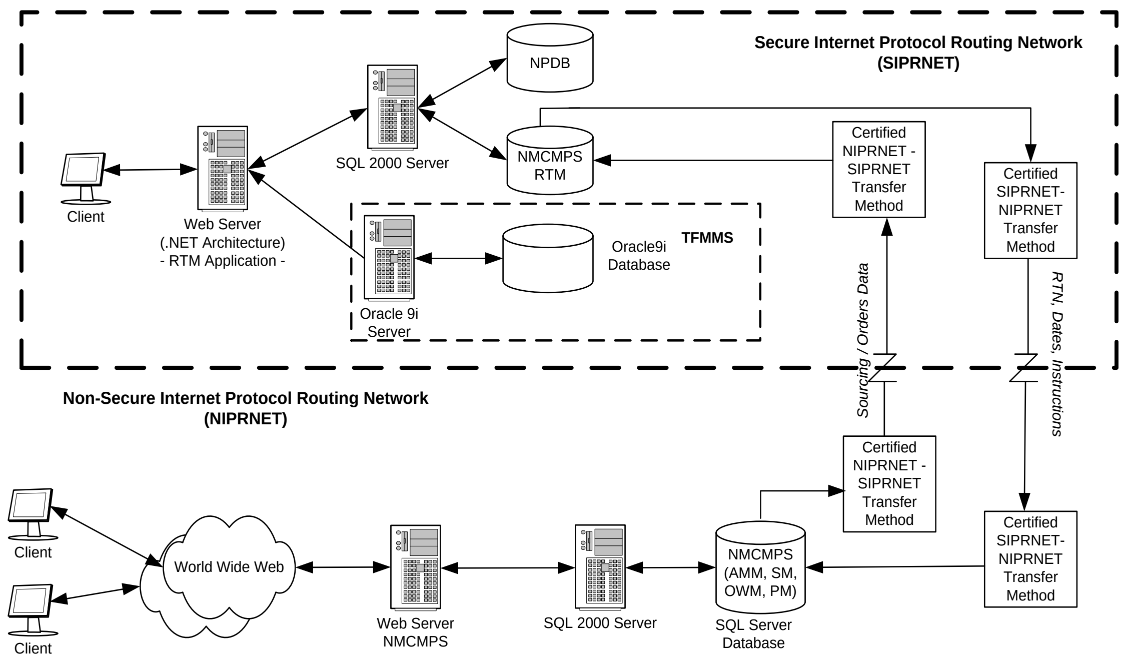
b. training Service Members, and

c. forming casualty replacement pools.

NMCMPS satisfies the need for automated data collection and dissemination for these three activities and the primary functions of the NMPS.

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

Figure 1: Navy-Marine Corps Mobilization Processing System Overview



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

1.2 NMCMPS RELATIONSHIPS

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

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

a. Connect to and login to BOL where NMCMPS is located and login to NMCMPS.

b. Perform mobilization processing at the NOSC and NMPS.

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

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

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

1.3 PURPOSE OF THIS USER REFERENCE MANUAL

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

1.4 SECURITY

The NMCMPS system processes UNCLASSIFIED data.

1.5 RELATIONSHIP TO OTHER ACTIVITIES

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

1.6 TERMS AND ABBREVIATIONS

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

1.7 REFERENCES

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

a. Department of Defense Instruction 1100.19, "Wartime Manpower Planning Policies and Procedures."

b. Department of Defense Standard DOD-STD-7935, Automated Data Systems (ADS) Documentation, Washington, D.C.: U.S. Department of Defense, 15 February 1983.

c. Manpower Mobilization Planning System Users Manual, IDEAMATICS, Inc., 30 September 1989.

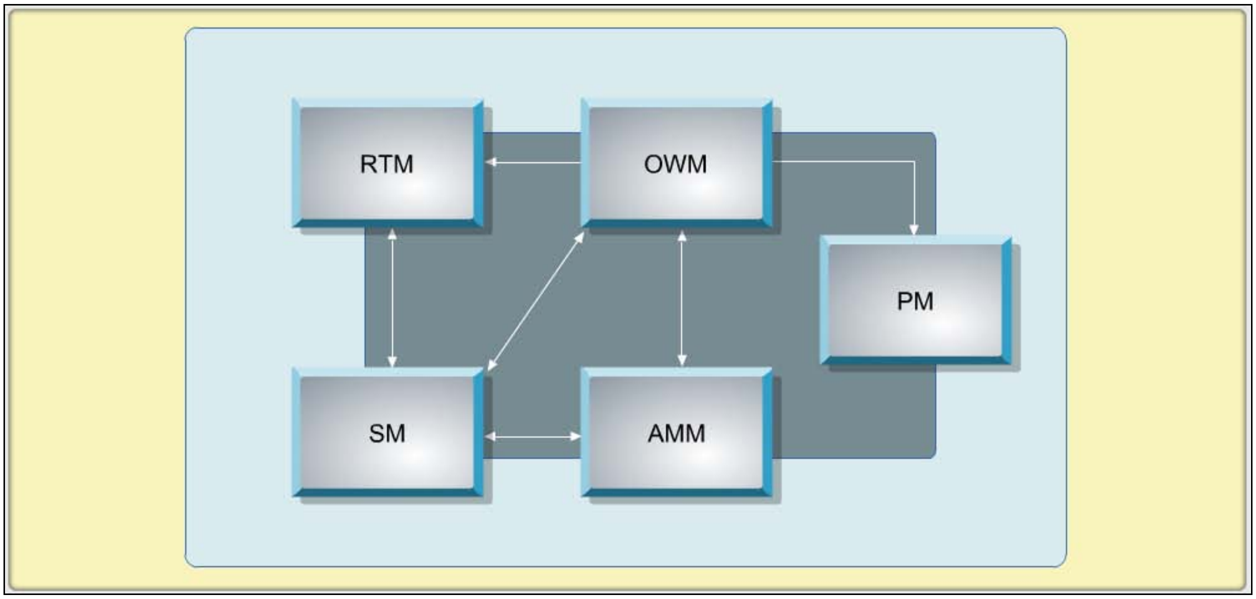
d. Manpower Process; Handbook for Manpower Managers, MPI-127-QB, January 1988.

SECTION 2: Local System Summary

2.1 SYSTEM FLOW

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

Figure 2: NMCMPS Functional Overview



2.1.1 What is the AMM?

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

2.1.2 What is the SM?

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

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

2.1.3 What is the OWM?

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

2.1.4 What is the PM?

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

2.1.5 What is RTM?

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

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

2.1.6 What is NMCMPS RTM?

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

2.2 SYSTEM APPLICATION

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

2.3 SYSTEM OPERATION

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

a. Connect to and login to BOL where NMCMPS is located and login to NMCMPS.

b. Perform mobilization processing at the NOSC and NMPS.

2.4 SYSTEM CONFIGURATION

NMCMPS requires only a supported Internet browser for local processing.

2.4.1 Equipment Environment

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

Table I: Minimum Equipment Environment

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

2.4.2 Software Environment

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

2.5 SYSTEM ORGANIZATION

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

2.6 PERFORMANCE

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

2.6.1 Interfaces

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

2.6.2 Error Rate

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

2.6.3 Response Time

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

2.6.4 Flexibility

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

2.6.5 Reliability

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

2.6.6 Accuracy

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

2.7 LOCAL DATABASE

2.7.1 Database Management System

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

2.7.2 Security

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

2.7.3 Data Entry Tables

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

2.8 PROCESSING

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

2.8.1 Master Database Maintenance

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

2.8.2 Scheduling System Tables Maintenance

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

a. SCHEDULER: database of all individually scheduled actions

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

2.8.3 Data Integrity

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

2.8.3.1 User’s Identification

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

2.8.3.2 Access Authorization

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

2.8.3.3 Record Locking

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

2.8.3.4 Update Lockout Flag

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

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2.8.3.5 Precedence

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

2.8.3.6 Data Edits and Validation

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

2.8.4 Input Processing

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

2.8.5 Manual Data Entry

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

2.8.6 Report Processing

Standard Reports (or predefined reports) can be generated from the any of the **Reports** options on the NMCMPS site map menu. User can also use Ad-Hoc Tool or the Dynamic Reporting Tool (DRT) to create user defined reports. Refer to these other sources for more information:

- For information on Ad-Hoc reports, refer to the *Generating Ad-Hoc Reports* section of this User Guide.
- For information on module specific reports, refer to the appropriate module's User Guide.
- For information on the Dynamic Reporting Tool (DRT), refer to the *NMCMPS DRT User Guide.*

2.8.6.1 Rosters

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

2.8.6.2 Inbound Report

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

2.8.6.3 Scheduling Report

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

2.8.7 Forms Processing

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

2.8.8 Orders Endorsement

NMCMPS can generate an orders endorsement memorandum.

2.9 GENERAL OPERATING PROCEDURES

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

2.9.1 Database

NMCMPS database is maintained in an SQL 2000 database.

2.9.2 Functions

NMCMPS is organized into functional areas accessed from the NMCMPS site map. The primary functions are:

a. Processing Module
b. Augmentation Management Module
c. Order Writing Module
d. Sourcing Module
e. Table Maintenance – General
f. User Administration
g. Change Processing UIC
h. Authorized Personnel for this UIC
i. Return to BOL

2.9.3 Navigation

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

2.9.3.1 Browse Lists

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

2.9.3.2 Data Entry Screens

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

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

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

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

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

2.9.3.3 Lookup Tables

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

Please refer to the *Using Lookup Fields* section.

2.9.3.4 Message Boxes/New Browser Pages

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

2.9.4 Screen Layout

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

2.9.4.1 Header Window

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

2.9.4.2 Lookup Windows

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

Please refer to the *Using Lookup Fields* section.

2.10 DATA SOURCES

The inputs to NMCMPS fall into three categories:

a. locally maintained data entry validation tables,

b. the NPDB database and

c. manually entered data.

SECTION 3: Accessing NMCMPS

3.1 ACCESSING BOL

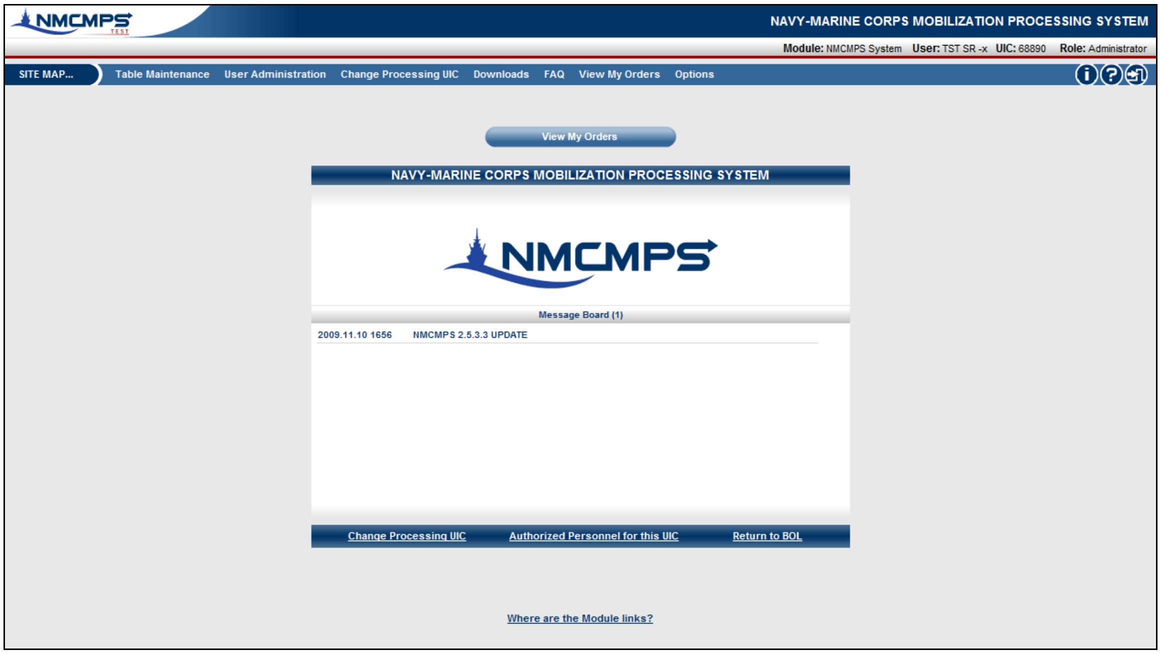
To access NMCMPS, enter the BUPERS Online URL. The first page to appear is the Login page. Once you logon, select **NMCMPS** from the BOL Application menu.

Figure 3: BUPERS Online Login

3.2 NMCMPS HOME PAGE AND MAIN MENU

Once you choose NMCMPS from the BUPERS Application menu, the NMCMPS Application Home Page displays as shown in the following figure.

Figure 4: NMCMPS Home Page



The following table describes the primary functions of the NMCMPS Home Page Menu bar.

Table II: NMCMPS Home Page Menu Bar

Menu Option	Description
Site Map	Click on Site Map on the Main Menu to access the each module.
Table Maintenance	Allows you to update the NMCMPS tables. Refer to the *Table Maintenance* section for more details.
User Administration	Allows you to administer online access rights for UICs. Refer to the *User Administration* section for more details.
Change Processing UIC	Allows you to switch the UIC for the current processor (only available for users listed under multiple UICs). Refer to the *Change Processing UIC* section for more details.
Downloads	Allows you to download Release Notes, User Guides, Issue Notes, Sample Spreadsheets, etc.
FAQ	Allows you to view Most Popular Questions and answers regarding the software.
View My Orders	Displays the most current Orders written for the logged in user.
Options	Provides access to the Custom WebGrid Tool.
About	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.

Menu Option	Description
Help	Displays the NMCMPS online help. See *Online Help and Technical Support* for more details on this feature.
Logout	Logs you off of BOL and NMCMPS.
Message Board	Provides important notices posted by the system administrator in coordination with HQ regarding NMCMPS system activity or augmentation information important to all users.
Authorized Personnel for this UIC	Displays the Authorized Personnel window from which you can view the list of personnel who have an NMCMPS role for the UIC of the logged on user(s). See *Viewing Authorized Personnel* for more details.
Return to BOL	Returns you to the BOL main page and logs you out of NMCMPS.
Where are the Module links?	The Module links are located to the 'SITE MAP...' menu located in the upper left corner of your screen. Simply hover over the text and the NMCMPS Navigational Map will be displayed. If you are in Member Access mode, the Navigational Map will be disabled. However, the links to view your individual records can be found to the right of the Site Map link.

3.3 VIEW MY ORDERS

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

3.4 MESSAGE BOARD

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

SECTION 4: NMCMPS Site Map and Navigational Map

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

Figure 5: Site Map / NMCMPS Navigational Map

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

Table III: NMCMPS Site Map Options

Menu Option	Description
PM - Processing Module	Displays the Browse page from which you can search for and process Service Members. This includes mobilization and demobilization processing. You can also access the group processing functionality, Notification / Interview Checklist and Local Command Setup from here. Refer to the *Processing Module User Guide* for more information.
AMM - Augmentation Management Module	Provides management for the generation of requirements and order requests for augmentation management during mobilization events. Refer to the *Augmentation Management Module User Guide* for more information.
OWM - Order Writing Module	Allows you to manage the order writing process. This includes the ability to view orders and edit orders templates. Refer to the *Order Writing Module User Guide* for more details.
SM - Sourcing Module	Allows you to source requirements and mobilize members. Refer to the *Sourcing Module User Guide* for more details.
MSC - Sanctuary Calculator	Facilitates the determination and recordation of the statement of service associated with a sanctuary determination for each member in the Navy or Marines.

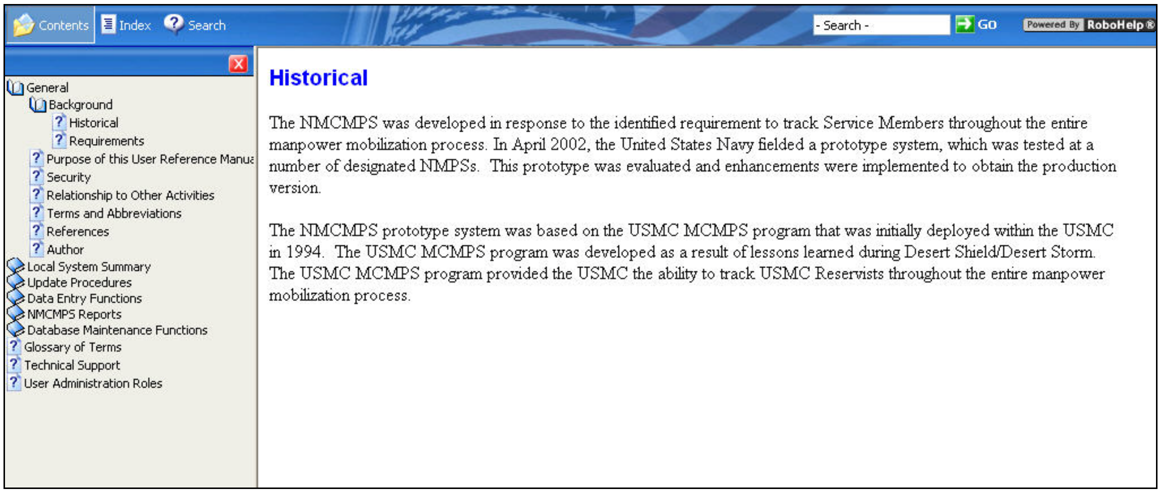
Menu Option	Description
Unclassified RTM	Allows users to enter and track ADSW requirements through NMCMPS. The Unclassified RTM performs the same functionality as the Classified RTM with the exception of displaying classified field information and allowing for FTN functionality
NMCMPS	Allows you to access the Main Menu options as well as return to the NMCMPS Home Page or Message Board.

SECTION 5: Online Help and Technical Support

5.1 NMCMPS ONLINE HELP

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

Figure 6: Online Help Screen



You can search by help in one of three ways:

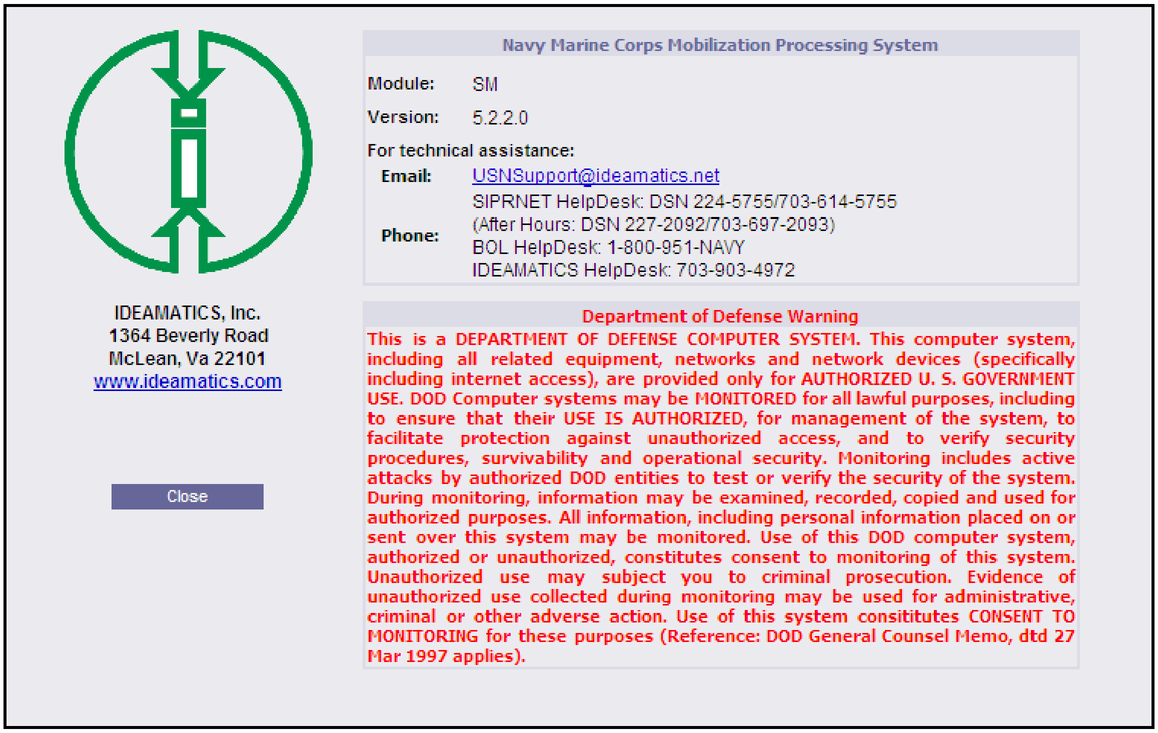
- Use the **Contents** feature to search by an outline of predetermined topic areas in addition to the **Glossary of Terms, Technical Support** (or Frequently Asked Questions and Answers), and **User Administration Roles**
- Use the **Index** feature to search by a key word.
- Use the **Search** feature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

5.2 ABOUT PAGE

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

The following figure shows the About page.

Figure 7: About Page



5.3 LOGOUT

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

SECTION 6: Using the Lookup Fields

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

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

Table IV: Types of Lookup Fields

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

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

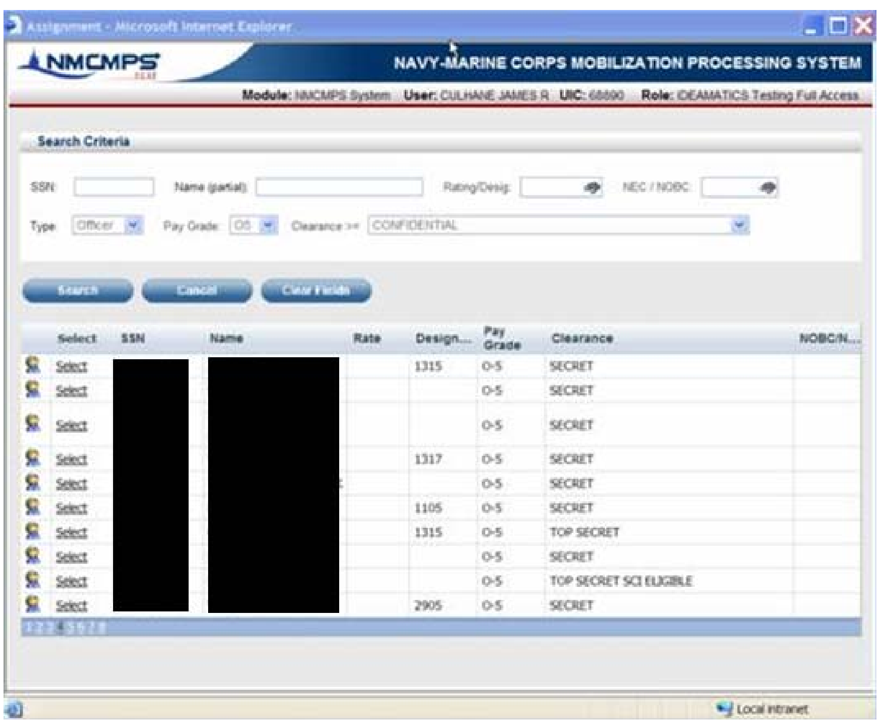
Figure 8: Example of Single Lookup

Figure 9: Example of Multiple Lookup

Figure 10: Example of Lookup Text

Figure 11: Example of Lookup Choices

Figure 12: Example of Search NPDB



To use a Lookup Field page:

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

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

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

c. You will be returned to the original page and the data you selected will automatically populate the Lookup field value.

SECTION 7: Using the Browse WebGrid

7.1 WEBGRID OVERVIEW

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

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

Figure 13: WebGrid Status Bar

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

Table V: WebGrid Status Bar Icons

Icon	Function	Description
	Switch to Grid View	Switches users from PivotChart view into grid view.
	Switch to PivotChart View	Switches users from WebGrid view into PivotChart view.
	Refresh Data	Updates the WebGrid with the latest data.
	Load More Data	Loads additional records into the WebGrid in groups of 50. The WebGrid displays 50 records initially. Click this button to display 50 additional records.
	Export Grid	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.
	Help	Displays the WebGrid.NET Client help.

7.2 SORTING THE WEBGRID

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

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

Figure 14: Column Secondary Menu – Alphabetical Sort

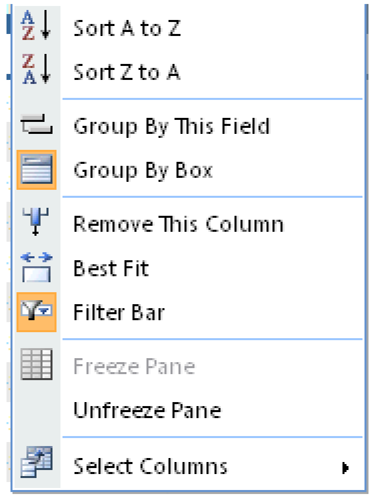
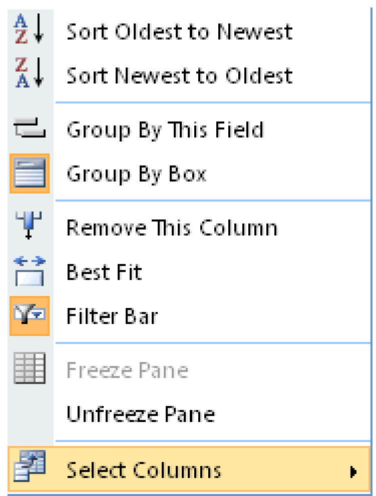
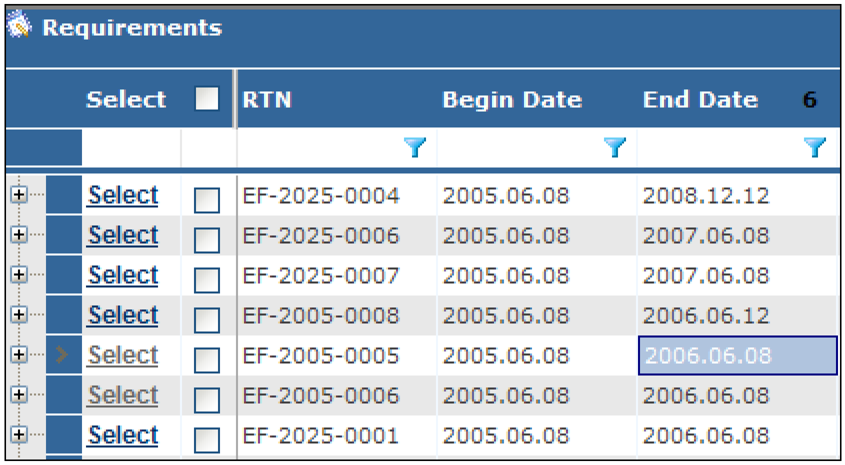


Figure 15: Column Secondary Menu – Date Sort



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

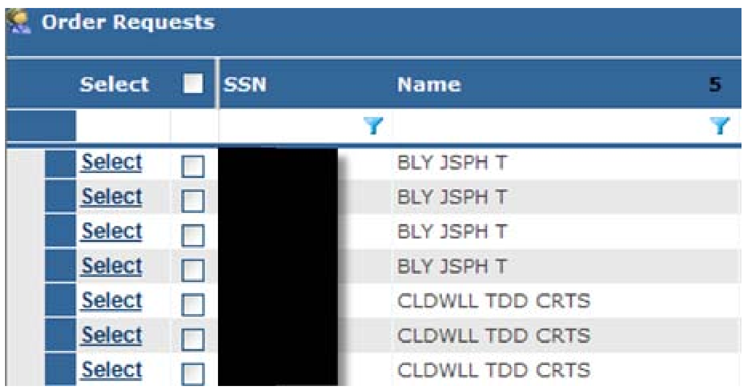
Figure 16: WebGrid Sorted Newest to Oldest by End Date



Requirements

Select		RTN	Begin Date	End Date 6
Select	☐	EF-2025-0004	2005.06.08	2008.12.12
Select	☐	EF-2025-0006	2005.06.08	2007.06.08
Select	☐	EF-2025-0007	2005.06.08	2007.06.08
Select	☐	EF-2005-0008	2005.06.08	2006.06.12
Select	☐	EF-2005-0005	2005.06.08	2006.06.08
Select	☐	EF-2005-0006	2005.06.08	2006.06.08
Select	☐	EF-2025-0001	2005.06.08	2006.06.08

Figure 17: WebGrid Sorted in Alphabetically by Name



Order Requests

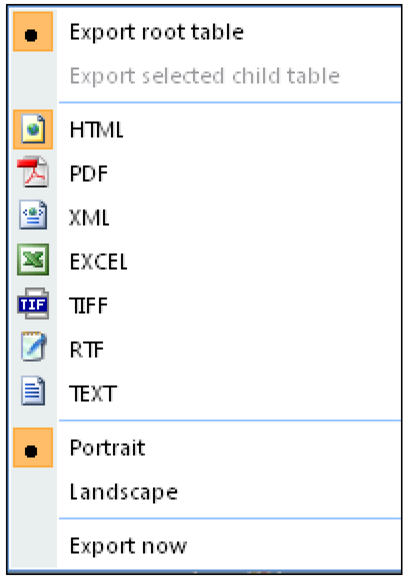
Select		SSN	Name 5
Select	☐	[redacted]	BLY JSPH T
Select	☐		BLY JSPH T
Select	☐		BLY JSPH T
Select	☐		BLY JSPH T
Select	☐		CLDWLL TDD CRTS
Select	☐		CLDWLL TDD CRTS
Select	☐		CLDWLL TDD CRTS

7.3 EXPORTING THE WEBGRID

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

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

Figure 18: 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.

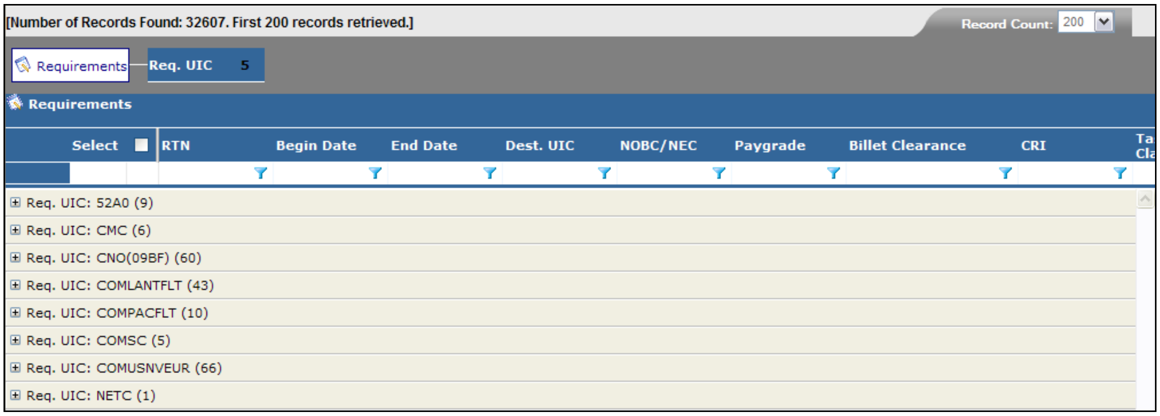
e. Select **Portrait** or **Landscape** to define the orientation of your exported file. Portrait is the default option.

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.

7.4 GROUPING SEARCH RESULTS

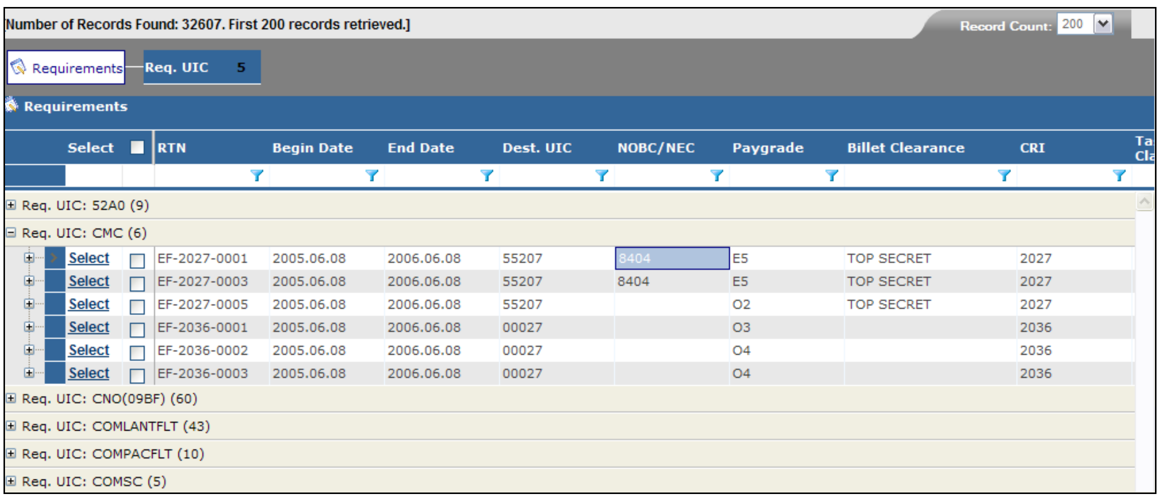
You can group search results on the WebGrid by one of the WebGrid columns enabling you to organize all requirements by a particular field. For example, if you were performing a Search within the Sourcing Module, you could group information by **Requestor UIC** or **Paygrade**. The following figure shows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

Figure 19: Search Results WebGrid Grouped by Requestor UIC



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

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



To Group Search Results:

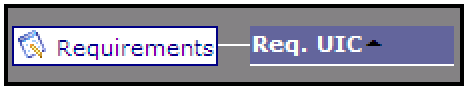
a. Perform a search by entering your search criteria. Click the **Search** button. The WebGrid displays the results of your search.

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

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

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

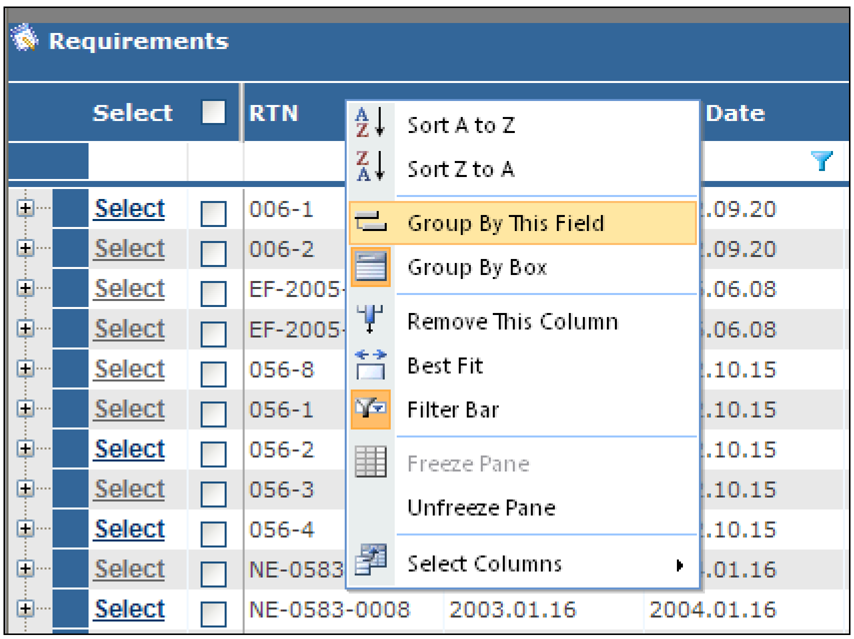
Figure 21: WebGrid Sorted by Requestor UIC



-OR-

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

Figure 22: WebGrid Secondary Menu



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

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

d. To return to the original display:

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

-OR-

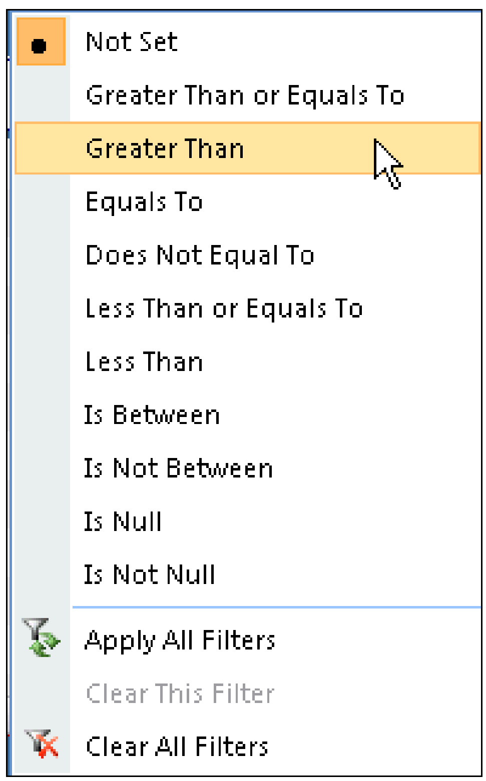
2. Right click on the blue box representing the column header you selected to group your WebGrid. Select "**Ungroup This Field**" from the menu. The WebGrid returns to list each record individually.

7.5 FILTERING SEARCH RESULTS

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

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

Figure 23: WebGrid Filter Menu



The following table describes the filter options.

Table VI: WebGrid Filter Menu Options

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

To Apply a Filter:

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

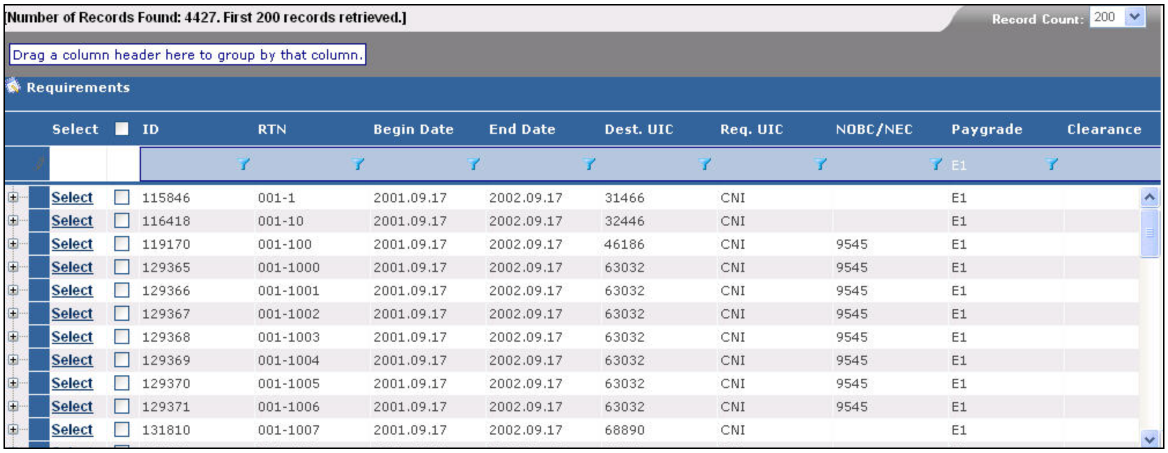
b. Enter your filter criteria below the column heading of the column(s) on which you want to apply the filter. For example, enter “E1” in the Paygrade column if you want to display all requirements with a Paygrade equal to E1 as shown in the following figure.

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

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

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

Figure 24: Filter Example


[Number of Records Found: 4427. First 200 records retrieved.] Record Count: 200

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	Begin Date	End Date	Dest. UIC	Req. UIC	NOBC/NEC	Paygrade	Clearance
								E1	
Select	115846	001-1	2001.09.17	2002.09.17	31466	CNI		E1	
Select	116418	001-10	2001.09.17	2002.09.17	32446	CNI		E1	
Select	119170	001-100	2001.09.17	2002.09.17	46186	CNI	9545	E1	
Select	129365	001-1000	2001.09.17	2002.09.17	63032	CNI	9545	E1	
Select	129366	001-1001	2001.09.17	2002.09.17	63032	CNI	9545	E1	
Select	129367	001-1002	2001.09.17	2002.09.17	63032	CNI	9545	E1	
Select	129368	001-1003	2001.09.17	2002.09.17	63032	CNI	9545	E1	
Select	129369	001-1004	2001.09.17	2002.09.17	63032	CNI	9545	E1	
Select	129370	001-1005	2001.09.17	2002.09.17	63032	CNI	9545	E1	
Select	129371	001-1006	2001.09.17	2002.09.17	63032	CNI	9545	E1	
Select	131810	001-1007	2001.09.17	2002.09.17	68890	CNI		E1	

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

7.6 ADDING AND REMOVING COLUMNS

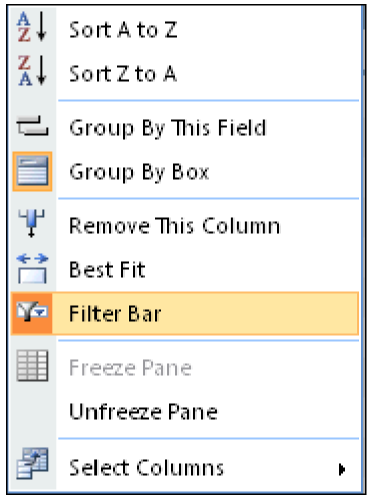
In order to customize the WebGrid according to your preferences, you can add or remove columns.

To Add a Column:

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

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

Figure 25: Webgrid Secondary Menu



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

---

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

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

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

To Remove a Column:

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

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

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

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

7.7 FREEZING AND UNFREEZING PANES

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

To Freeze a Pane:

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

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

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

To Unfreeze a Pane:

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

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

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

7.8 PIVOT CHARTS

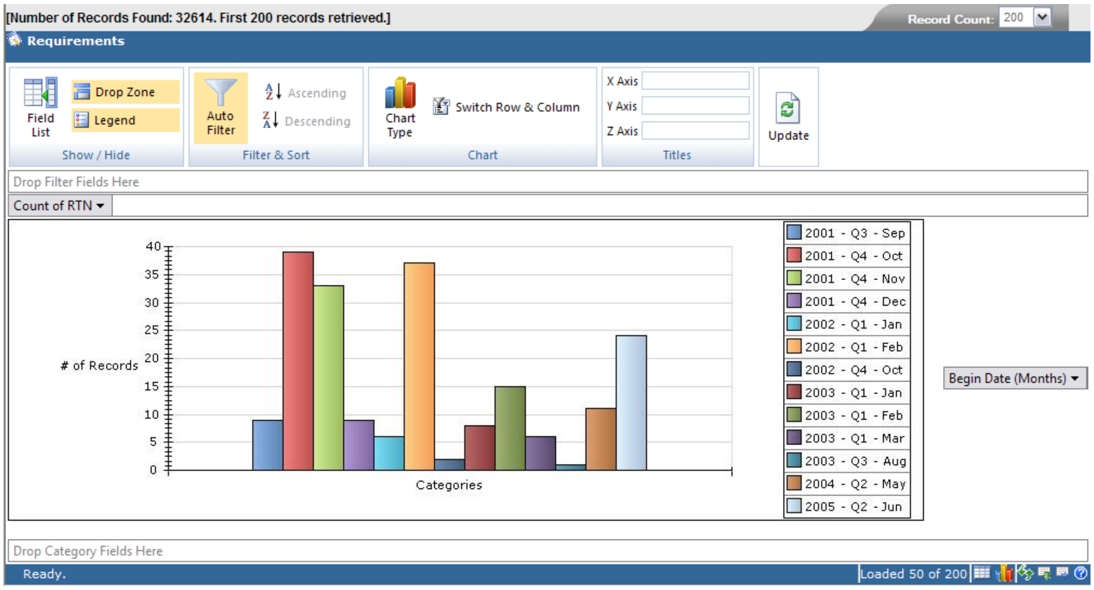
After conducting a search on any page that displays the WebGrid, your search results can either be displayed in a grid format or in chart format.

To View a PivotChart:

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

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

Figure 26: PivotChart View



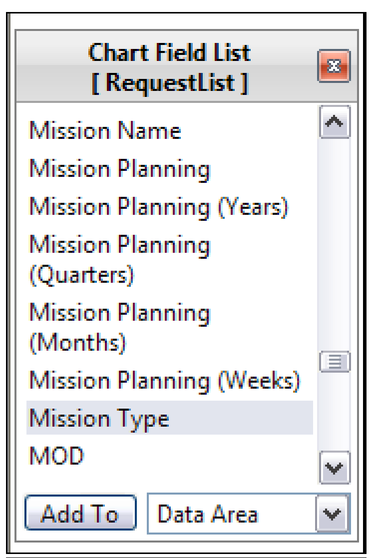
To Add Fields Displayed in a PivotChart:

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

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

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

Figure 27: Field List for Pivot Chart



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

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

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

To Remove Fields Displayed in a PivotChart:

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

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

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

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

To Change the Type of Chart Displayed:

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

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

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

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

To Change the Titles on the Chart Displayed:

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

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

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

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

7.9 USING THE CUSTOM GRID TOOL

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

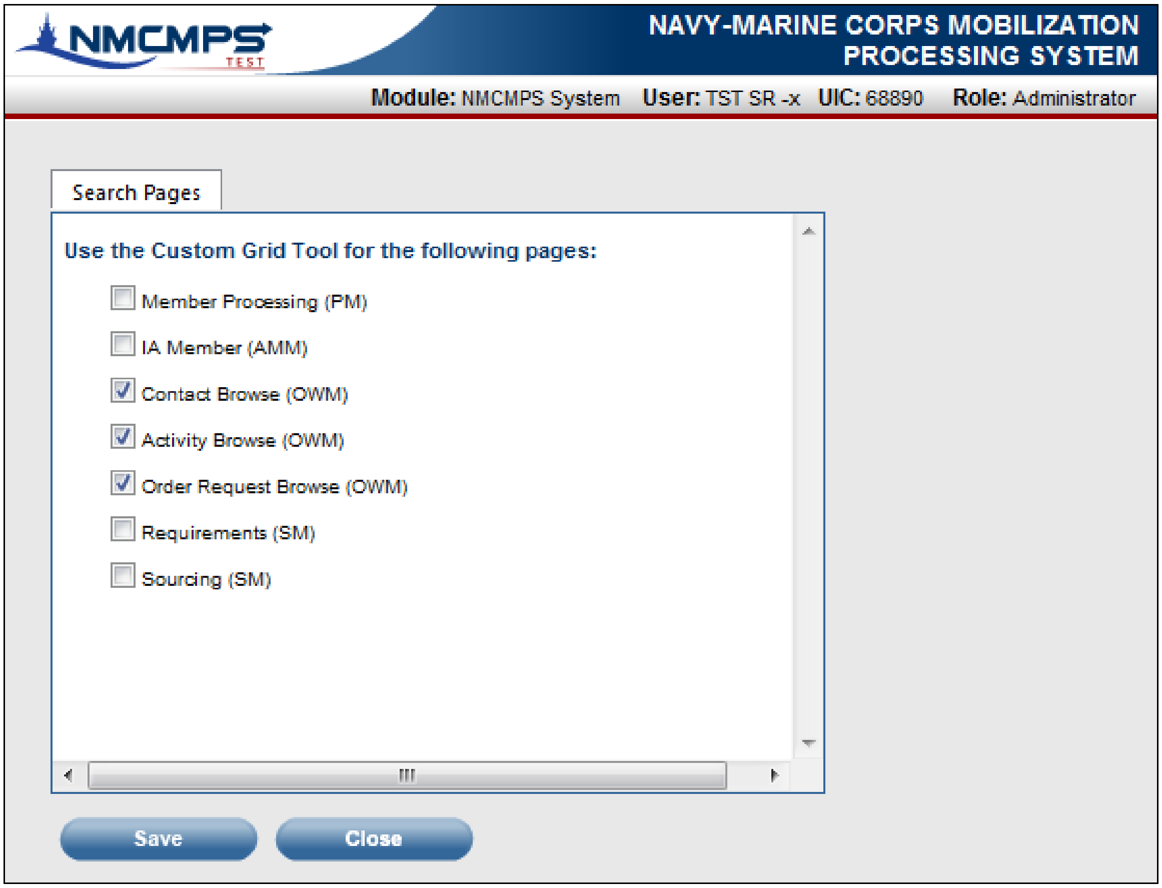
7.9.1 Viewing the Custom Grid Tool

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

To View the Custom Grid Tool:

a. From the **Site Map**, select **Options** under the NMCMPS list. The Options page displays.

Figure 28: 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.

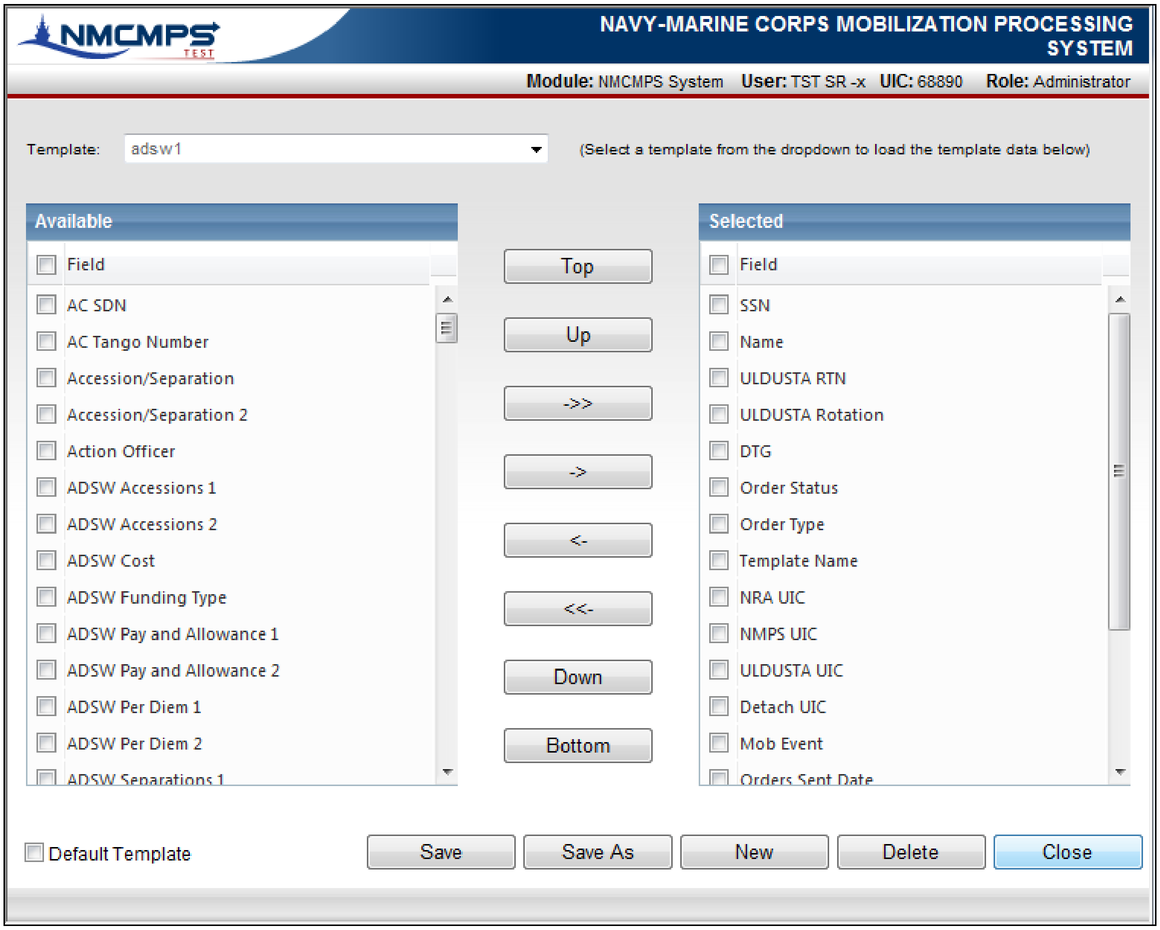
c. Click **Save**. When you return the selected pages, the Custom Grid Tool will automatically display.

7.9.2 Creating New Templates

To Create a New Template:

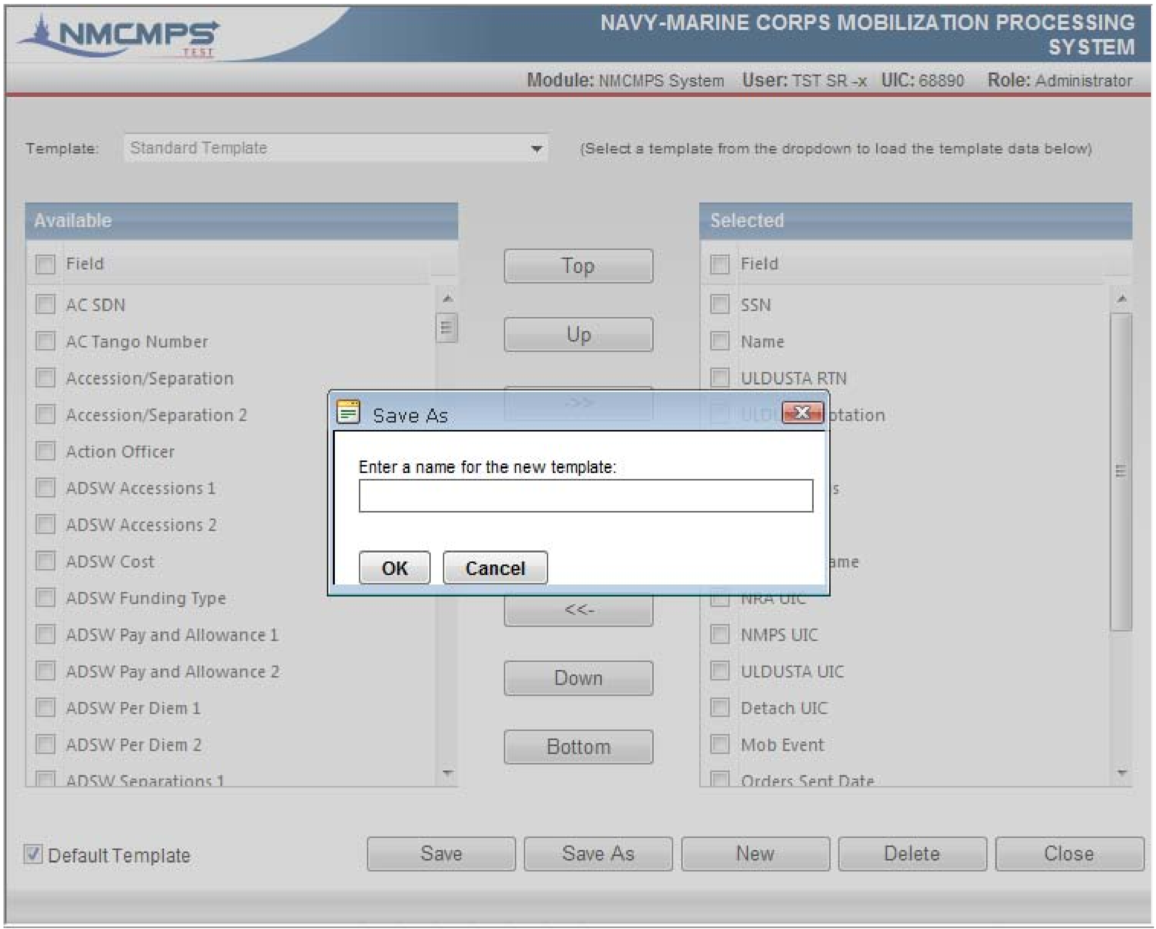
a. From a page displaying the Custom Grid Tool, click the **Edit** icon next to the **Grid Template** field. The Grid Template Manager page displays.

Figure 29: Grid Template Manager Page



b. Click the **New** button. The Save As dialog box will appear.

Figure 30: Grid Template Manager with Save As Dialog Box



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

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

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

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

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

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

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

7.9.3 Editing Existing Templates

To Edit an Existing Template:

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

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

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

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

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

   OR

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

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

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

7.9.4 Deleting Templates

To Delete a Template:

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

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

c. Click the **Delete** button.

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

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

7.9.5 Exporting Data from the Custom Grid Tool

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

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

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

b. The download process will begin and will allow you to either **Open** or **Save** the new file.

SECTION 8: Using the Calendar Window

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

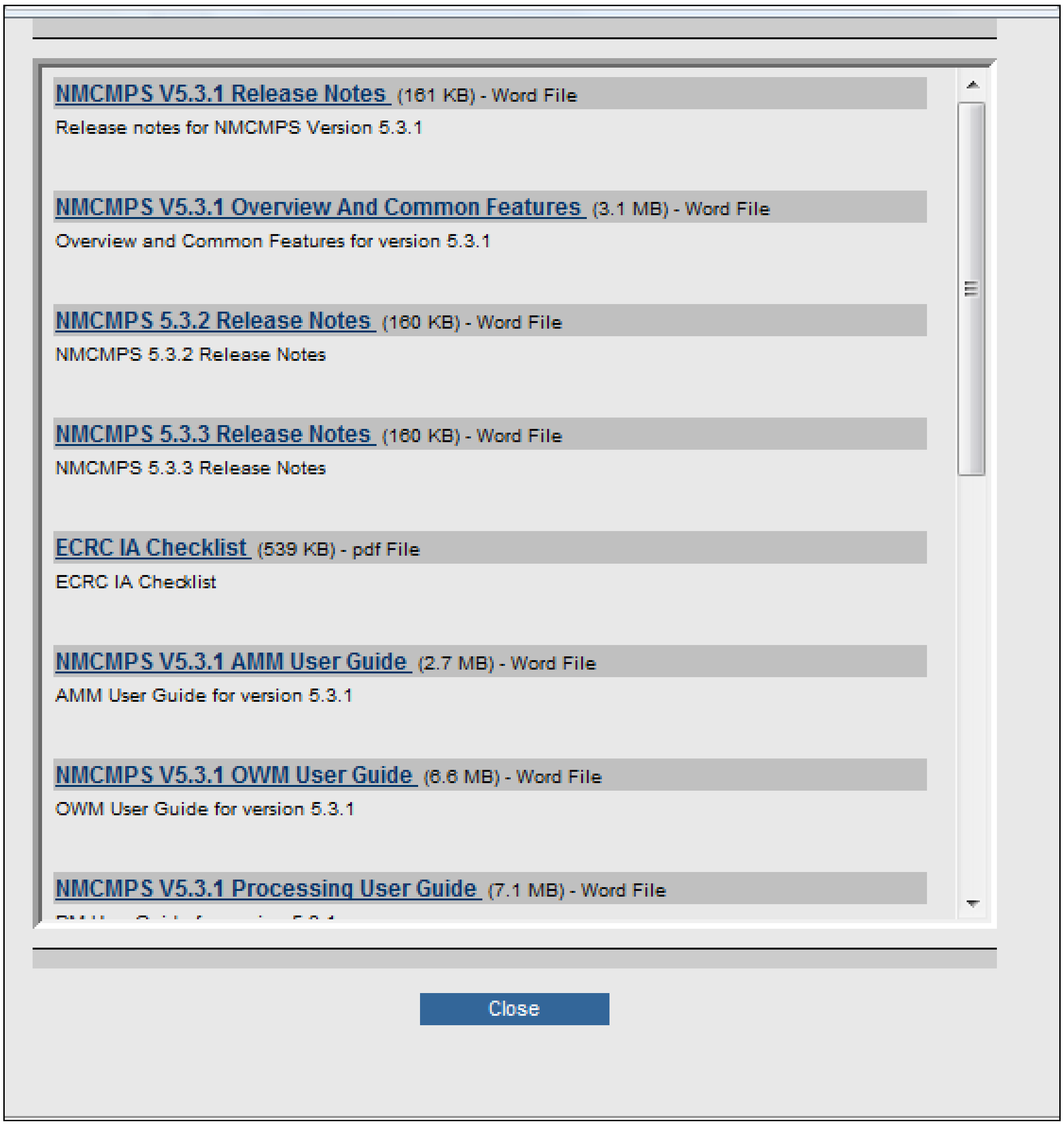
Figure 31: Calendar Window

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

SECTION 9: Downloads

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

Figure 32: Downloads Window



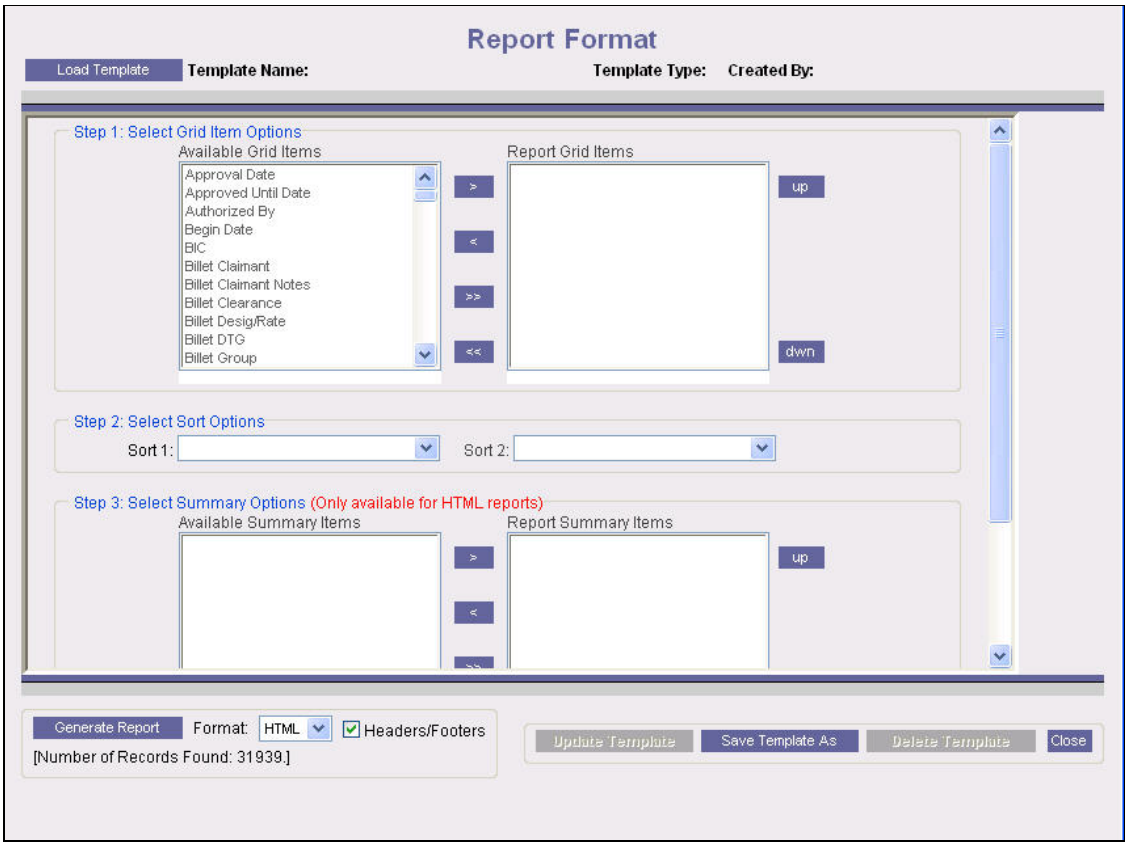
A list of available documents is displayed on the Downloads page. To download a document, click on the blue hyperlinked document name. The document opens in the application with which the document's file extension is associated on your computer. You can save the document to the location of your choice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

SECTION 10: Generating Ad-Hoc Reports

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

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

Figure 33: Report Format Page



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

Table VII: Report Format Page Buttons

Button	Function
Load Template	Displays the Report Template Search page from which you can select an existing report template.
Generate Report	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.

Button	Function
Update Template	Allows you to edit an existing report template. You can only update report templates if you are authorized.
Save Template As	Allows you to save the current report criteria as a report template so that you can access for later use.
Delete Template	Deletes the selected template from the list of available report templates. You can only delete report templates if you are authorized.
Close	Closes the Report Format page.

10.1 GENERATING A REPORT FROM A TEMPLATE

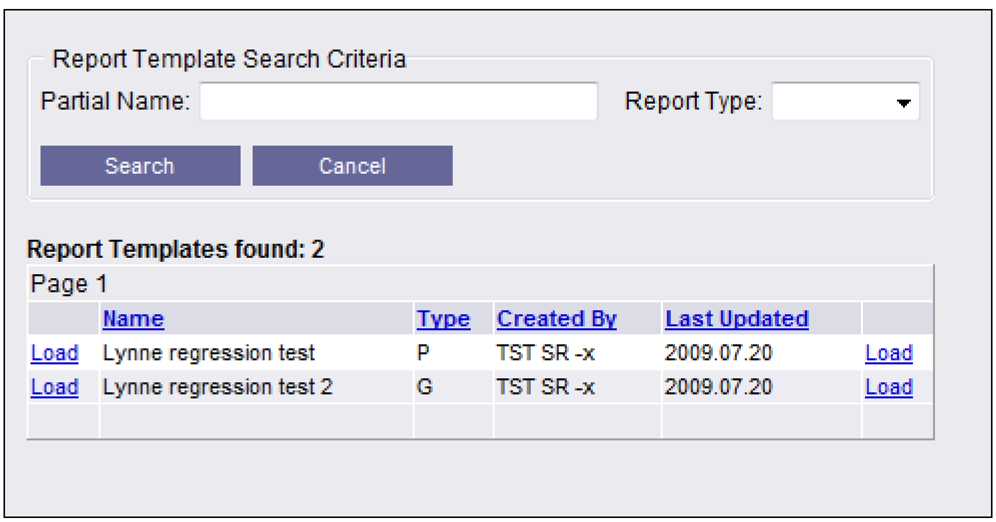
To Generate a Report from a Template:

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

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

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

Figure 34: Template Search Window



d. Enter a **Partial Name** for the report and/or select a Report Type from the drop-down list. To view all report templates, click the **Search** button without entering a **Partial Name** or selecting a **Report Type**. Note: All users have access to Global reports; Personal reports are those that you have saved for your own use.

Note:
To execute a partial search, use the "%" character. You can use the "%" character before or after the search value. For example, to find all report templates names that begin with "IA", type "IA%" and click **Search**. If you only know that the report template name ends in "IA", you would type "%IA".

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

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

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

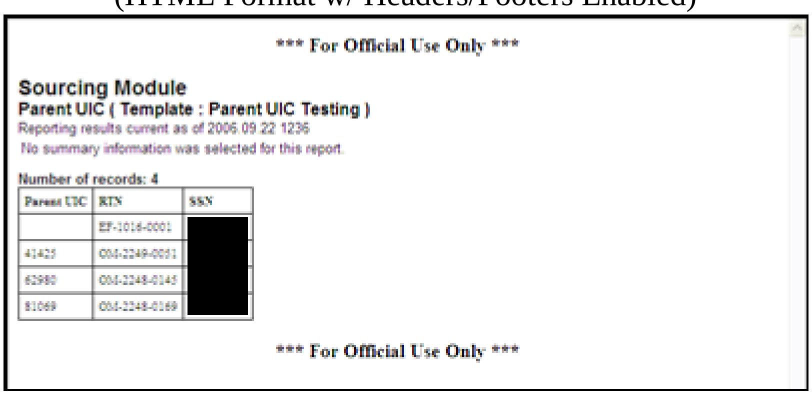
g. Click on the **Headers/Footers** checkbox to display "For Official Use Only" above and below the body of your report.

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

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

Figure 35: Sample Ad-Hoc Report from Template

(HTML Format w/ Headers/Footers Enabled)



*** For Official Use Only ***

Sourcing Module
Parent UIC (Template : Parent UIC Testing)
Reporting results current as of 2006.09.22 1236
No summary information was selected for this report.

Number of records: 4

Parent UIC	RTN	SSN
	EF-1016-0001	[redacted]
41425	OM-2249-0051	
62980	OM-2248-0145	
81069	OM-2248-0169	

*** For Official Use Only ***

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

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

10.2 GENERATING A NEW AD-HOC REPORT

To Generate a New Ad-Hoc Report:

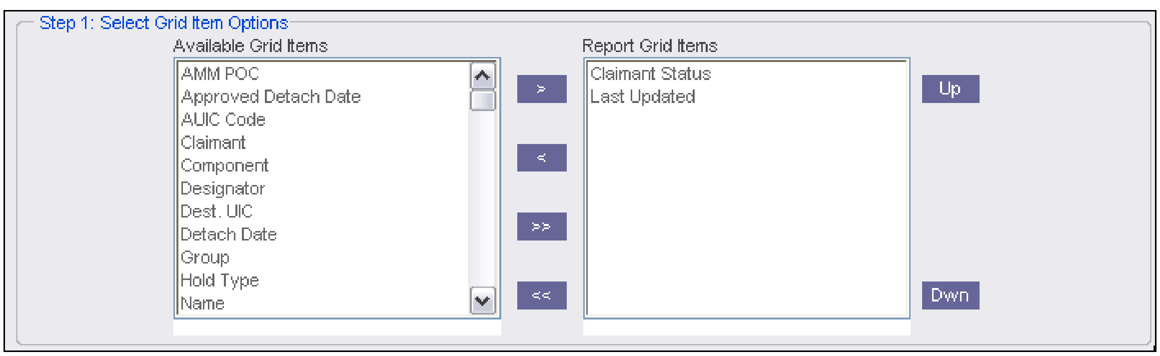
a. From the respective Browse Page, enter your search criteria in the appropriate Search/Filter fields and click the **Search** button. A list displays showing all records that meet your specified search criteria.

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

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

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

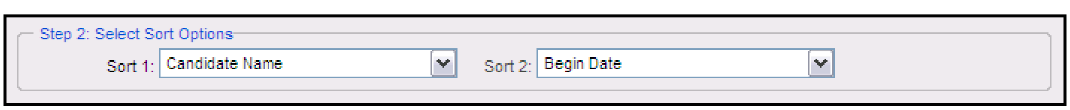
Figure 36: WebGrid Item Options



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

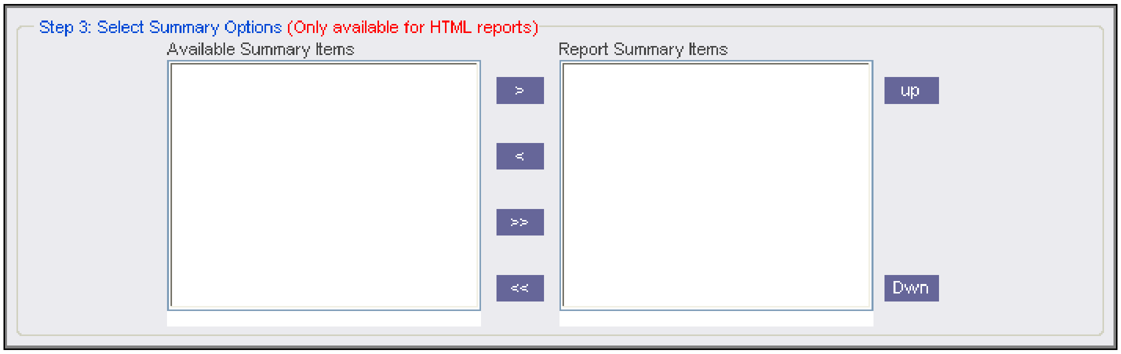
f. (Optional) Choose primary and secondary sort fields by choosing fields from the **Sort 1** and **Sort 2** drop-down lists.

Figure 37: Sort Options



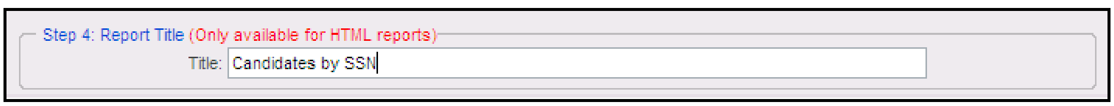
g. (Optional) Select one or more **Summary Report Options** from the list of **Available Summary Items**. Note that there are no summary options defined for the Sourcing Module (SM).

Figure 38: Summary Options



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

Figure 39: Report Title



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

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

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

---

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

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

10.3 MANAGING REPORT TEMPLATES

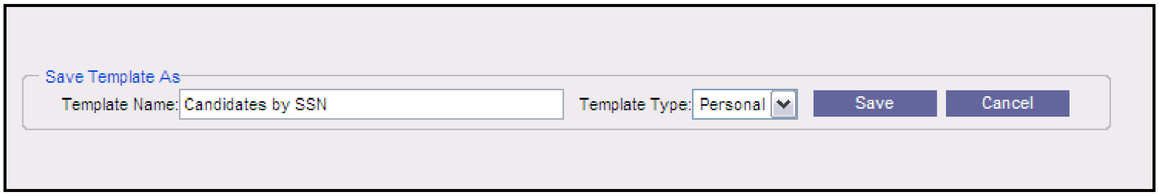
Report templates allow you to save the report formats you create so that you can easily generate the reports again in the future. You determine who has access to your report templates by defining each template as personal or global. You can only edit and delete your personal templates or global templates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

To Save a Template:

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

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

Figure 40: Template Save Window



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

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

e. Click the Save button to save your template.

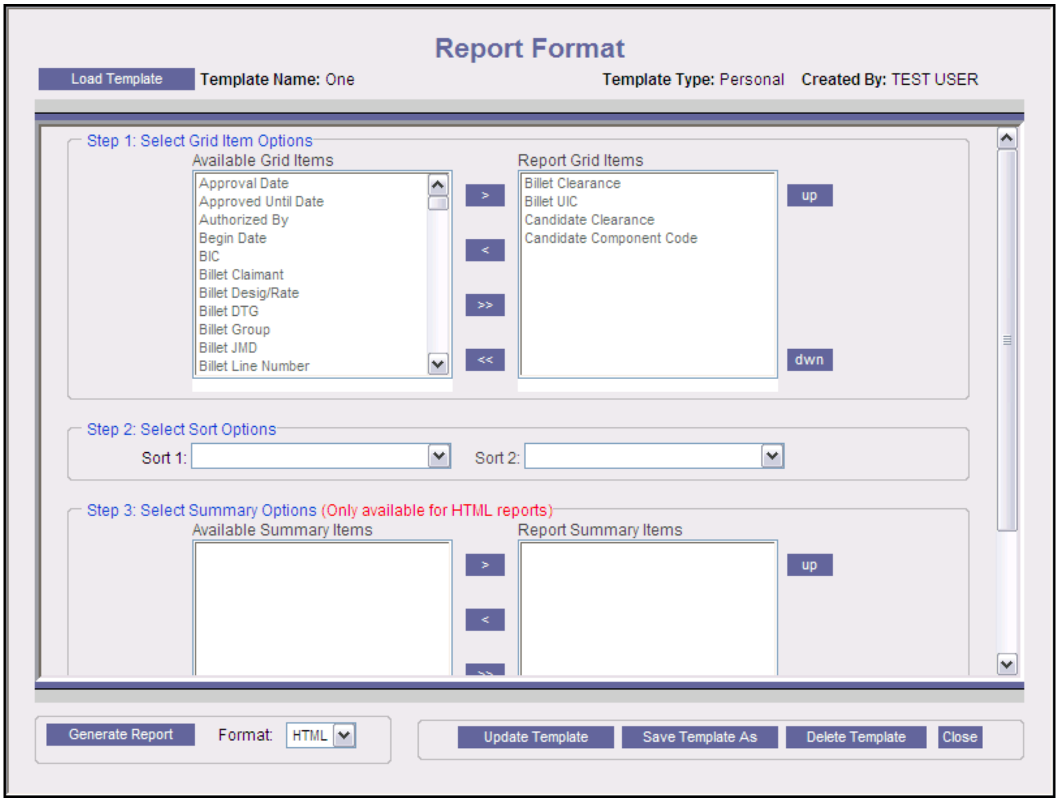
To Delete a Template:

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

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

c. Click the **Load** link corresponding to the report template you want to delete. The template is loaded into the Report Format page.

Figure 41: Report Format Page with Template Loaded

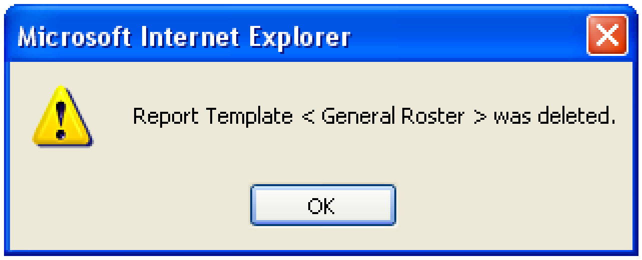


d. Click the **Delete Template** button to delete the template. A message appears prompting you to confirm whether or not you want to continue with the deletion.

Figure 42: Delete Template Confirmation Request

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

Figure 43: Delete Template Confirmation



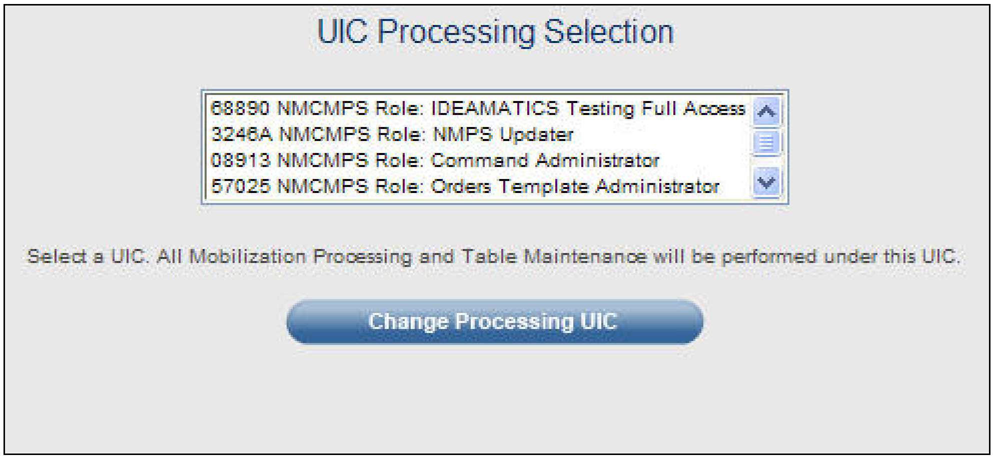
f. Click **OK**.

IMPORTANT!
You can only delete personal templates or global templates that you create.

SECTION 11: Change Processing UIC

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

Figure 44: Change Processing UIC



To Change Processing UIC:

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

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

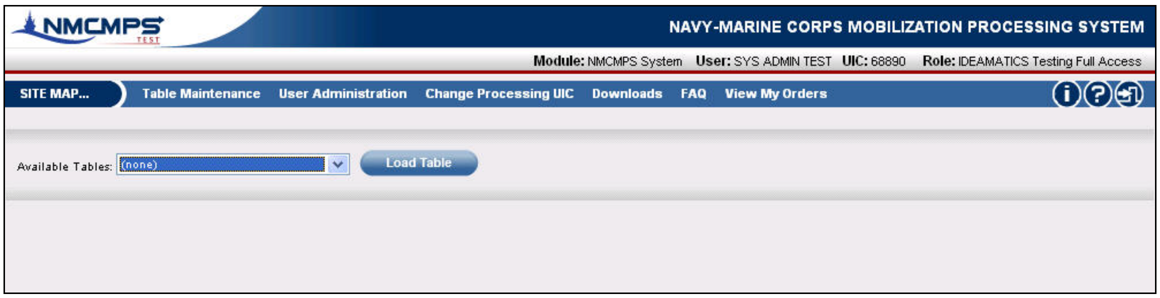
c. Click the **Change Processing UIC** button. The change is implemented and the main menu returns with that role and UIC displayed at the top of the screen.

SECTION 12: Administration

12.1 TABLE MAINTENANCE

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

Figure 45: Table Maintenance Screen



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

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

- LOOKUP_NOSCSTATUSCODES: NOSC reporting status codes
- LOOKUP_QUALIFICATIONSHOLDREASONS: Qualifications Hold Reason Authorities.
- LOOKUP_SERVICECODES: armed forces service code
- LOOKUP_STAFF: list of medical, dental, and legal staff
- LOOKUP_SUPERUIC: headquarters or global UIC list
- ORDERSENDORSEMENTOPTIONS: NMPS orders endorsement entry options
- ORDERSSIGNATUREAUTHORITY: authorized signatories for orders endorsement
- OWMLOOKUP_AC_TDAREASONS: list of reasons for active duty to have temporary additional duty
- OWMLOOKUP_CCGROUPS: list of call center groups
- OWMLOOKUP_GEOLOCATIONS: geographical locations list
- OWMLOOKUP_MOBAUTHORITY: mobilization authority list
- OWMLOOKUP_NMPSXREF: NMPS cross-reference table for NPDB/NMCMPS
- OWMLOOKUP_NOSCXREF: NOSC cross-reference table for NPDB/NMCMPS
- OWMLOOKUP_ORDERHOLDREASONS: list of reasons for holding orders
- OWMLOOKUP_ORDERREASONCODES: list of reasons for writing orders
- OWMLOOKUP_PERDIEM: per diem rates by location
- OWMLOOKUP_POCXREF: point of contact by command
- OWMLOOKUP_PREFERREDLOCATION: preferred locations by member
- OWMMAXFLOWNMPSFUTURE: effective dates for NMPS current and future max flow counts
- UICMEDICALPROCEDURE: list of medical procedures by UIC

To view and manage records in a maintenance table:

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

b. Choose the desired table from the **Available Table**s dropdown list.

c. Click **Load Table**.

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

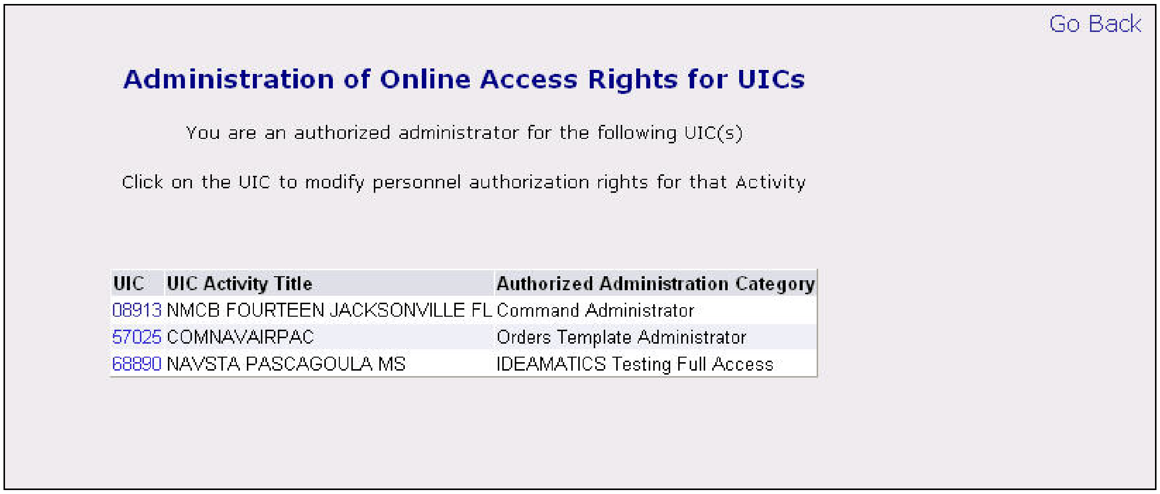
e. Click the **Edit** button in a row to modify an existing record.

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

12.2 USER ADMINISTRATION

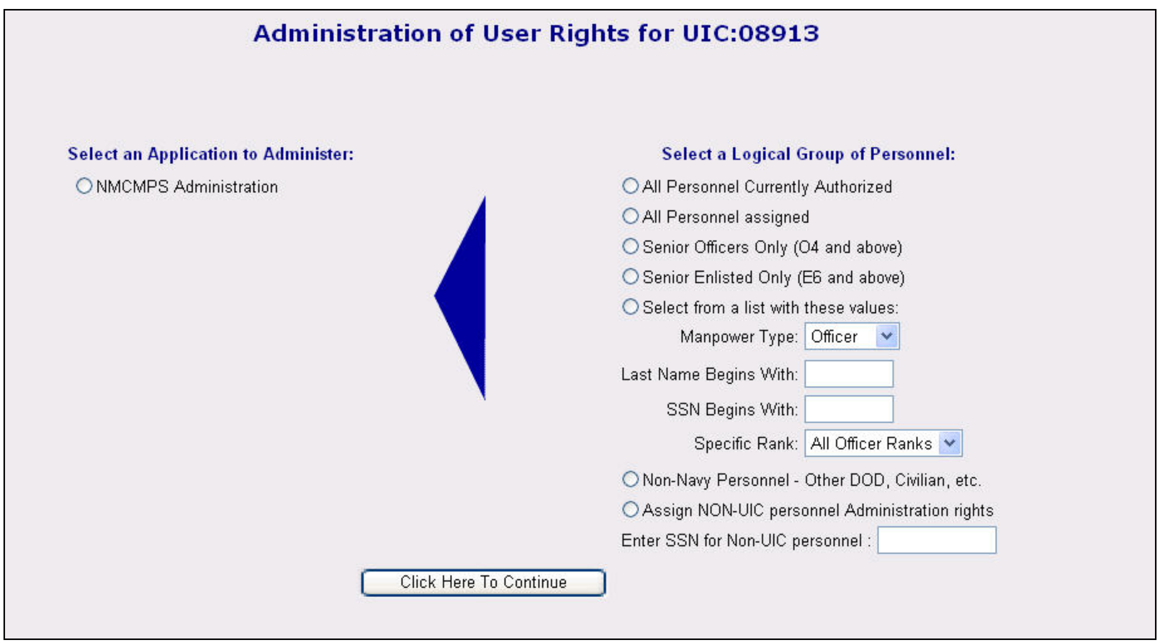
The User Administration feature is accessible from the NMCMPS Site Map or the NMCMPS Main Menu by clicking **User Administration**. The following figure displays the User Administration screen.

Figure 46: User Administration Page



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

Figure 47: Administration for User Rights Page



The following figure provides information on the access types:

Figure 48: User Role / Processing Tab Access Matrix

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

Access Types: 2 - Edit; 1=View; 0=None

12.2.1 Authorizing Users in Your UIC

To Authorize Users in your UIC:

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

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

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

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

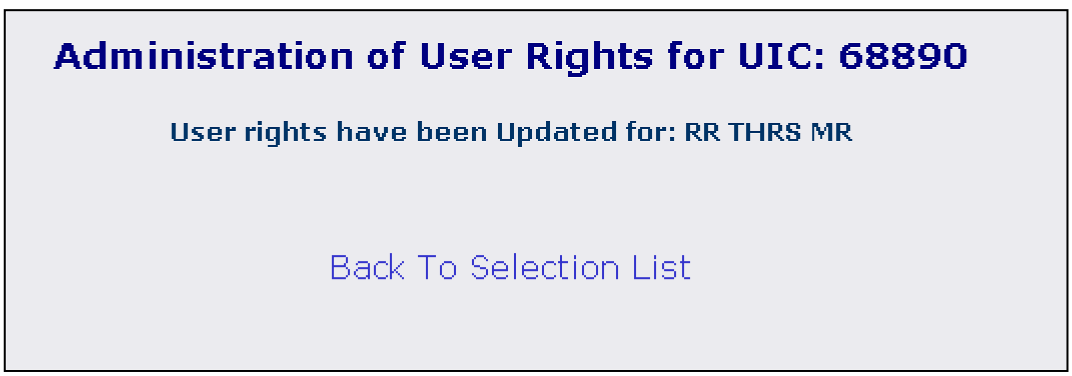
e. Click the "**Click Here to Continue**" button.

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

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

h. A confirmation page will display.

Figure 49: Confirmation of Updated User Right



12.2.2 Authorizing Users from Other UICs

To Authorize Users From Other UICs:

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

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

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

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

e. Click the "**Click Here to Continue**" button.

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

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

h. A confirmation page will display.

12.3 VIEWING AUTHORIZED PERSONNEL

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

To View This List:

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

b. Select the UIC to view.

c. Select **NMCMPS Administration** and **All Personnel Currently Authorized**.

d. Select **Click Here to Continue**.

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

Figure 50: Authorized Personnel Window

NMCMPS Administration

Administration of UIC Rights for UIC: 68890

All Personnel Assigned and/or Authorized for this UIC

Name	Grade	Onboard UIC	NMCMPS Capabilities
PPRDHMM RMNSK RL	BM2	68890	Command-Only Viewer
PPRKS LBRT LR	SW2	68890	Medical Updater
PPTRC NCHLS RN	FC1	68890	Medical Processor
PPTRS DSMND DMN	OSSN	68890	Medical Viewer
PPTRSN JMS LNRD	GMC	68890	Dental Updater
QQNNS MR LZBTH	IT1	68890	Dental Processor
RR THRS MR	CDR	68890	Dental Viewer
RRGRS JCQLN LND	LN2	68890	Legal Updater
RRMRZ J JR	BM2	68890	Legal Processor
[redacted]		68890	IDEAMATICS Testing Full Access
Sourcing Full TEST	SW2	68890	SM Full Access
Sourcing View TEST	SW2	68890	SM View Only
SSGRB RL CRTZ JR	MASN	68890	Legal Viewer
SSHLTN RDN GLN	MSC	68890	PSD Updater
SSHPRD RCHRD THMS	BMC	68890	PSD Processor
SSLVRS BRN LWLL	MASA	68890	PSD Viewer
SSMN DNL JMS	ENFN	68890	TMO Processor
SSMTH JMS WLLM	OS2	68890	Supply Processor
SSMTH RLPH DWRD	YN1	68890	NMPS Updater
SSNGR BRN MCHL	SN	68890	NMPS Administrator
1 2 3 4			

12.4 UPDATE PROCEDURES

12.4.1 Frequency

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

12.4.2 Restrictions

None.

12.4.3 Sources

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

12.4.4 Access and Update Procedures

The procedures for execution of the NMCMPS System are followed to update any information in the database. These procedures are described in the *Data Entry Functions* section.

12.4.5 Recovery and Error Correction Procedures

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

12.4.6 Year 2000 Compliance

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

12.4.7 Updating the NMCMPS Database

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

12.4.8 NOSC Database Updates

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

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

12.4.9 NMPS Database Updates

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

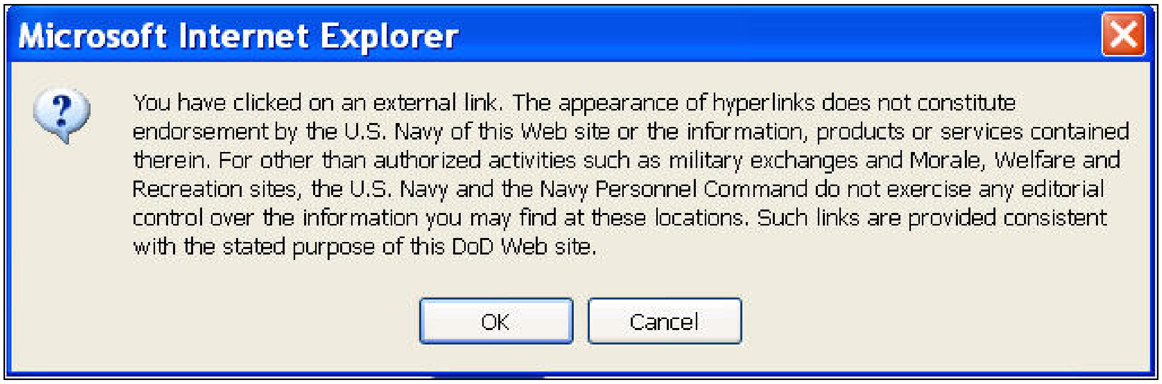
- Lookup_Staff: list of staff available to perform scheduled activities (medical, dental and legal); accessed from the **Scheduled Appointments** field on the **Medical, Dental** and **Legal** tabs
- Lookup_MedicalProcedures: array of medical actions (shots, exams or tests) that are valid; accessed from the **Shots, Examinations & Tests** field on the **Medical** tab
- UICMedicalProcedure: list of UIC-specific exams as well as default set of exams

- Lookup_DentalHoldReasons: dental hold reason authorities; accessed from the **Reason/Authority** field on the **Dental** tab
- Lookup_LegalHoldReasons: legal hold reason authorities; accessed from the **Reason/Authority** field on the **Legal** tab
- Lookup_MedicalHoldReasons: medical hold reason authorities; accessed from the **Reason/Authority** field on the **Medical** tab
- Lookup_NMPSBuildingCodes: NMPS building identification codes; accessed from the **Building** field on the **Assignment/Billeting** tab

SECTION 13: Frequently Asked Questions (FAQ)

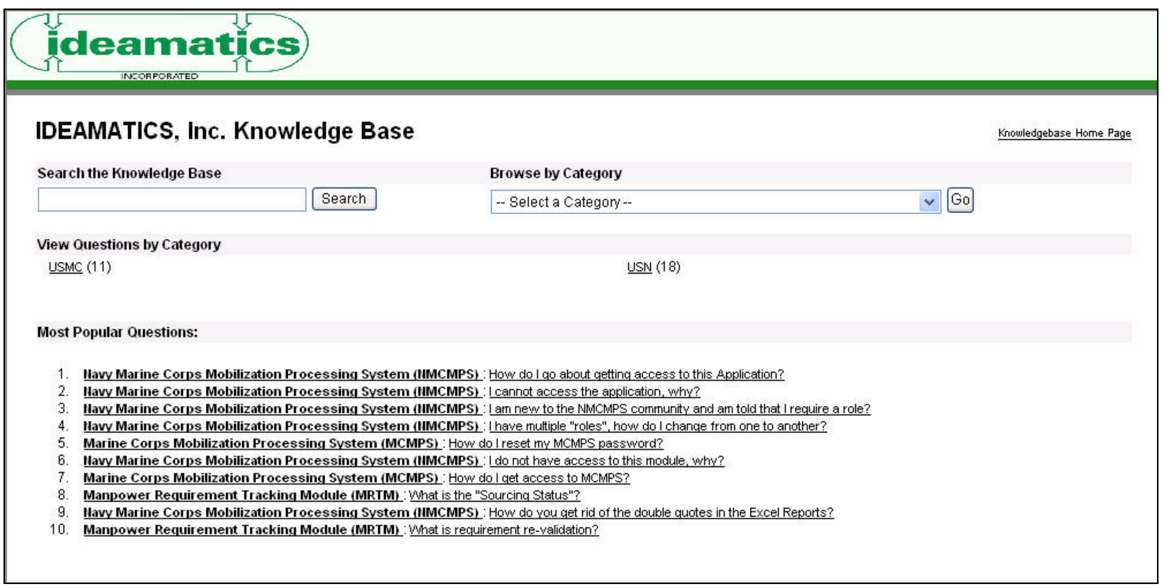
The Frequently Asked Questions (FAQ) feature is accessible from the NMCMPS Home Page by clicking **FAQ** in the upper tool bar. The following figure displays the FAQ screen. When you click the **FAQ**, a message appears as shown in the following figure.

Figure 51: FAQ Message Screen



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

Figure 52: IDEAMATICS Knowledge Base



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

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

SECTION 14: Member Entry

14.1 MEMBER ENTRY OVERVIEW

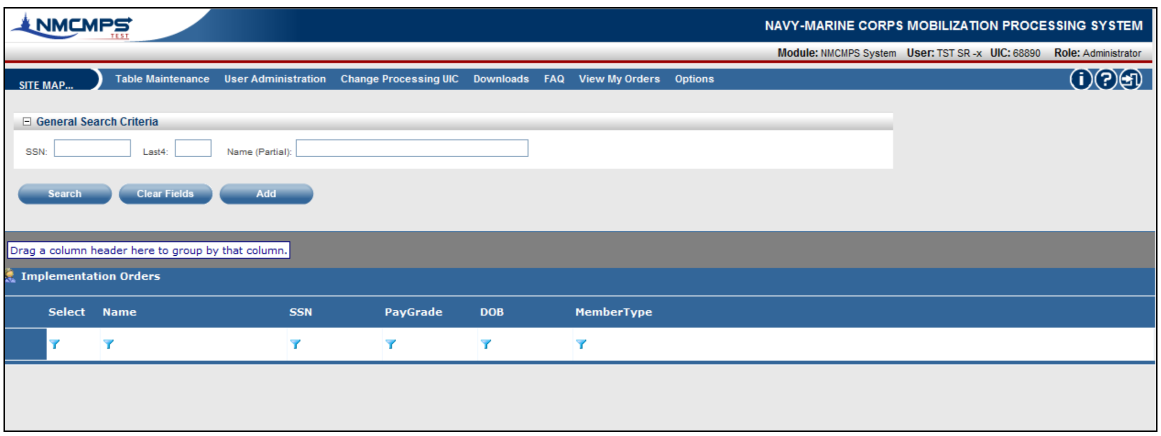
The Member Entry page allows users to add NMCMPS records for individuals, such as civilians or other services, who are not in NPDB. After records are added for these individuals, Orders can be written for them and they can be tracked within the various NMCMPS modules.

14.2 SEARCHING FOR MEMBERS

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

The following figure displays the Member Entry Browse page.

Figure 53: Member Entry Browse Page



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

Table VIII: Member Entry Browse Page Fields

Field	Description
SSN	Searches on Social Security Number.
Last 4	Searches on the last four digits of the social security number.
Name (Partial)	Searches on full or partial name.

To Execute a Search:

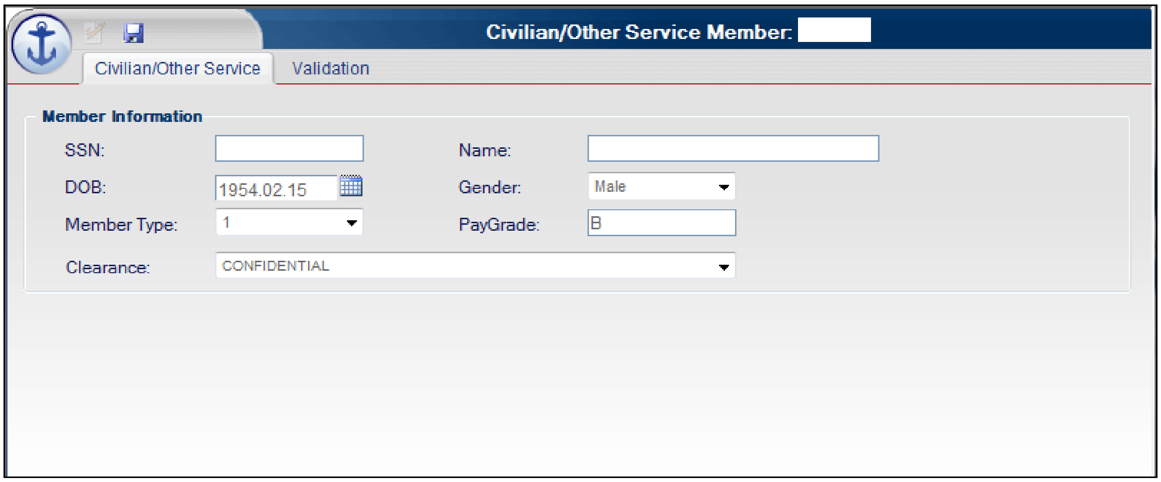
a. From the **Site Map**, select the **Member Entry** option under the NMCMPS options. The Member Entry Browse page displays.

b. Enter your search criteria in the **Search Criteria** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields.

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

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

Figure 54: Civilian/Other Services Page



14.3 ADDING A MEMBER

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

To Add a Member:

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

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

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

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

Glossary of Terms

Term	Definition	Description
ACC	Account Category Code	Three digit code indicating the accounting category in which officers are carried in active duty accounts
ADSW	Active Duty for Special Work	Type of Orders.
AMD	Activity Manning Document	Activity Manning Document
AMM	Augmentation Management Module	Module within NMCMPS that allows user to track and manage identified contingency augmentees.
AOR	Area of Responsibility	Area of Responsibility
Appr. Thru	Approved Through	The date through which the requirement is approved to be sourced.
AUIC	Active Unit Identification Code	5 digit code that displays the Active duty Parent Command unit identification number (UIC)
BAH Sub	Basic Allowance for Housing Subsidy	Basic Allowance for Housing Subsidy
Begin Date	Begin Date	The date the requirement was approved to begin.
BIN	Billet Identification Number	Billet Identification Number (specific to AMD index)
BOG	Boots On Ground	Days located in the Area of Responsibility (AOR).
CJCS	Chairman, Joint Chiefs of Staff	Chairman, Joint Chiefs of Staff
CRI	Contingency Request Identifier	System-generated number that uniquely identifies a request.
DOB	Date of Birth	The member's date of birth
DTG	Date Time Group	This is used when working with orders. A date time group is created when a new order is sent out and it marks the exact date and time it was sent. The DTG will not change. When a modification is made to the order the modified order will show the original date time group as a reference point for finding the original order it is modifying.
DTS	Data Transformation Services	Used by SQL Enterprise Manager to transfer data from one place to another.
EDA	Estimated Date of Arrival	Projected date of arrival at the gaining command.

eJMAPS	Electronic Joint Manpower and Personnel System	Electronic Joint Manpower and Personnel System
End Date	End Date	The date the requirement is scheduled to end.
EXORD	Executive Order	Executive Order
FFA	For Further Assignment	Location that the augmentee will ultimately be assigned but does not have a UIC.
FTN	Force Tracking Number	Force Tracking Number
GCUIC	Gaining Command Unit Identification Code	5 digit tracking code for location of gaining command.
GLI	Gain/Loss Indicator	A one-character code which indicates the status of an officer for strength accounting purposes.
IMAPMIS	Inactive Manpower and Personnel Management Information System	Inactive Manpower and Personnel Management Information System
IMS	Individual Mobilization Status	An indicator code as to what part of the mobilization process a member is currently located.
IRR	Individual Ready Reserve	Classification of Reservists assigned in a non-drilling status.
JMD	Joint Manning Document	Official CJCS tasking document to the services to fill specific requirements in support of a Contingency Operation.
LAD	Latest Arrival Date	Identified latest arrival date of identified augmentee to gaining command.
Line	Line	JMD billets are constructed using a paragraph and line number as a tracking mechanism for requirements.
MEP	Mobilization Employment Period	Mobilization Employment Period
MOD	Modification	Modification to Executive Order
NEC	Navy Enlisted Classification Code	This code provides a more specific type of billet than the Rating code does. It is the specialty within the rating for a more accurate description of the type of billet.
NMCMPS	Navy Marine Corps Mobilization Processing System	Navy Marine Corps Mobilization Processing System
NMPS	Navy Mobilization Processing Site	Processing site for Augmentees where suitability for augmentation is determined.

NOBC	Naval Officer Billet Classification	Officer Naval Officer Billet Classification (NOBC) "NEC" code for special qualifications mandated for a requirement.
NPC	Naval Personnel Command	Naval Personnel Command
NOSC	Navy Operational Support Center	Navy Operational Support Center
NSIPS	Navy Standard Integrated Personnel System	Navy Standard Integrated Personnel System
OWM	Orders Writing Module	Module within NMCMPS that allows the authorized user to write all needed orders/modifications for identified augmentees.
Paragraph		JMD billets are constructed using a paragraph and line number as a tracking mechanism for requirements.
PC	Personal Computer	Personal Computer
PM	Processing Module	Module within NMCMPS that allows the authorized user to process the identified augmentee, this includes mobilization and demobilization, searching for and processing groups and adding or updating interview requirements.
POC	Point of Contact	Identified person for that location to be used as the source of all information for the identified augmentee.
PSD	Personnel Support Detachment	Activity which assists with mobilization and personnel processing.
RBSC	Reserve Billet Sequence Code	Identification code for reserve billet that the identified augmentee is currently filling.
RDTG	Refill Date Time Group	Refill Date Time Group
Request		A grouping of requirements, which include common elements such as Destination UIC, Operation, and Classified Justification Description. Request may contain many requirements.
Requirement		Contains specific information such as Billet Title, Required Clearance Level, or Requirement Begin Date to describe and identify the need for an Individual Augmentee (IA).
RFF	Request for Forces	Request for Forces

RHS	Reserve Headquarters System	Reserve Headquarters System
RLD	Ready Load to Date	Date member is available to embark CONUS
RTM	Requirement Tracking Module	Module within NMCMPS that allows the authorized user to request and track requirements needed for Contingency support. Also allows for tracking sourcing information.
RTN	Requirement Tracking Number	System-generated number that uniquely identifies a requirement within a request.
RUIC	Reserve Unit Identification Code	5 digit code that displays the Naval Reserve unit identification number (UIC)
SM	Sourcing Module	Module within NMCMPS that allows the authorized user to identify a qualified member to fill a requirement.
SPC	Special Program Code	Special Program Code
SPI	Special Program Indicator	Special Program Indicator
SR	Standby Reserve	Indicates whether a member is part of the Standby Reserve
SSN	Social Security Number	Social Security Number
TDY	Temporary Duty	Short term duty assignment remote to the member's reporting command
UIC	Unit Identification Code	Unit Identification number
ULDUSTA	Ultimate Duty Station	Ultimate Duty Station
VTU	Volunteer Training Unit	Indicates whether a member is part of a volunteer training unit (i.e. drilling as a reservist without pay)

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