

United States Navy Processing Module (PM)

PM
Version 2.5.3.3



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RECORD OF CHANGES

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

Section 1 General

1.1 PROCESSING MODULE OVERVIEW

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

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

1.1.1 Member Processing Modes

NCMCMPS has four Member Processing Modes:

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

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

Note:

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

1.1.2 NRA Database Updates

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

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

1.1.3 NMPS Database Updates

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

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

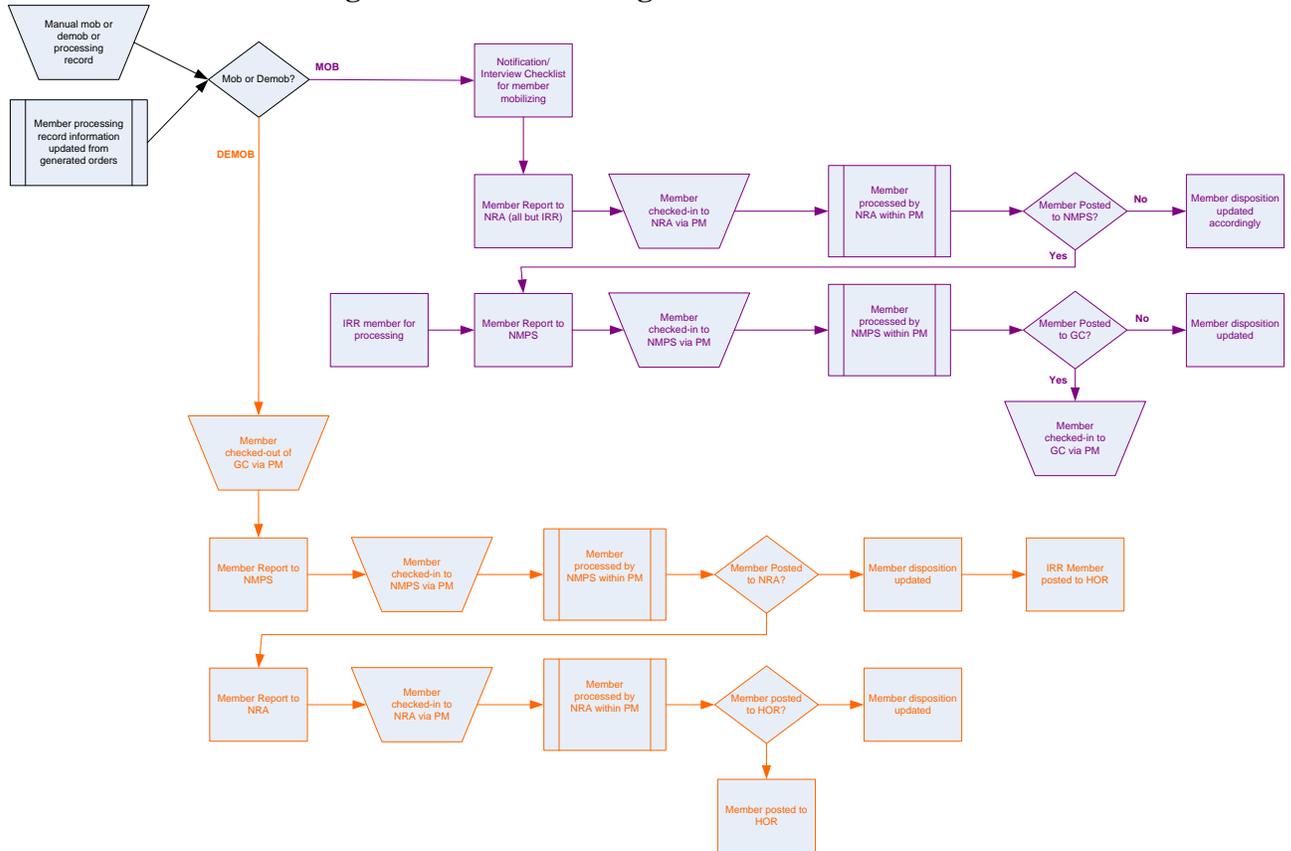
Changes can be made to the tables used to validate entered data. These changes are made through manual data entry procedures.

- LOOKUP_AIRHEADS: airport codes
- LOOKUP_BLOODTYPECODES: blood type codes
- LOOKUP_CARRIERCODES: transportation carrier codes
- LOOKUP_CLEARANCECODES: security clearance codes
- LOOKUP_COLORCODES: eye and hair color codes
- LOOKUP_DENTALHOLDREASONS: dental hold reason authorities
- LOOKUP_LEGALACTIVITIES: array of legal actions that are valid
- LOOKUP_LEGALHOLDREASONS: legal hold reason authorities
- LOOKUP_MARITALSTATUSCODES: marital status codes
- LOOKUP_MEDICALHOLDREASONS: medical hold reason authorities
- LOOKUP_MEDICALPROCEDURES: array of medical actions (shots, exams or tests) that are valid
- LOOKUP_NMPSBUILDINGCODES: NMPS building identification codes

- LOOKUP_NMPSREPORTINGSTATUSCODES: NMPS reporting status codes
- LOOKUP_NRAIMS: IMS codes
- LOOKUP_NRASTATUSCODES: NRA reporting status codes
- LOOKUP_SERVICECODES: armed forces service code
- LOOKUP_STAFF: list of medical, dental, and legal staff
- LOOKUP_SUPERUIC: headquarters or global UIC list
- ORDERSENDORSEMENTOPTIONS: NMPS orders endorsement entry options
- ORDERSSIGNATUREAUTHORITY: authorized signatories for orders endorsement
- TABLETYPES: list of tables and their table types, which are used in conjunction with roles
- UICMEDICALPROCEDURE: list of medical procedures by UIC
- LOOKUP_DELAYEXEMPTION: Reasons for Delay Exemption being granted.
- LOOKUP_QUALIFICATIONSHOLDREASONS: Qualifications Hold Reason Authorities.

1.1.4 Processing Module Flow

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

Figure 1: Processing Module Flow

1.2 INPUTS

The NCMCMPS System has three inputs:

- personnel data from the NPDB database and the Order Writing module,
- manually entered data used to track Service Members through the Navy Operational Support Center (NOSC), and
- manually entered data used to track the Service Members through the Navy Mobilization Processing Site (NMPS).

1.3 OUTPUTS

NCMCMPS has two outputs:

- displayed information showing the data applicable to each Member, and
- reports giving rosters, lists and statistics in either printed form or on a computer disk file.

Section 2 Getting Started with the Processing Module

2.1 ACCESSING THE PROCESSING MODULE (PM)

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

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

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

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

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

Figure 2: Processing Home Page

Note:

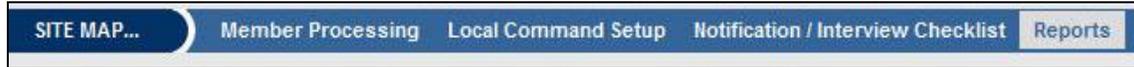
Access the NMCMPS Online Help by clicking the Help icon  in the top right corner of the NMCMPS Main Menu. Refer to NMCMPS Overview and Common Features for more information.

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

2.2 PROCESSING MODULE MENU OPTIONS

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

Figure 3: Processing Module Menu



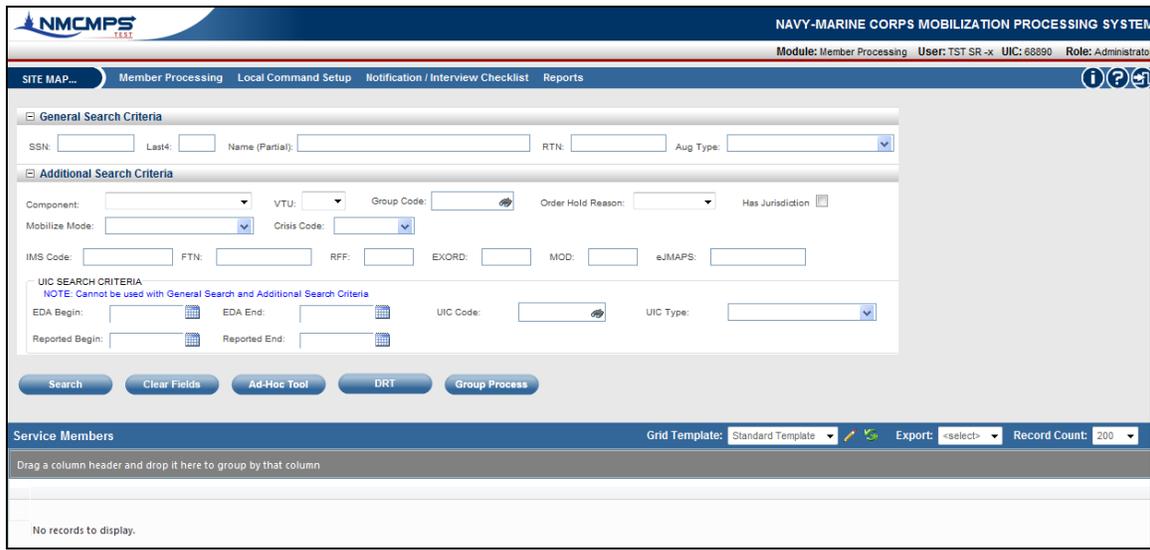
Depending on your user role, you may not be authorized to access all of the processing functions. The following table displays the options accessible from the Processing Menus.

Table I: Processing Menu Options

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

2.3 SEARCHING FOR A SERVICE MEMBER

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

Figure 4: Browse Page before Executing Search


The following table describes the buttons found on the Member Processing Browse page.

Table II: Browse Page Buttons

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

Note:

You can use the Site Map button on the Main Menu to return to the NMCMPS Home Page or access other NMCMPS modules.

To Execute a Search:

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

Note:

To execute a partial search, use the “%” character. You can use the “%” character before or after the search value. For example, to find all orders where the RTN begins with “NE”, type “NE%” in the RTN field and click **Search**. If you only know the last CRI portion of the CRI, you would type “%1001%”.

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

Table III: Browse Page Fields

Field	Description
SSN	Enter a Service Member's Social Security Number. All but the last 4 digits are masked on the search results list. After clicking the Search button, the SSN originally used in the Search will also be masked.
Last 4	Enter the last four numbers of a Service Member's Social Security Number.
Name (partial)	Enter all or part of a Service Member's name. Note that last name is first, followed by first name, followed by middle name with no punctuation. For example, ADAMS JOHN DAVID.
RTN	Searches by the Requirement Tracking Number.
Aug Type	Allows you to search by Aug Type (Augmentation Type)
Component	Select the Component. Valid values are: Active Duty, Reserve – IRR, Reserve – SELRES, and Reserves.
VTU	Select Yes from the dropdown to search for members in a volunteer training unit.
Group Code	Search by a Group Code assigned to a set of Members. The Group Code is typically entered at check-in and is used to track a specific subset of Service Members, for example a rotation of Seabees.
Order Hold Reason	Allows the filtering of member records based on hold reasons. Valid values are: Legal Hold, Medical Hold, Sanctuary, and Hold.

Field	Description
Has Jurisdiction	Click on this check box to limit the search results to those Service Members within the processor's jurisdiction. The jurisdiction is dictated by the processor's Onboard UIC and processor's role which is indicated in the top right corner of the page.
Mobilize Mode	Choose the mobilization mode, e.g. blank for [Not Specified], Mob for mobilization, Demob for demobilization, or Terminated from the drop-down list. Note that the search results list displays "M" for mobilization, "D" for demobilization, and "X" for termination.
Crisis Code	Select from the list of valid crisis codes.
IMS Code (partial)	Enter a valid Individual Mobilization Status code.
FTN	Allows you to search by FTN (Force Tracking Number).
RFF	Allows you to search by RFF (Request for Forces).
MOD	Allows you to search by MOD (Modification to EXORD).
eJMPS	Allows you to search by eJMPS (Electronic Joint Manpower and Personnel System).
EDA Begin	Enter estimated date of arrival begin date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)
EDA End	Enter estimated date of arrival end date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)
UIC Code	Enter the Service Member's UIC code or click the search button  to view the UIC Lookup page. Note the UIC Code is used in conjunction with UIC Type . (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)
UIC Type	Select the UIC type(s). This field becomes available after the UIC Code is selected. Available values include: [ALL], NRA/Parent, NMPS, I-Stop, Return I-Stop, UDUSTA, RUIC, and AUIC. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)
Reported Begin	Enter reported begin date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)
Reported End	Enter reported end date. (This field cannot be used with fields in the General Search and Additional Search Criteria sections.)

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

Figure 5: Browse Page Displaying Search Results

The screenshot displays the NMCMPMS (Navy-Marine Corps Mobilization Processing System) interface. At the top, it shows the system name and user information: "Module: Member Processing User: TST SR -a UIC: 68890 Role: Administrator". Below this is a navigation bar with tabs for "Member Processing", "Local Command Setup", "Notification / Interview Checklist", and "Reports".

The main area is divided into search criteria sections:

- General Search Criteria:** Includes fields for SSN, Last4, Name (Partial), RTN, and Aug Type.
- Additional Search Criteria:** Includes dropdowns for Component, VTU, Group Code, Order Hold Reason, and Has Jurisdiction. It also has fields for Mobilize Mode, Crisis Code, IMS Code, FTN, RFF, EXORD, MOD, and eMAPS.
- UIC SEARCH CRITERIA:** Includes fields for EDA Begin, EDA End, Reported Begin, Reported End, UIC Code (set to 00014), and UIC Type.

Buttons for "Search", "Clear Fields", "Ad-Hoc Tool", "DRT", and "Group Process" are located below the search criteria.

Below the search area, a status bar indicates "Service Members : 17194 records found". It also shows "Grid Template: Standard Template", "Export: <select>", and "Record Count: 200".

The main data area is a webgrid with the following columns: Select, SSN - Last4, Name, Pay Grade, Mobilization Mode, Crisis Code, RTN, IMS Code, Gender, Has Juris., NRA/Parent UIC, NRA EDA, and NRA Reported Date. The grid contains several rows of data, with some cells redacted by black bars. A "Select" checkbox is present for each row.

At the bottom, there is a "Change page: 1 2" indicator and a footer that says "Displaying page 1 of 2, items 1 to 100 of 200."

Note:

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

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

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

2.4 VIEWING A SERVICE MEMBER'S RECORD

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

To View a Service Member's Record:

- a. Select PM (Processing Module) from the Site Map menu.
- b. Perform a search as described in the *Searching for a Service Member* section.
- c. From the resulting list, click on the Select hyperlink next to the Service Member for whom you are searching. The NCMCMPS Processing page displays.

2.5 EDITING A RECORD

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

Note:

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

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

Section 3 Mobilization Processing Function

3.1 GENERAL MOBILIZATION INFORMATION

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

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

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

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

IMPORTANT!

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

Figure 6: Mobilization Processing Tabs**To Select a Mobilization Processing Tab:**

- a. Select **Site Map** from the NMCMPMS Main Menu and then select **PM** from the **NMCMPMS Navigational Map**.
- b. Perform a search (see *Searching for a Member*) and select a Member from the list (see *Viewing a Member's Record*). The NMCMPMS Processing page displays.
- c. From the NMCMPMS Processing page, select a mobilization processing sub-function by left clicking on the appropriate tab. When you click on different tabs, the fields associated with that tab display in the NMCMPMS Processing page.
- d. The vertical menu box is continuously displayed during the mobilization processing function. At any time, select a sub-function by using the mouse to click on the title of the desired sub-function. This feature provides movement among the various NMPS data entry sub-functions.
- e. The column to the left of the tab strip displays the station indicator status of each tab (green check mark, yellow triangle, red octagon, or red X). See *Processing Color Indicators* for more details.
- f. The column on the right side of the tab strip identifies tabs that have had one or more comments entered. In the example above, four tabs have comments as indicated by the  icon.

3.2 PROCESSING COLOR INDICATORS

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

Table IV: Station Indicator Status Icons

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

IMPORTANT!

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

3.3 CHECK-IN PROCEDURES (MOB)

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

To Complete the Check-In Process:

- a. The mobilized Member reports to the check-in station.
- b. Obtain the Member's social security number (or other Member information) and search for it by clicking the **Search** button on the Browse page (see *Searching for a Member* for more information).
- c. Choose the record from the list corresponding to the Member for whom you are searching by clicking on the appropriate **Select** hyperlink (see *Viewing a Member's Record* for more information). After you select a Member, the NCMCMPS Processing page displays as shown in the following figure.

Figure 7: Member Mobilization Processing Page

NMCMP Application Version 2.5 (PM) User: TEST USER -x UIC: 68890 Role: Administrator Help About Close Window

COMPONENT:
 SSN: [REDACTED] Name: [REDACTED] Service: N Paygrade: E5
 RTN: [REDACTED] Group(s): BUC Gender: M DOB: 1974.08.27

NRA/Parent: 62106 NMPS: 3250a ULDESTA: 57092 Show Orders

UIC	EDA	Status	Reported Date/Time
NRA/Parent 62106	2003.08.29	A	
UIC Desc: NAVOPSPTCEN SAN DIEGO CA			
NMPS 3250a	2003.08.29		2003.08.28 0800
UIC Desc: NMPS SAN DIEGO CA			
ULDESTA 57092	2003.08.29		
UIC Desc: NAVCOASTWARGRU ONE			

I-STOP			
UIC	EDA	Status	Reported Date/Time
STOP 1			
STOP:			
STOP 2			

View Comments Instructions Comment Report Summary Profile Report Audit Log Report
 Edit Record Save Cancel Audit Log Close Super UIC Mobilization Processing

— NOT REQUIRED

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

Table V: Member Mobilization Processing Page Buttons

Button	Function
View Comments/Edit Comments	Displays as “View Comments” unless you click on Edit Record to switch to edit mode. In edit mode, displays as “Edit Comments”. Refer to the <i>Comments Module</i> help section for more details. <i>View Comments</i> – Enables you to view the comments associated with the selected tab. <i>Edit Comments</i> – Enables you to add new comments or edit your own existing comments associated with the selected tab.
Instructions	Displays the Checklist Instructions page from which you can view the instructions associated with each tab.
Comment Report	Displays the Comment Report, which lists all comments associated with the selected Service Member. Only tabs for which comments are attached are included in the report. Note that you must click Save or Cancel to return to view mode in order to enable the Comment Report button.

Button	Function
Summary Profile Report	Displays the Summary Profile Options window from which you can generate the Summary Profile Report. You must be in view mode in order to enable the Summary Profile Report button. Refer to the <i>Summary Profile Report</i> help section for more details.
Audit Log Report	Displays the Audit Log Report window. This report will display audit log information for all of the Audit Logs within the module.
Edit Record	Switches the Mobilization Processing page from view mode to edit mode. You must click on the Edit Record button in order to enter data in any fields or to add or edit a comment. Once you click on Edit Record , the button is disabled until you click on Save or Cancel to return to view mode.
Save	Saves all changes and returns the Mobilization Processing page to view mode. You must click on the Edit Record button to enter any additional changes.
Cancel	Cancels your changes and returns the Mobilization Processing page to view mode.
Audit Log	Enables you to view the audit log associated with the Service Member's record.
Close	Closes the Mobilization Processing page.
Group Info	Opens the Group Info page to associate the Member with a group or to remove the Member from a group.
Show Orders	Enables you to retrieve current orders for a Member.
Help	Displays the NCMCPS online help.
About	Displays the About page from which you can review module and version information. See <i>About Page</i> for more information.
Close Window	Returns the user to the parent page

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

Figure 8: Check-In Tab (Mob)

	UIC	EDA	Status	Reported Date/Time
NRA/Parent	09032	2005.07.11	A	
UIC Desc: VFA 204				
NMPS	3250A	2005.07.12	I	
UIC Desc: NMPS SAN DIEGO CA				
ULDUSTA	62980	2005.07.22		
UIC Desc: COMNAVPERSCOM MILLINGTON TN				

I-STOPs				
	UIC	EDA	Status	Reported Date/Time
STOP 1				
STOP:				
STOP 2				
STOP:				
STOP 3				
STOP:				
STOP 4				
STOP:				
STOP 5				
STOP:				
STOP 6				
STOP:				

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

Crisis Code: RTN:

Anti-Terrorism [View NRA Checklist](#)

Interview not started. [Notification / Interview](#)

Delay Exemption

Request for a Delay Exemption:

Delay Request Date:

Delay Approved Date:

Check-in Checklist

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

1. Call Mobilization Sailor Advocacy (MSA)

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

Note:

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

- f. After all the entries are made for the Member checking in, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCPS Processing page.
- g. Click the **View NRA Checklist** button to display the NRA checklist for all tabs. Click the **Notification/Interview** button to display and/or update the latest interview checklist for the Member.

- h. The Member is now verified as reporting to the NMPS and other processing can be performed.

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

Note:

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

Table VI: Check-In Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
NRA	Green	NRA Reported Date Populated
NMPS	Green	NMPS Reported Date Populated
ULDUSTA	Green	ULDUSTA Reported Date Populated

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

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

3.4 IDENTIFICATION PROCEDURES (MOB)

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

Figure 9: Identification Tab

Ethnic Code:	S	Race Code:	C
Religion Code:	00	Blood Type:	
Height:	<input type="text"/>	Weight:	<input type="text"/>
Eyes Color:	<input type="text"/> ...	Hair Color:	<input type="text"/> ...
Marital Status:	<input type="text"/> ...	<input type="checkbox"/> Have a Military Spouse	
Children:	<input type="text"/> ▼	<input type="checkbox"/> Dependents	
Deers Enrollment:	(Not Specified) ▼	Geneva:	<input type="text"/> ▼
Active Duty ID Card:	(Not Specified) ▼	Meal Card:	(Not Specified) ▼
Dog Tags:	(Not Specified) ▼	Dependent ID:	(Not Specified) ▼
DOD Vehicle Sticker:	(Not Specified) ▼		

Identifications Checklist

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

To Complete the Identification Process:

- a. Click on the **Edit Record** button to begin entering data in the **Identification** tab fields. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Confirm, and if needed update, the basic information about the Service Member:
 - Ethnic Code (read-only)
 - Race Code (read-only)
 - Religion Code (read-only)
 - Blood Type (read-only)
 - Height (in inches)
 - Weight (in pounds)
 - Eyes Color
 - Hair Color
 - Marital Status
 - Have a Military Spouse
 - Children (Y/N)
 - Dependents
 - Geneva

- c. Determine which identification cards are required for the Member. Toggle through the options of Has, Needs, Done, Unnecessary, or Not Specified for the following fields:
- Deers Enrollment
 - Active Duty ID Card
 - Meal Card
 - Dog Tags
 - Dependent ID
 - DOD Vehicle Sticker
- d. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- e. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table VII: Identification Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Red	Any drop down with a 'Needs' selected

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

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

3.5 QUALIFICATION PROCEDURES (MOB)

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

Note:

If you are authorized, you can manage the required training activities via the Lookup_Training table. For information on Table Maintenance, please refer to *NMCMPS Overview and Common Features*.

Figure 10: Qualification Tab (Mob)

Hold Reason / Authority:

NOBC:

NEC:

Civilian Employment:

Required Clearance: SECRET

Member's Clearance:

Complete	Description	Date Completed
<input type="checkbox"/>	Training Item 2	<input type="text"/>
<input type="checkbox"/>	Training Item 1	<input type="text"/>

Qualifications Checklist

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

To Enter Qualifications Information:

- a. Click on the **Edit Record** button to begin entering data on the **Qualifications** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. You can place the Member on hold by clicking the **Hold** check box. If a hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.
- c. Verify and update, if needed, the following information:
 - NOBC (read-only)
 - NEC (read-only)
 - Civilian Employment
 - Required Clearance
 - Member's Clearance
 - Investigation Date

- d. If there are training courses listed, click on the **Complete** checkbox and enter the **Date Completed** for all required training activities. You **MUST** check off all training courses before the green checkmark is applied to the **Qualifications** tab.
- e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table VIII: Qualifications Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Red	Hold Checked

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

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

3.6 MEDICAL PROCEDURES (MOB)

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

Figure 11: Medical Tab (Mob)

Hold Reason / Authority:

Last Physical: > 2 month(s) old.

Blood Type:

Hearing Aids: Medical Warning Tags:

Prescription:

Glasses: GMI: Earplugs:

Required Shots, Examinations & Tests

<input type="checkbox"/> Adenovirus Type 4 & 7	<input checked="" type="checkbox"/> Health Record Inhand	<input checked="" type="checkbox"/> Shot-Measles
<input type="checkbox"/> Audiogram - DD 2215	<input checked="" type="checkbox"/> HIV Current	<input checked="" type="checkbox"/> Shot-Mumps
<input type="checkbox"/> Blood Type Verified	<input type="checkbox"/> Meningococcal Vaccine	<input checked="" type="checkbox"/> Shot-Rubella
<input checked="" type="checkbox"/> DD 2795	<input type="checkbox"/> Polio Vaccine	<input checked="" type="checkbox"/> Shot-Tetanus-Diphtheria
<input checked="" type="checkbox"/> DD 2807	<input checked="" type="checkbox"/> PPD Current	<input checked="" type="checkbox"/> Small Pox Brief
<input checked="" type="checkbox"/> DNA on file	<input type="checkbox"/> Shot-Influenza	<input checked="" type="checkbox"/> TRICARE Brief

Scheduled Appt.

Date: Time:

Location: Doctor:

Show all Appointments for this Member

Medical Checklist

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

To Enter Medical Information:

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

- Blood Type
 - Hearing Aids
 - Medical Warning Tags
 - Prescription
 - Glasses
 - GMI
 - Earplugs
- d. For each Member, identify the **Required Shots, Examinations & Tests** that must be done. This procedure can be done in advance by the medical staff through a review of the medical records. The purpose of this step is to record whether a Member has or needs shots, exams or tests. Use the **Tab** key to move through the array of required actions. Use the space bar to toggle the options for each/any required action. Note that the check boxes you see may vary depending upon the codes established for your UIC. Once the required shot/test/exam is administered to the Member, check the appropriate check box to indicate it was accomplished. The **Medical** tab status indicator will remain a yellow triangle until all required shots/test/exams are administered.
- e. Schedule a medical appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.
- f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table IX: Medical Tab – Validation Rules (Mob)

	Tab Color	Validation Rule
All	Red	Hold Checked
All	Red	Last Physical > configured length or exceeding 60 months
All	Green	All required shots, examinations and tests checked

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

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

3.7 DENTAL PROCEDURES (MOB)

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

Figure 12: Dental Tab (Mob)

Hold Reason / Authority: ▼

Last Exam: **Dental Exam Required**

Last XRay: XRay Type: ▼

Dental Class: ▼

Assistance Required Description:

Scheduled Appt.

Date: Time:

Location: ▼ Dentist: ▼

[Show all Appointments for this Member](#)

Dental Checklist

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

To Enter Dental Information:

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

- b. You can place a Service Member on dental hold by checking the **Hold** check box. If a dental hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.
- c. Verify and update, if needed, the following information:
- Last Exam
 - Last XRay
 - XRay Type
 - Dental Class
 - Assistance Required
 - Description
- d. Schedule a dental appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.

Note:

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

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

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

Note:

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

Table X: Dental Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Red	Hold Checked
All	Red	Dental Exam > configured length or exceeding 75 months
All	Red	Dental Class = 4
All	Green	Dental Class = 1,2,3

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

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

3.8 LEGAL PROCEDURES (MOB)

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

Figure 13: Legal Tab (Mob)

<input type="checkbox"/> Hold Reason / Authority:	<input type="text"/>
Former Peace Corps:	<input type="text" value="(Not Specified)"/>
Was Reservist a POW:	<input type="text" value="(Not Specified)"/>
<input type="checkbox"/> Legal Brief Provided	
<input type="checkbox"/> Screened / Briefed	
Requested Assistance	
<input checked="" type="checkbox"/> Automobile	<input type="checkbox"/> Divorce
<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Employee
<input type="checkbox"/> Civil Suit	<input type="checkbox"/> Finances
<input type="checkbox"/> Contract	<input type="checkbox"/> Installment Loan
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Insurance
<input type="checkbox"/> Criminal	<input type="checkbox"/> Landlord-Tenant
	<input type="checkbox"/> Mortgage
	<input type="checkbox"/> Organ Donor
	<input type="checkbox"/> Power of Attorney
	<input type="checkbox"/> SSCRA
	<input type="checkbox"/> Tax
	<input type="checkbox"/> Will
Scheduled Appt.	
Date:	<input type="text"/> <input type="text"/>
Time:	<input type="text"/>
Location:	<input type="text"/>
Attorney:	<input type="text"/>
<input type="button" value="Show all Appointments for this Member"/>	
Legal Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	

To Enter Legal Information:

- a. Click on the **Edit Record** button to begin entering data on the **Legal** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. You can place a Member on legal hold by checking the **Hold** check box. If a legal hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.
- c. Verify and update, if needed, the following information:
 - Former Peace Corps
 - Was Reservist a POW

- Legal Brief Provided
 - Screened/Briefed
- d. If assistance is required for the Member, identify the actions that are needed in the **Requested Assistance** section. The purpose of this step is to record what the Member needs. Use the **Tab** key to move through the array of required actions. Use the space bar to check or uncheck the currently highlighted checkbox.
 - e. Schedule a legal appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.
 - f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
 - g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table XI: Legal Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Red	Hold Checked
All	Green	Any Required Assistance checked
All	Green	Screened/Briefed checked

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

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

3.9 SERVICE RECORDS PROCEDURES (MOB)

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

Figure 14: Service Record Tab (Mob)

NAVPERS 1070/74	(Not Specified) ▼	Recently Separated from Active Duty	(Not Specified) ▼
DD 2058 (legal Residence)	(Not Specified) ▼	DD 2058-1	(Not Specified) ▼
NAVMC 1092 (BAH)	(Not Specified) ▼	NAVMC 1000 (Privacy Act)	(Not Specified) ▼
VA 21-8951 (Benefits Waiver)	(Not Specified) ▼	OPNAV 5211/9 (Disclosure)	(Not Specified) ▼
SGLV-8286 (SGLI Election)	(Not Specified) ▼	W-4 Form	(Not Specified) ▼
Page 2 -- Emergency Data	(Not Specified) ▼		

Service Record Checklist

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

To Enter Service Record Information:

- a. Click on the **Edit Record** button to begin entering data on the **Service Record** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Use the **Tab** key to move from one selected field to the next. Select the status options of Has, Needs, Done, Unnecessary or Not Specified for each of the following:
 - NAVPERS 1070/74
 - DD 2058 (Legal Residence)
 - NAVMC 1092 (BAH)
 - VA 21-8951 (Benefits Waiver)
 - SGLV-8286 (SGLI Election)
 - Page 2 – Emergency Data
 - DD 2058-1
 - NAVMC 1000 (Privacy Act)
 - OPNAV 5211/9 (Disclosure)
 - W-4 Form
- c. Choose an option from the **Recently Separated from Active Duty** drop-down list. Options include “Yes, Greater than 30 Days”, “Yes, 30 Days or Less”, and Not Specified.

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

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

Note:

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

Table XII: Service Record Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Red	Any drop down with a 'Needs' selected
All	Yellow	All drop downs with a (Not Specified)
All	Green	Any drop down with other than a 'Needs' selected and no drop downs with 'Needs' selected

3.10 PAY/DISBURSING PROCEDURES (MOB)

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

Figure 15: Pay/Disbursing Tab (Mob)

Charge Card Status	(Not Specified)
<input type="checkbox"/> Issued Government Charge Card	
<input type="checkbox"/> DD 1351 Required/Provided	
<input type="checkbox"/> Completed Allotment	
<input type="checkbox"/> BAH Sub	
<input type="checkbox"/> Enrolled in Direct Deposit	
<input type="checkbox"/> Received Advance Pay	Amount: <input type="text"/>
No Issue	Description: <input type="text"/>
Scheduled Appt. Date: <input type="text"/> Time: <input type="text"/> Location: <input type="text"/> Representative: <input type="text"/> <input type="button" value="Show all Appointments for this Member"/>	
Pay / Disbursing Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	

To Enter Pay/Disbursing Information:

- a. Click on the **Edit Record** button to begin entering data on the **Pay/Disbursing** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Verify and update, if needed, the following information:
 - Charge Card Status
 - Issued a Government Charge Card
 - DD 1351 Required/Provided
 - Completed Allotment
 - BAH Sub
 - Enrolled in Direct Deposit
 - Received Advance Pay
 - Amount (of Advance Pay)

Note:

If you enter an advance pay amount, you must check the Received Advance Pay check box. In addition, the advance cannot exceed \$1,000.

- c. Determine if the Member has a pay-related issue. Select a pay status from the drop-down list and, if necessary, add a comment to the **Description** field.
- d. Schedule an appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.
- e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCPS Processing page.

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

Note:

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

Table XIII: Pay/Disbursing Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Red	Other than 'No Issue' selected
All	Green	Any check box selected

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

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

3.11 CLOTHING/EQUIPMENT ISSUE PROCEDURES (MOB)

The clothing station is entered to record the issuance of clothing and/or equipment.

Figure 16: Clothing/Equipment Tab (Mob)

<input type="checkbox"/> Uniforms Issued	Weapon Issue <input type="radio"/> Rifle <input type="radio"/> Pistol <input checked="" type="radio"/> None Serial No: <input type="text"/>
<input type="checkbox"/> Uniform Allowance Authorized	
Helmet Size: <input type="text"/> ▼	
Gas Mask Size: <input type="text"/> ▼	
ICCE Gear: (Not Specified) ▼	
Household Goods/POV Storage: (Not Specified) ▼	
Clothing / Equipment Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	
<input type="checkbox"/> 3. Ensure that Resevist has a complete Seabag.	

To Enter Clothing/Equipment Information:

- a. Click on the **Edit Record** button to begin entering data on the **Clothing/Equipment** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. For each Member who is issued clothing or equipment, verify and update, if needed, the following information:
 - Uniforms Issued
 - Uniform Allowance Authorized
 - Helmet Size
 - Gas Mask Size
 - ICCE Gear ([Not Specified], Has, Needs, Issued)
 - Household Goods/POV Storage ([Not Specified], Not Required, Arranged, Limited Shipped)
 - Weapon Issue (Rifle, Pistol, or None)
 - Weapon's Serial Number, if applicable
- c. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- d. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPMS Processing page.

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

Note:

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

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

Processing Level	Tab Color	Validation Rule
All	Red	ICCE Gear 'Needs' selected

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

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

3.12 ENDORSEMENTS PROCEDURES (MOB)

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

Figure 17: Endorsements Tab (Mob)

Government Quarters: BAQ

Government Meals: Chow Hall Pass

Per diem: Daily per diem married (\$40.00)

Signature Authority: [Redacted]

Print Endorsement Previously Printed

Clear Endorsement Information

Endorsements Checklist

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

To Enter Endorsements Information:

- Click on the **Edit Record** button to begin entering data on the **Endorsements** tab. Note that the **Edit Record** button is disabled if you are already in edit mode.

- f. Click on **Clear Endorsement Information** to remove the contents of all the fields on this tab.

Note:

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

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

Note:

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

Table XV: Endorsements Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Green	Signature Authority Selected
All	Green	Previously Printed checked

3.13 TRAVEL PROCEDURES (MOB)

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

Figure 19: Travel Tab (Mob)

Airhead: ...

Carrier: ...

Route Number:

Arrival Date: Arrival Time:

Itinerary Notes:

Special Conveyance: (Not Specified) ▾

Authorized POV Use Reservist Deploying OCONUS

Travel Checklist

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

To Enter Travel Information:

- a. Click on the **Edit Record** button to begin entering data on the **Travel** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you

save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

- b. Verify and update, if needed, the following fields, to reflect the Member's travel information:
 - Airhead
 - Carrier
 - Route Number
 - Arrival Date
 - Arrival Time
 - Itinerary Notes
 - Special Conveyance ([Not Specified], Special, Advanced)
 - Authorized POV Use
 - Reservist Deploying OCONUS
- c. Click **Clear Travel Information** to remove the contents of all the fields on this tab.

Note:

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

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

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

Note:

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

Table XVI: Travel Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Green	Authorized POV Use checked
All	Green	Airhead, Carrier, Arrive Time and Arrive Date populated

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

- **Arrival Date** must be in the proper date format (yyyy.mm.dd) and **Arrival Time** must be in the proper time format (hhmm)
- **Airhead** code must match an existing code
- **Carrier** code must match an existing code

3.14 ASSIGNMENT/BILLETING PROCEDURES (MOB)

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

Figure 20: Assignment/Billeting Tab (Mob)

RTN:		
ACC:	SPC:	GLI:
Current Reserve Billet RUIC: RBSC: AUIC:		Future Assignment ULDUSTA: EDA: 2007.07.02
Local Billeting Building: <input type="text"/> Phone: <input type="text"/> In: <input type="text"/> Room: <input type="text"/> Out: <input type="text"/>		
Assignment / Billeting Checklist <input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.		

To Enter Assignment/Billeting Information:

- Click on the **Edit Record** button to begin entering data on the **Assignment/Billeting** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- Verify the following fields:
 - RTN – Requirement Tracking Number
 - ACC – Account Category Code
 - SPC – Specialization Program Code
 - GLI – Gain / Loss Indicator

- c. Verify the following **Current Reserve Billet** fields:
- RUIC - Reserve Billet Unit Identification Code (read-only)
 - RBSC - Reserve Billet Sequence Code (read-only)
 - AUIC - Administrative Unit Identification Code (read-only)
- d. Verify the following **Future Assignment** fields:
- ULDUSTA - Ultimate Duty Station (read-only)
 - EDA – Estimated Date of Arrival (read-only)
- e. Verify and update, if needed, the following **Local Billeting** fields:
- Billeting Building
 - Billeting Room
 - Phone Number
 - In - Date assigned quarters
 - Out - Date vacated quarters
- f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPMS Processing page.

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

Note:

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

Table XVII: Assignment/Billeting Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Green	Room, Building, Phone, In, and Out fields populated

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

- Billeting **In** date must be no earlier than today and must be less than or equal to Billeting **Out** date

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

3.15 ECRC PROCEDURES (MOB)

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

Figure 21: ECRC Tab (Mob)

Parent Command Phone # (Dynamic 1)	<input type="text"/>
Sailor	
Is Sailor an Individual Augmentee?	<input type="text"/>
Navy Email:	<input type="text"/>
Army Email:	<input type="text"/>
Personal Email:	<input type="text"/>
Gaining Command In-Theater (Dynamic 2) :	<input type="text"/>
Gaining Command Phone #:	<input type="text"/>
MEMBER NOTES (Dynamic 3):	<input type="text"/>
Spouse/Next of Kin (NOK)	
Last Name :	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Relationship to Sailor:	<input type="text"/>
Address (While Sailor is Deployed):	
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Spouse/NOK Home Phone # (Dynamic 4):	<input type="text"/>
Spouse/NOK Cell Phone # (Dynamic 5):	<input type="text"/>
Spouse/NOK Email (Dynamic 6):	<input type="text"/>
Number of Children (Dynamic 7):	<input type="text" value="0"/>
Does the service member's family have an Exceptional Family Member? (Dynamic 8)	<input type="text"/>
Is above address different than address prior to deployment? (Dynamic 9)	<input type="text"/>
NOK NOTES (Dynamic 10):	<input type="text"/>
ECRC Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	

To Enter ECRC Information:

- a. Click on the **Edit Record** button to begin entering data on the **ECRC** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Enter the **Parent Command Phone Number**.
- c. Verify and update the following **Sailor** information:
 - Is the Sailor an Individual Augmentee? (Yes / No)
 - Navy Email
 - Army Email
 - Personal Email
 - Gaining Command In-Theater
 - Gaining Command Phone Number
 - Member Notes
- d. Verify and update the following Spouse/Next of Kin (NOK) information:
 - Last Name
 - First Name
 - Middle Initial
 - Relationship to Sailor
 - Address While Sailor is Deployed (Street 1, Street 2, City, State, Zip)
 - Spouse/NOK Home Phone Number
 - Spouse/NOK Cell Phone Number
 - Number of Children
 - Does the service member's family have an Exceptional Family Member? (Yes / No)
 - Is above address different than address prior to deployment? (Yes / No)
 - NOK Notes
- e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPMS Processing page.

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

Table XVIII: ECRC Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
All	Green	The checklist checkbox is selected.

There are no business rules for this tab.

3.16 CHECK-OUT PROCEDURES (MOB)

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

Figure 22: Check-Out Tab (Mob)

Disposition of Member

Remain at Current Command

Report To Ultimate Duty Station

No Action

Member Record Last Update

Date/Time: 2008.05.10 17:18

User Name: TEST USER -x

	UIC	Departure Date/Time
NRA	62980	<input type="text"/> <input type="text"/>
NMPS	3250A	<input type="text"/> <input type="text"/>

I-STOPs

	UIC	EDA	Departure Date/Time
STOP 1	<input type="text" value="57007"/>	<input type="text" value="2007.07.30"/>	<input type="text"/> <input type="text"/>
RETN 1	<input type="text" value="02535"/>	<input type="text" value="2008.08.01"/>	<input type="text"/> <input type="text"/>
STOP:	COMUSNAVCENT		RETN: ARS 40 HOIST
STOP 2	<input type="text" value="0431A"/>	<input type="text" value="2007.08.15"/>	<input type="text"/> <input type="text"/>
RETN 2	<input type="text" value="0431A"/>	<input type="text" value="2008.08.03"/>	<input type="text"/> <input type="text"/>
STOP:	AFRADBIORSCHINST BETHESDA MD		RETN: AFRADBIORSCHINST BETHESDA MD
STOP 3	<input type="text" value="49942"/>	<input type="text" value="2007.08.16"/>	<input type="text"/> <input type="text"/>
RETN 3	<input type="text" value="66890"/>	<input type="text" value="2008.08.05"/>	<input type="text"/> <input type="text"/>
STOP:	NAVOCNSPECWAR CP STUTT GART		RETN: NAVSTA MARE ISLAND CA
STOP 4	<input type="text" value="00153"/>	<input type="text" value="2007.08.17"/>	<input type="text"/> <input type="text"/>
RETN 4	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
STOP:	ARMED FORCES RETIREMENT HOME		RETN:
STOP 5	<input type="text" value="66890"/>	<input type="text" value="2007.08.18"/>	<input type="text"/> <input type="text"/>
RETN 5	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
STOP:	NAVSTA MARE ISLAND CA		RETN:
STOP 6	<input type="text" value="02535"/>	<input type="text" value="2007.08.20"/>	<input type="text"/> <input type="text"/>
RETN 6	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
STOP:	ARS 40 HOIST		RETN:

Show all Appointments for this Member

Check-Out Checklist

- All Instructions Have Been Read And Data Entry Is Complete For This Tab.
- 1. If Applicable, ensure that the Reservist has Completed Overseas Screening.
- 6. Provide the reservist With the Follow-On Command Contact Phone Number For Enroute Delays
- 7. Ensure that the Reservist has Been Provided A Copy Of His/Her Completed Mobilization Checklist? If Crc (Jpom) Is Required, Provide Reservist An Extra Copy Of The Mobilization Checklist For The Crc (Jpom) Activity. (The Nmps Retains The Completed Original Mobilization Checklist For The Reservist'S

To Check Out a Service Member:

- a. Click on the **Edit Record** button to begin entering data on the **Check-Out** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Choose an option from the **Disposition of Member** group box. If the Service Member will remain attached to the NMPS, then select the **Remain at Current Command** option. If the Member has completed all processing and is ready to be transferred to the gaining command, then select the **Report To Ultimate Duty Station** option.

IMPORTANT!

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

- c. The **Member Record Last Update** information documents when and by whom the Member record was last updated.
- d. Verify and update, if needed, the following departure information:
 1. NRA UIC (read-only)
 2. NRA Departure Date/Time
 3. NMPS UIC (read-only)
 4. NMPS Departure Date/Time
- e. Verify and update, if needed, the following I-Stop information:
 - Stop 1 – 6 UIC
 - Stop 1 – 6 EDA
 - Stop 1 – 6 Departure Date
 - Stop 1 – 6 Departure Time
 - RETN 1 – 6 Departure Date
 - RETN 1 - 6 Departure Time
- f. Click on the **Show all Appointments for this Member** button to view a list of all appointments, if any, associated with this Member.

Note:

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

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

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

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

Note:

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

Table XIX: Check-Out Tab – Validation Rules (Mob)

Processing Level	Tab Color	Validation Rule
NRA	Green	Remain at Current Command selected and NRA Depart Date populated
NMPS	Green	Report to ultimate duty station selected and NMPS Depart Date populated

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

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

3.17 HISTORY (MOB)

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

Figure 23: History Tab (Mob)

RTN	Mode	Crisis	PayGrade	NRA UIC	IMS	NRA Report	NMPS UIC	NMPS Report	ULDUSTA	Last Update
NE-0635-0094	M	9GF	E4	62105	RM1		3243A			7/22/2003 8:32:00 AM

Note:

The mobilization/demobilization transfer functionality available in previous versions of the software has been replaced with the Order Writing and Sourcing Modules.

Section 4 Demobilization Processing Function

4.1 GENERAL DEMOBILIZATION INFORMATION

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

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

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

Note:

The Qualifications tab is disabled in demobilization mode.

Figure 24: Demobilization Processing Tabs



To Select a Demobilization Processing Tab:

- a. Select **Site Map** from the NCMCMPS Main Menu and then select **PM** from the **NCMCMPS Navigational Map**.

- b. Perform a search (see *Searching for a Member*) and select a Member from the list (see *Viewing a Member's Record*). In your search criteria, select **Demob** from the Mobilize Mode. The NCMCMPS Processing page displays.
- c. From the NCMCMPS Processing page, select a demobilization processing sub-function by left-clicking on the appropriate tab. When you click on different tabs, the fields associated with that tab display in the NCMCMPS Processing page.
- d. The vertical menu box is continuously displayed during the demobilization processing function. At any time, select an NCMCMPS sub-function by using the mouse to click on the title of the desired sub-function. This feature provides movement among the various NCMCMPS data entry sub-functions.
- e. The column to the left of the tab strip displays the station indicator status of each tab (green check mark, yellow triangle, red octagon, or red X). See *Processing Color Indicators* for more details.
- f. The column on the right side of the tab strip identifies tabs that have had one or more comments entered. In the example above, a comment is associated with only the **Endorsements** tab as indicated by the  icon.

4.2 CHECK-IN PROCEDURES (DEMOB)

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

To Check-In a Member:

1. The demobilized Member reports to the check-in station.
2. Obtain the Member's social security number (or other Member information) and search for it by clicking the Search button on the Browse page (see *Searching for a Member* for more information)
3. Choose the record from the list corresponding to the Member for whom you are searching by clicking on the appropriate Select hyperlink (see *Viewing a Member's Record* for more information). After you select a Member, the NCMCMPS Processing page displays as shown in the following figure.

Figure 25: Member Demobilization Processing Module

NMCMPS Application Version 5.3 (PM) User: TEST USER - x UIC: 68890 Role: IDEAMATICS Testing Full Access Help About Close Window

COMPONENT:
 SSN: [REDACTED] Name: [REDACTED] Service: N Paygrade: E6
 RTN: Group(s): 000 [Group Info](#) Gender: M DOB: 1966.10.26
 NRA/Parent: 61919 NMPS: 3246A ULDUSTA: 46247 [Show Orders](#)

Check-In
 Identification
 Qualifications
 Medical
 Dental
 Legal
 Service Record
 Pay / Disbursing
 Clothing / Equipment
 Endorsements
 Travel
 Assignment/Billeting
 ECRC
 Check-Out
 History

	UIC	EDA	Status	Reported Date/Time	
ULDUSTA	46247	2003.05.30			
UIC Desc: SPECIAL OPS CMD CENTRAL SHORE					
NMPS	3246A		T	2003.05.20	
UIC Desc: NMPS JACKSONVILLE FL					
NRA/Parent	61919	2003.05.23			
UIC Desc: NAVOPSPTCEN COLUMBUS GA					

I-STOPS					
	UIC	EDA	Status	Reported Date/Time	
STOP 1					
STOP:					
STOP 2					

[View Comments](#) [Instructions](#) [Comment Report](#) [Summary Profile Report](#)
[Edit Record](#) [Save](#) [Cancel](#) [Audit Log](#) [Close](#) Super UIC Demobilization Processing
 — NOT REQUIRED

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

Figure 26: Check-In Tab (Demob)

	UIC	EDA	Status	Reported Date/Time	
ULDUSTA	46247 <input type="text"/>	2003.05.30 <input type="text"/>		<input type="text"/>	<input type="text"/>
	UIC Desc: SPECIAL OPS CMD CENTRAL SHORE				
NMPS	3246A <input type="text"/>	<input type="text"/>	T <input type="text"/>	2003.05.20 <input type="text"/>	<input type="text"/>
	UIC Desc: NMPS JACKSONVILLE FL				
NRA/Parent	61919 <input type="text"/>	2003.05.23 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	UIC Desc: NAVRESCEN COLUMBUS GA				

I-STOP					
	UIC	EDA	Status	Reported Date/Time	
STOP 1	<input type="text"/>				
STOP:					
STOP 2	<input type="text"/>				
STOP:					
STOP 3	<input type="text"/>				
STOP:					
STOP 4	<input type="text"/>				
STOP:					
STOP 5	<input type="text"/>				
STOP:					
STOP 6	<input type="text"/>				
STOP:					

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

Crisis Code: RTN:

Anti-Terrorism

Delay Exemption

Request for a Delay Exemption:

Delay Request Date:

Delay Approved Date:

Check-in Checklist

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

1. Call Mobilization Sailor Advocacy (MSA)

5. Enter appropriate data in editable data fields.
 - Ultimate Duty Station UIC
 - Ultimate Duty Station EDA
 - Date reported to Ultimate Duty Station
 - Time reported to Ultimate Duty Station
 - NMPS UIC
 - EDA at NMPS
 - Reporting status at NMPS
 - Date reported to NMPS
 - Time reported to NMPS
 - NRA/Parent UIC
 - EDA at NRA/Parent
 - Reporting status at NRA
 - Date reported to NRA
 - Time reported to NRA
 - Stop 1 – 6 UIC
 - Stop 1 – 6 EDA
 - Stop 1 – 6 Reporting Status
 - Stop 1 – 6 Reported Date
 - Stop 1 – 6 Reported Time
 - IMS Code (read-only)
 - Crisis Code
 - RTN
 - Anti-Terrorism
 - Request for Delay Exemption
 - Delay Requested Date
 - Delay Approved Date
6. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
7. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPMS Processing page.
8. The Member is now verified as reporting to the NMPS and you can perform other processing.

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

Note:

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

Table XX: Check-In Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
NRA	Green	NRA Reported Date Populated
NMPS	Green	NMPS Reported Date Populated
ULDUSTA	Green	ULDUSTA Reported Date Populated

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

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

4.3 IDENTIFICATION PROCEDURES (DEMOB)

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

Figure 27: Identification Tab (Demob)

Ethnic Code:	Y	Race Code:	E
Religion Code:	ZZ	Blood Type:	
Height:	<input type="text"/>	Weight:	<input type="text"/>
Eyes Color:	<input type="text"/> ...	Hair Color:	<input type="text"/> ...
Marital Status:	<input type="text"/> M ...	<input type="checkbox"/> Have a Military Spouse	
Children:	<input type="text"/> ▼	<input type="checkbox"/> Dependents	
Deers Enrollment:	<input type="text"/> (Not Specified) ▼	Geneva:	<input type="text"/> ▼
Reserve ID:	<input type="text"/> (Not Specified) ▼		
EAOS Date:	<input type="text"/>		

Identifications Checklist

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

2. Provide the reservist with Fleet and Family support center briefs on DOD/Navy programs for recalled reservists and their dependents.

To Enter Identification Information:

- a. Click on the **Edit Record** button to begin entering data on the **Identification** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Confirm and, if needed, update the basic information about the Member:
 - Ethnic Code (read-only)
 - Race Code (read-only)
 - Religion Code (read-only)
 - Blood Type (read-only)
 - Height (in inches)
 - Weight (in pounds)
 - Eyes Color
 - Hair Color
 - Marital Status
 - Have a Military Spouse
 - Children (Y/N)
 - Dependents
 - Geneva Code

- c. Determine which identification cards are required for the Member. Choose from the options of Has, Needs, Done, Unnecessary, or Not Specified for the following fields:
 - Deers Enrollment
 - Reserve ID
- d. Verify the Member's **EAOS Date**.
- e. Check the **All Instructions Have Been Read and Data Entry is Complete for This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NMCMPMS Processing page.

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

Note:

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

Table XXI: Identification Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Red	Any drop down with a 'Needs' selected

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

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

4.4 QUALIFICATION PROCEDURES (DEMOB)

The **Qualifications** tab is not available in demobilization mode.

4.5 MEDICAL PROCEDURES (DEMOB)

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

Figure 28: Medical Tab (Demob)

Hold Reason / Authority:

Last Physical: 1999.04.01 > 2 month(s) old.

Blood Type:

Hearing Aids: (Not Specified)
Medical Warning Tags: (Not Specified)

Prescription: (Not Specified)

Required Shots, Examinations & Tests

<input type="checkbox"/> Adenovirus Type 4 & 7	<input type="checkbox"/> Health Record Inhand	<input type="checkbox"/> Shot-Measles
<input type="checkbox"/> Audiogram - DD 2215	<input type="checkbox"/> HIV Current	<input type="checkbox"/> Shot-Mumps
<input type="checkbox"/> Blood Type Verified	<input type="checkbox"/> Meningococcal Vaccine	<input type="checkbox"/> Shot-Rubella
<input type="checkbox"/> DD 2697	<input type="checkbox"/> Polio Vaccine	<input type="checkbox"/> Shot-Tetanus-Diphtheria
<input type="checkbox"/> DD 2796	<input type="checkbox"/> PPD Current	<input type="checkbox"/> Small Pox Brief
<input type="checkbox"/> DD 2807	<input type="checkbox"/> Shot-Influenza	<input type="checkbox"/> TRICARE Brief
<input type="checkbox"/> DNA on file		

Scheduled Appt.

Date: 	Time:
Location: 	Doctor:

Show all Appointments for this Member

Medical Checklist

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

1. Ensure the reservist has their health record in hand.

To Enter Medical Information:

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

- b. You can place the Member on medical hold by clicking the Hold check box. If a medical hold is indicated, you must select a reason for the hold from the Reason/Authority drop-down list.
- c. Verify and update, if needed, the following information:
 - Last Physical
 - Blood Type
 - Hearing Aids
 - Prescription
 - Medical Warning Tags
- d. For each Member, identify the **Required Examinations & Tests** that must be performed. This procedure could be completed in advance by the medical staff through a review of the medical records. The purpose of this step is to record if a Member has or needs shots, exams or tests. Use the Tab key to move through the array of required actions. Use the space bar to toggle the options for each/any required action. Check the appropriate check box after the Member is administered the required shots/tests/exams/documentation.
- e. Schedule a medical appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.
- f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table XXII: Medical Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Red	Hold Checked
All	Red	Last Physical > configured length or exceeding 75 months
All	Green	All required shots, examinations and tests checked

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

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

4.6 DENTAL PROCEDURES (DEMOB)

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

Figure 29: Dental Tab (Demob)

The screenshot displays the 'Dental Tab (Demob)' interface. At the top, there is a checkbox labeled 'Hold' followed by a dropdown menu for 'Reason / Authority'. Below this is a 'Last Exam:' field with a text input box and a red error message 'Dental Exam Required'. The 'Dental Class:' field has a dropdown menu. Further down is a checkbox for 'Form 2808 Completed' and a 'Description:' text input box. A section titled 'Scheduled Appt.' contains fields for 'Date:', 'Time:', 'Location:', and 'Dentist:', each with its respective input type (text boxes or dropdowns). A blue button labeled 'Show all Appointments for this Member' is positioned below these fields. At the bottom, a 'Dental Checklist' section contains two items, each with a checkbox: 'All Instructions Have Been Read And Data Entry Is Complete For This Tab.' and '1. Ensure the reservist has their dental record in hand.'

To Enter Dental Information:

- Click on the **Edit Record** button to begin entering data on the **Dental** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you

save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

- b. You can place a Member on dental hold by checking the **Hold** check box. If a dental hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.
- c. Verify and update, if needed, the following information:
 - Last Exam
 - Dental Class
 - Form 2808 Completed
 - Description
- d. Schedule a dental appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.
- e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table XXIII: Dental Tab – Validation Rules – (Demob)

Processing Level	Tab Color	Validation Rule
All	Red	Hold Checked
All	Red	Dental Exam > configured length or exceeding 75 months
All	Red	Dental Class = 4
All	Green	Dental Class = 1,2,3

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

- **Dental Appointment Date** must be no earlier than today
- If the **Hold** checkbox is selected, then there must be an associated

Reason/Authority selected

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

4.7 LEGAL PROCEDURES (DEMOB)

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

Figure 30: Legal Tab (Demob)

<input type="checkbox"/> Hold Reason / Authority:	<input type="text"/>
Former Peace Corps:	<input type="text" value="No"/>
Was Reservist a POW:	<input type="text" value="No"/>
<input type="checkbox"/> Screening Required	
<input checked="" type="checkbox"/> Screened / Briefed	
Requested Assistance	
<input type="checkbox"/> Automobile	<input type="checkbox"/> Divorce
<input type="checkbox"/> Business	<input type="checkbox"/> Employee
<input type="checkbox"/> Civil Suit	<input type="checkbox"/> Finances
<input type="checkbox"/> Contract	<input type="checkbox"/> Installment Loan
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Insurance
<input type="checkbox"/> Criminal	<input type="checkbox"/> Landlord-Tenant
<input type="checkbox"/> Mortgage	<input type="checkbox"/> Organ Donor
<input type="checkbox"/> Power of Attorney	<input type="checkbox"/> SSCRA
<input type="checkbox"/> Tax	<input type="checkbox"/> Will
Scheduled Appt.	
Date: <input type="text"/>	Time: <input type="text"/>
Location: <input type="text"/>	Attorney: <input type="text"/>
<input type="button" value="Show all Appointments for this Member"/>	
Legal Checklist	
<input checked="" type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	
<input checked="" type="checkbox"/> 3. Provide the reservist with a review of the Uniform Services Employment and Reemployment Rights Act (USERRA).	

To Enter Legal Information:

- a. Click on the **Edit Record** button to begin entering data on the **Legal** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. You can place a Member on legal hold by checking the **Hold** check box. If a legal hold is indicated, you must select a reason for the hold from the **Reason/Authority** drop-down list.
- c. Verify and update, if needed, the following information:
 - Former Peace Corps
 - Was Reservist a POW
 - Screening Required
 - Screened/Briefed
- d. If assistance is required for the Member, identify the actions that are needed in the **Requested Assistance** section. The purpose of this step is to record what the Member needs. Use the **Tab** key to move through the array of required actions. Use the space bar to toggle the options for each/any required action.
- e. Schedule a legal appointment, if needed. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.
- f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table XXIV: Legal Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Red	Hold Checked
All	Green	Any Required Assistance checked
All	Green	Screened/Briefed checked

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

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

4.8 SERVICE RECORDS PROCEDURES (DEMOB)

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

Figure 31: Service Record Tab (Demob)

NAVPERS 1070/74	(Not Specified) ▼	Recently Separated from Active Duty	(Not Specified) ▼
DD 214	(Not Specified) ▼		
AFRM (Armed Forces Reserve Medal) Mobilized	(Not Specified) ▼		
VA 21-8951 (Benefits Waiver)	(Not Specified) ▼	OPNAV 5211/9 (Disclosure)	(Not Specified) ▼
SGLV-8286 (SGLI Election)	(Not Specified) ▼	W-4 Form	(Not Specified) ▼
Page 2 – Emergency Data	(Not Specified) ▼		
TRICARE Reserve Select			
Eligible:	Yes ▼	TRS Briefing:	<input type="checkbox"/>
		DDL Agreement To Serve:	(Not Specified) ▼
<input type="checkbox"/> PSD Processing Complete			
Service Record Checklist			
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.			

To Enter Service Record Information:

- a. Click on the **Edit Record** button to begin entering data on the **Service Record** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Use the **Tab** key to move among records/forms designator and select the status options of Has, Needs, Done, Unnecessary or Not Specified for each of the following:
 - NAVPERS 1070/74
 - DD214
 - AFRM (Armed Forces Reserve Medal) Mobilized
 - VA 21-8951 (Benefits Waiver)
 - SGLV-8286 (SGLI Election)
 - Page 2 -- Emergency Data
 - TRICARE Reserve Select
 - Eligible
 - TRS Briefing
 - DDL Agreement to Serve
 - OPNAV 5211/9 (Disclosure)
 - W-4 Form
- c. Choose an option from the **Recently Separated from Active Duty** drop-down list. Options include: Yes, Greater than 30 Days; Yes, 30 Days or Less; and Not Specified.
- d. Check if **PSD Processing Complete**.
- e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

Table XXV: Service Record Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Red	Any drop down with a 'Needs' selected
All	Yellow	All drop downs with a (Not Specified)
All	Green	Any drop down with other than a 'Needs' selected and no drop downs with 'Needs' selected

4.9 PAY/DISBURSING PROCEDURES (DEMOB)

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

Figure 32: Pay/Disbursing Tab (Demob)

To Enter Pay/Disbursing Information:

- a. Click on the **Edit Record** button to begin entering data on the **Pay/Disbursing** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Verify and update, if needed, the following information:
 - Charge Card Status
 - Recovered Government Charge Card
 - 1351-2 (Travel Claim)
 - Leave Sellback

- c. Determine if the Service Member has a pay-related issue. Choose an option from the pay status drop-down list. If there is a problem, indicate the problem with a brief explanation in the **Description** field.
- d. Schedule an appointment, if applicable, by entering date, time, location, and representative. Note that you can only click on the **Show All Appointments for this Member** button if you are in view mode.
- e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCPS Processing page.

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

Note:

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

Table XXVI: Pay/Disbursing Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Red	Other than 'No Issue' selected
All	Green	Any check box selected

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

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

4.10 CLOTHING/EQUIPMENT ISSUE PROCEDURES (DEMOB)

The clothing station is entered to record the issuance of clothing and/or equipment.

Figure 33: Clothing/Equipment Tab (Demob)
To Enter Clothing Information:

- a. Click on the **Edit Record** button to begin entering data on the **Clothing** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. For each Member who is issued clothing or equipment, enter the information to identify the issue.
 - Clothing Inventory
 - Recover NBC Gear
 - Uniforms Issued
 - Weapon Issue (Rifle, Pistol, or None)
 - Serial Number (if weapon issued)
 - Household Goods/POV Storage
- c. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- d. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Note:

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

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

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

4.11 ENDORSEMENTS PROCEDURES (DEMOB)

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

Figure 34: Endorsements Tab (Demob)

The screenshot shows a web-based form for demobilization endorsements. At the top left is a checkbox labeled "Issued Discharge Orders". Below it are two dropdown menus: "Reserve Status:" and "Signature Authority:". To the right of the "Signature Authority:" dropdown is another checkbox labeled "Previously Printed". Below these elements is a blue button labeled "Print Endorsement" and a grey button labeled "Clear Endorsement Information". At the bottom, there is a section titled "Endorsements Checklist" with a checkbox labeled "All Instructions Have Been Read And Data Entry Is Complete For This Tab."

To Enter Endorsements Information:

- Click on the **Edit Record** button to begin entering data on the **Endorsements** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- Check the **Issued Discharge Orders** box if the Member was issued discharge orders.
- Select **Reserve Status** from the drop-down list. The choices for identifying the entitlement (reserve status) are initialized as the default for the demobilization.
- Select the **Signature Authority** from the drop-down list.
- Click on the **Print Endorsement** button to merge and display the endorsement order. You can either print or close the window.

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

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

Note:

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

Table XXVII: Endorsements Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Green	Signature Authority Selected
All	Green	Previously Printed checked

4.12 TRAVEL PROCEDURES (DEMOB)

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

Figure 36: Travel Tab (Demob)

Airhead:

Carrier:

Route Number:

Arrival Date: Arrival Time:

Itinerary Notes:

Special Conveyance: (Not Specified) ▼

Destination: (Not Specified) ▼

Authorized POV Use Reservist Deploying OCONUS

Travel Checklist

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

To Enter Travel Information:

- a. Click on the **Edit Record** button to begin entering data on the **Travel** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you

save the record, you will need to click on the **Edit Record** button again if you want to edit any data.

- b. Verify and update, if needed, the following fields, to reflect the Member's travel information:
- Airhead
 - Carrier
 - Route Number
 - Arrival Date
 - Arrival Time
 - Itinerary Notes
 - Special Conveyance (Special, Advanced, or Not Specified)
 - Destination
 - Authorized POV Use
 - Reservist Deployed OCONUS
- c. Click on the **Clear Travel Information** to remove the contents of all the fields on this tab.

Note:

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

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

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

Note:

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

Table XXVIII: Travel Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Green	Authorized POV Use checked
All	Green	Airhead, Carrier, Arrive Time and Arrive Date fields populated

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

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

4.13 ASSIGNMENT/BILLETING PROCEDURES (DEMOB)

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

Figure 37: Assignment/Billeting Tab (Demob)

RTN:		
ACC:	SPC:	GLI:
Current Reserve Billet RUIC: 84136 RBSC: 7002A AUIC: 3060A		Future Assignment ULDUSTA: 62271 EDA: 2003.12.19
Local Billeting Building: <input type="text" value="*****"/> Phone: <input type="text"/> Room: <input type="text"/> In: <input type="text"/> Out: <input type="text"/>		
Assignment / Billeting Checklist		
<input checked="" type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.		

To Enter Assignment/Billeting Information:

- Click on the **Edit Record** button to begin entering data on the **Assignment/Billeting** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- Verify the following fields:
 - RTN – Requirement Tracking Number

- ACC – Account Category Code
 - SPC – Specialization Program Code
 - GLI – Gain / Loss Indicator
- c. Verify the following **Current Reserve Billet** fields:
- RUIC - Reserve Billet Unit Identification Code (read-only)
 - RBSC - Reserve Billet Sequence Code (read-only)
 - AUIC - Administrative Unit Identification Code (read-only)
- d. Verify the following **Future Assignment** fields:
- ULDUSTA - Ultimate Duty Station (read-only)
 - EDA - Estimated Date of Arrival (read-only)
- e. Verify and update, if needed, the following **Local Billeting** fields:
- Billeting Building
 - Billeting Room
 - Phone Number
 - In - Date assigned quarters
 - Out - Date vacated quarters
- f. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- g. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCPS Processing page.

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

Note:

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

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

Processing Level	Tab Color	Validation Rule
All	Green	Room, Building, Phone, In, and Out fields populated

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

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

4.14 ECRC PROCEDURES (DEMOB)

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

Figure 38: ECRC Tab (Demob)

Parent Command Phone # (Dynamic 1)	<input type="text"/>
Sailor	
Is Sailor an Individual Augmentee?	<input type="text"/>
Navy Email:	<input type="text"/>
Army Email:	<input type="text"/>
Personal Email:	<input type="text"/>
Gaining Command In-Theater (Dynamic 2):	<input type="text"/>
Gaining Command Phone #:	<input type="text"/>
MEMBER NOTES (Dynamic 3):	
<input type="text"/>	
Spouse/Next of Kin (NOK)	
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Relationship to Sailor:	<input type="text"/>
Address (While Sailor is Deployed):	
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Spouse/NOK Home Phone # (Dynamic 4):	<input type="text"/>
Spouse/NOK Cell Phone # (Dynamic 5):	<input type="text"/>
Spouse/NOK Email (Dynamic 6):	<input type="text"/>
Number of Children (Dynamic 7):	<input type="text" value="0"/>
Does the service member's family have an Exceptional Family Member? (Dynamic 8)	<input type="text"/>
Is above address different than address prior to deployment? (Dynamic 9)	<input type="text"/>
NOK NOTES (Dynamic 10):	
<input type="text"/>	
ECRC Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	

To Enter ECRC Information:

- a. Click on the **Edit Record** button to begin entering data on the **ECRC** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Enter the **Parent Command Phone Number**.
- c. Verify and update the following **Sailor** information:
 - Is the Sailor an Individual Augmentee? (Yes / No)
 - Navy Email
 - Army Email
 - Personal Email
 - Gaining Command In-Theater
 - Gaining Command Phone Number
 - Member Notes
- d. Verify and update the following Spouse/Next of Kin (NOK) information:
 - Last Name
 - First Name
 - Middle Initial
 - Relationship to Sailor
 - Address While Sailor is Deployed (Street 1, Street 2, City, State, Zip)
 - Spouse/NOK Home Phone Number
 - Spouse/NOK Cell Phone Number
 - Number of Children
 - Does the service member's family have an Exceptional Family Member? (Yes / No)
 - Is above address different than address prior to deployment? (Yes / No)
 - NOK Notes
- e. Check the **All Instructions Have Been Read And Data Entry Is Complete For This Tab** check box when you finish.
- f. After you enter all information, either **Save** or **Cancel** the modifications to the record by selecting the appropriate button at the bottom of the NCMCMPS Processing page.

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

Table XXX: ECRC Tab – Validation Rules (Demob)

Processing Level	Tab Color	Validation Rule
All	Green	Checklist checkbox selected.

There are no business rules for this tab.

4.15 CHECK-OUT PROCEDURES (DEMOB)

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

Figure 39: Check-Out Tab (Demob)

Disposition of Member

Remain at Current Command

Report To Ultimate Duty Station

No Action

Member Record Last Update

Date/Time: 2008.05.10 17:18

User Name: TEST USER -x

	UIC	Departure Date/Time
NRA	62980	<input type="text"/> <input type="text"/>
NMPS	3250A	<input type="text"/> <input type="text"/>

I-STOPs

	UIC	EDA	Departure Date/Time
STOP 1	<input type="text"/> 57007	<input type="text"/> 2007.07.30	<input type="text"/> <input type="text"/>
RETN 1	<input type="text"/> 02535	<input type="text"/> 2008.08.01	<input type="text"/> <input type="text"/>
STOP:	COMUSNAVCENT		RETN: ARS 40 HOIST
STOP 2	<input type="text"/> 0431A	<input type="text"/> 2007.08.15	<input type="text"/> <input type="text"/>
RETN 2	<input type="text"/> 0431A	<input type="text"/> 2008.08.03	<input type="text"/> <input type="text"/>
STOP:	AFRADBIORSCHINST BETHESDA MD		RETN: AFRADBIORSCHINST BETHESDA MD
STOP 3	<input type="text"/> 49942	<input type="text"/> 2007.08.16	<input type="text"/> <input type="text"/>
RETN 3	<input type="text"/> 66890	<input type="text"/> 2008.08.05	<input type="text"/> <input type="text"/>
STOP:	NAVOCNSPECWAR CP STUTT GART		RETN: NAVSTA MARE ISLAND CA
STOP 4	<input type="text"/> 00153	<input type="text"/> 2007.08.17	<input type="text"/> <input type="text"/>
RETN 4	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
STOP:	ARMED FORCES RETIREMENT HOME		RETN:
STOP 5	<input type="text"/> 66890	<input type="text"/> 2007.08.18	<input type="text"/> <input type="text"/>
RETN 5	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
STOP:	NAVSTA MARE ISLAND CA		RETN:
STOP 6	<input type="text"/> 02535	<input type="text"/> 2007.08.20	<input type="text"/> <input type="text"/>
RETN 6	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
STOP:	ARS 40 HOIST		RETN:

Show all Appointments for this Member

Check-Out Checklist

- All Instructions Have Been Read And Data Entry Is Complete For This Tab.
- 1. If Applicable, ensure that the Reservist has Completed Overseas Screening.
- 6. Provide the reservist With the Follow-On Command Contact Phone Number For Enroute Delays
- 7. Ensure that the Reservist has Been Provided A Copy Of His/Her Completed Mobilization Checklist? If Crc (Jpom) Is Required, Provide Reservist An Extra Copy Of The Mobilization Checklist For The Crc (Jpom) Activity. (The Nmps Retains The Completed Original Mobilization Checklist For The Reservist'S

To Check Out a Service Member:

- a. Click on the **Edit Record** button to begin entering data on the **Check-Out** tab. Note that the **Edit Record** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit Record** button again if you want to edit any data.
- b. Choose an option from the **Disposition of Member** box. If the Service Member will remain attached to the NMPS, then select the **Remain at Current Command** option. Other options currently include **No Action**, **Return to Drill Status**, and **Transfer to IRR**.

IMPORTANT!

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

- c. The **Member Record Last Update** information documents when and by whom the Member record was last updated.
- d. Verify and update, if needed, the following departure information:
 1. ULDUSTA UIC (read-only)
 2. ULDUSTA Departure Date/Time
 3. NMPS UIC (read-only)
 4. NMPS Departure Date/Time
 5. NRA UIC (read-only)
 6. NRA Departure Date/Time
 7. Stop 1 – 6 UIC
 8. Stop 1 – 6 EDA
 9. Stop 1 – 6 Departure Date
 10. Stop 1 – 6 Departure Time
 11. RETN 1 – 6 UIC
 12. RETN 1 - 6 EDA
 13. RETN 1 – 6 Departure Date
 14. RETN 1 - 6 Departure Time
- e. Click on the **Show all Appointments for this Member** button to view a list of all appointments, if any, associated with this Member.

Note:

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

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

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

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

Note:

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

Table XXXI: Check-Out Tab – Validation Rules (Demob)

	Tab Color	Validation Rule
NRA	Green	Transit HOR selected and NRA Depart date populated
NMPS	Green	Send to NRA or Transit HOR selected and NMPS depart date populated
ULDUSTA	Green	ULDUSTA Depart Date Populated

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

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

4.16 HISTORY (DEMOB)

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

Figure 40: History Tab (Demob)

RTN	Mode	Crisis	PayGrade	NRA UIC	IMS	NRA Report	NMPS UIC	NMPS Report	ULDUSTA	Last Update
NE_123- 12345	M	9FG	E4	62107	RM1	2003.06.02	68556			6/2/2003 11:05:00 AM

Note:

The mobilization/demobilization transfer functionality available in previous versions of the software has been replaced with the Order Writing and Sourcing Modules.

Section 5 Group Processing

5.1 GROUP PROCESSING FUNCTIONAL OVERVIEW

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

Note:

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

5.2 GROUP PROCESSING USER ACCESS

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

5.3 GROUP PROCESSING USER INTERFACE

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

- (1) assign Members to a group at check-in by selecting the Group Info button on the NCMCMPS processing page then assign a pre-defined **Group Code** (in the Member Processing or Group Processing)
- (2) perform a search in the Member Processing Browse and select Member records from the result set using the checkboxes on the WebGrid
- (3) add members on the Group Process Scan page by either scanning the front or back of their CAC card or typing in their SSN

Note:

Members with or without a PM record can automatically be checked in using the CAC Scan. The CAC Scan also allows several members to be checked in or checked out of a location at once.

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

CAUTION!

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

To Enter Data for a Group:

- a. From the Site Map, select **Member Processing** under the PM options. The NMCMPMS Browse page displays.
- b. (Optional) Conduct a search (refer to *Searching for Service Member(s)* for more details). The Members matching the search criteria you entered are displayed in the WebGrid. From the search results WebGrid, click on the checkboxes to the left of the **SSN Last 4** column to select the records you want to update.
- c. Click the **Group Process** button. The Group Process Scan page displays as shown in the figure below.

Figure 41: Group Process Scan

Module: Order Writing User: TST SR -x UIC: 68890 Role: Administrator

SCAN or type SSN: Add

Selected Records

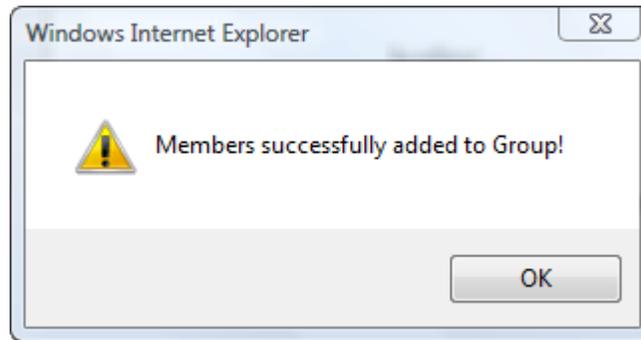
SSN	Pay Grade	Full Name	First Name	Last Name	Initial	DOB	Service
No records to display.							

Records not Found

SSN	Pay Grade	Full Name	First Name	Last Name	Initial	DOB	Service
No records to display.							

Transfer Group Process Close

- d. Members you selected from the Browse Page will display within the Selected Records table. To add records, type the SSN of the member or Scan the front or back of their CAC card and click the **Add** button.
- e. Click the **Group Process** button. The NCMCMPS Group Processing page displays.
- f. To add members to a group, click on the **Group Info** button. The Group Info Frame displays. To select an existing group code, click on the ellipsis button to the right of the **Group** field. This displays the Group Code Lookup page from which you can select an existing group. Then, click the **Add** button. A message will display confirming that the Members you selected have been added into the group. The following figure shows this message. Click **OK** to close the message window.

Figure 42: Message Indicating Members Added to Group

Note:

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

- g. Click the **Close** button on the Group Info page to return to the NCMCMPS Group Processing page.
- h. Choose a tab and click **Edit Record** to enter data in one of the fields. Tildes (~) are displayed in every field in which the data currently stored in that field is not the same for all members of your group.
- i. To globally enter the same information into a field for all members of your group, click on a field and enter data.

CAUTION!

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

- j. Click the **Save** button to save your changes (or click the Cancel button to discard your changes) and click the **Close** button to return to the NCMCMPS Browse page.

Figure 43: Service Member Group Process Page (Check-In Tab)

NMCMP Application Version 5.3 (PM) User: TEST USER - x UIC: 68890 Role: IDEAMATICS Testing Full Access Help About Close Window

NRA: ~ NMPS: ~ ULDUSTA: ~ Group Info

Check-In
 Identification
 Qualifications
 Medical
 Dental
 Legal
 Service Record
 Pay / Disbursing
 Clothing / Equipment
 Endorsements
 Travel
 Assignment/Billeting
 ECRC
 Check-Out
 History
 Update Errors

	UIC	EDA	Status	Reported Date/Time
ULDUSTA	~	~		
NMPS	~		~	~
NRA	~	~		

ISTOPS

UIC	Status	Reported Date/Time

IMS Code: RD2 RD2
 Crisis Code: ~
 Anti-Terrorism

Edit Record Save Cancel Close Super UIC Demobilization Processing Instructions

NOT REQUIRED

5.4 CHECK-IN TAB (GROUP PROCESSING)

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

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

Figure 44: Group Check-In Tab (Mob)

	UIC	EDA	Status	Reported Date/Time
NRA	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	<input type="text"/> <input type="text"/>
NMPS	<input type="text"/> ...	<input type="text"/>	<input type="text"/> ...	<input type="text"/> <input type="text"/>
ULDUSTA	<input type="text"/> ...	<input type="text"/>		<input type="text"/> <input type="text"/>
I-STOPS				
Deploy Type	UIC		Status	Reported Date/Time
<input checked="" type="radio"/> Deploy [MOB] <input type="radio"/> ReDeploy [DEMOB]	<input type="text"/> ...		<input type="text"/> ...	<input type="text"/> <input type="text"/>
IMS Code:				
Crisis Code: <input type="text"/>				
<input type="checkbox"/> Anti-Terrorism		<input type="button" value="View NRA Checklist"/>		
Check-in Checklist				
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.				
<input type="checkbox"/> 1. Call Mobilization Sailor Advocacy (MSA)				

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

Figure 45: Group Check-In Tab (Demob)

	UIC	EDA	Status	Reported Date/Time
ULDUSTA	~ [] ...	~ [] []		~ [] [] []
NMPS	3250A [] ...	~ [] []	~ [] ...	~ [] [] []
NRA	55214 [] ...	~ [] []	~ [] ...	2009.05.05 [] 1600 []
I-STOPS				
Deploy Type	UIC		Status	Reported Date/Time
<input checked="" type="radio"/> Deploy [MOB] <input type="radio"/> ReDeploy [DEMOB]	[] ...		[] ...	[] [] []
IMS Code: ~ ~				
Crisis Code: 9GF []				
<input checked="" type="checkbox"/> Anti-Terrorism				
Check-in Checklist				
<input checked="" type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.				
<input checked="" type="checkbox"/> 1. Call Mobilization Sailor Advocacy (MSA)				

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

5.5 IDENTIFICATION TAB (GROUP PROCESSING)

The Group Processing **Identification** tab displays a subset of information available on the mobilization and demobilization processing **Identification** tabs. You cannot view personal information, such as height, eye color, weight, etc., from the **Identification** tab in group processing. All information normally entered for a service member on the **Identification** tab must be entered using the individual Member Processing.

Figure 46: Group Identification Tab (Mob)

Deers Enrollment:	Has []	Geneva:	[]
Active Duty ID Card:	Has []	Meal Card:	Has []
Dog Tags:	Has []	Dependent ID:	Has []
DOD Vehicle Sticker:	Has []		
Identifications Checklist			
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.			

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

Figure 47: Group Identification Tab (Demob)

Deers Enrollment:	Has	Geneva:	
Reserve ID:	~		
Identifications Checklist			
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.			
<input type="checkbox"/> 2. Provide the reservist with Fleet and Family support center briefs on DOD/Navy programs for recalled reservists and their dependents.			

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

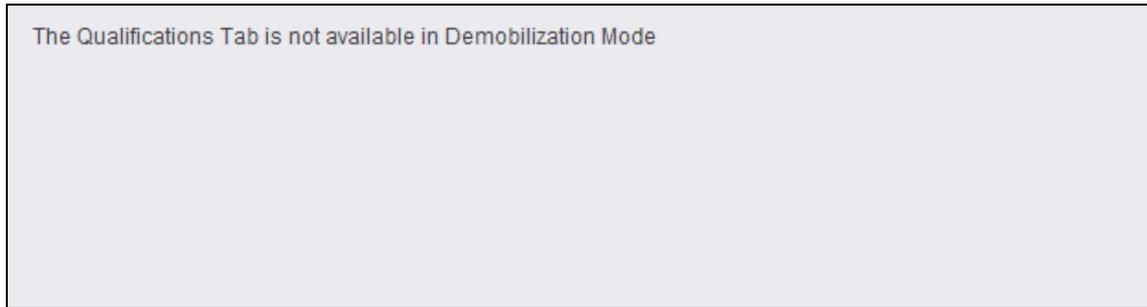
5.6 QUALIFICATIONS TAB (GROUP PROCESSING)

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

Figure 48: Group Qualifications Tab (Mob)

<input type="checkbox"/> Hold Reason / Authority:	
NOBC:	
NEC:	
Civilian Employment:	
Required Clearance:	
Clearance Type:	
Investigation Date:	
Qualifications Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	

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

Figure 49: Group Qualifications Tab (Demob)**5.7 MEDICAL TAB (GROUP PROCESSING)**

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

Figure 50: Group Medical Tab (Mob)

Hold Reason / Authority:

Last Physical:

Blood Type:

Hearing Aids: Medical Warning Tags:

Prescription:

Glasses: GMI: Earplugs:

Required Shots, Examinations & Tests

Audiogram - DD 2215
 DNA on file
 PPD Current

Medical Checklist

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

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

Figure 51: Group Medical Tab (Demob)

<input type="checkbox"/> Hold	Reason / Authority:	<input type="text"/>
Last Physical:	<input type="text"/>	<input type="text"/>
Blood Type:	<input type="text"/>	
Hearing Aids:	<input type="text"/>	Medical Warning Tags: <input type="text" value="Has"/>
Prescription:	<input type="text" value="Has"/>	
Required Shots, Examinations & Tests		
<input type="checkbox"/> Audiogram - DD 2215	<input type="checkbox"/> DD 2807	<input type="checkbox"/> PPD Current
<input type="checkbox"/> Blood Type Verified	<input checked="" type="checkbox"/> DNA on file	<input type="checkbox"/> Small Pox Brief
<input checked="" type="checkbox"/> DD 2697	<input checked="" type="checkbox"/> Health Record Inhand	<input checked="" type="checkbox"/> TRICARE Brief
<input checked="" type="checkbox"/> DD 2796	<input checked="" type="checkbox"/> HIV Current	
Medical Checklist		
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.		
<input type="checkbox"/> 1. Ensure the reservist has their health record in hand.		

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

5.8 DENTAL TAB (GROUP PROCESSING)

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

Figure 52: Group Dental Tab (Mob)

<input type="checkbox"/> Hold	Reason / Authority:	<input type="text"/>
Last Exam:	<input type="text"/>	<input type="text"/>
Last XRay:	<input type="text"/>	XRay Type: <input type="text"/>
Dental Class:	<input type="text"/>	
<input type="checkbox"/> Assistance Required	Description:	<input type="text"/>
Dental Checklist		
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.		

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

Figure 53: Group Dental Tab (Demob)

Hold Reason / Authority:

Last Exam:

Dental Class:

Form 2808 Completed Description:

Dental Checklist

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

1. Ensure the reservist has their dental record in hand.

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

5.9 LEGAL TAB (GROUP PROCESSING)

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

Figure 54: Group Legal Tab (Mob)

Hold Reason / Authority:

Former Peace Corps:

Was Reservist a POW:

Legal Brief Provided

Screened / Briefed

Requested Assistance

<input type="checkbox"/> Automobile	<input type="checkbox"/> Divorce	<input type="checkbox"/> Mortgage
<input type="checkbox"/> Business	<input type="checkbox"/> Employee	<input type="checkbox"/> Organ Donor
<input type="checkbox"/> Civil Suit	<input type="checkbox"/> Finances	<input type="checkbox"/> Power of Attorney
<input type="checkbox"/> Contract	<input type="checkbox"/> Installment Loan	<input type="checkbox"/> SSCRA
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Insurance	<input type="checkbox"/> Tax
<input type="checkbox"/> Criminal	<input type="checkbox"/> Landlord-Tenant	<input type="checkbox"/> Will

Legal Checklist

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

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

Figure 55: Group Legal Tab (Demob)

<input type="checkbox"/> Hold Reason / Authority:	<input type="text"/>	
Former Peace Corps:	<input type="text" value="No"/>	
Was Reservist a POW:	<input type="text" value="No"/>	
<input type="checkbox"/> Screening Required		
<input type="checkbox"/> Screened / Briefed		
Requested Assistance		
<input type="checkbox"/> Automobile	<input type="checkbox"/> Divorce	<input type="checkbox"/> Mortgage
<input type="checkbox"/> Business	<input type="checkbox"/> Employee	<input type="checkbox"/> Organ Donor
<input type="checkbox"/> Civil Suit	<input type="checkbox"/> Finances	<input type="checkbox"/> Power of Attorney
<input type="checkbox"/> Contract	<input type="checkbox"/> Installment Loan	<input type="checkbox"/> SSCRA
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Insurance	<input type="checkbox"/> Tax
<input type="checkbox"/> Criminal	<input type="checkbox"/> Landlord-Tenant	<input type="checkbox"/> Will
Legal Checklist		
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.		
<input type="checkbox"/> 3. Provide the reservist with a review of the Uniform Services Employment and Reemployment Rights Act (USERRA).		

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

5.10 SERVICE RECORD TAB (GROUP PROCESSING)

The **Service Record** tab in the Group Processing function is almost the same as the **Service Record** tab in individual Member Processing.

Figure 56: Group Service Record Tab (Mob)

NAVPERS 1070/74	~	Recently Separated from Active Duty	~
DD 2058 (Legal Residence)	~	DD 2058-1	~
NAVMC 1092 (BAH)	~	NAVMC 1000 (Privacy Act)	~
VA 21-8951 (Benefits Waiver)	~	OPNAV 5211/9 (Disclosure)	~
SGLV-8286 (SGLI Election)	~	W-4 Form	~
Page 2 -- Emergency Data	~		

Service Record Checklist

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

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

Figure 57: Group Service Record Tab (Demob)

NAVPERS 1070/74	Has	Recently Separated from Active Duty	Yes, Greater than 30 days
DD 214	Has		
AFRM (Armed Forces Reserve Medal) Mobilized	Has		
VA 21-8951 (Benefits Waiver)	Has	OPNAV 5211/9 (Disclosure)	Has
SGLV-8286 (SGLI Election)	Has	W-4 Form	Has
Page 2 -- Emergency Data	Has		

PSD Processing Complete

Service Record Checklist

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

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

5.11 PAY/DISBURSING TAB (GROUP PROCESSING)

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

Figure 58: Group Pay/Disbursing Tab (Mob)

Charge Card Status	Activated
<input type="checkbox"/> Issued Government Charge Card	
<input type="checkbox"/> DD 1351 Required/Provided	
<input type="checkbox"/> Completed Allotment	
<input type="checkbox"/> BAH Sub	
<input type="checkbox"/> Enrolled in Direct Deposit	
<input type="checkbox"/> Received Advance Pay	Amount: <input type="text"/>
<input type="text" value="No Issue"/>	Description: <input type="text"/>
Pay / Disbursing Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	

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

Figure 59: Group Pay/Disbursing Tab (Demob)

Charge Card Status	Activated
<input type="checkbox"/> Recovered Government Charge Card	
<input type="checkbox"/> 1351-2 (Travel Claim)	
<input type="checkbox"/> Leave Sellback	
<input type="text" value="No Issue"/>	Description: <input type="text"/>
Pay / Disbursing Checklist	
<input type="checkbox"/> All Instructions Have Been Read And Data Entry Is Complete For This Tab.	

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

5.12 CLOTHING/EQUIPMENT TAB (GROUP PROCESSING)

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

Figure 60: Group Clothing/Equipment Tab (Mob)

Uniforms Issued

Uniform Allowance Authorized

Weapon Issue

Rifle Pistol None ~

Helmet Size:

Gas Mask Size:

ICCE Gear: (Not Specified)

Household Goods/POV Storage: (Not Specified)

Clothing / Equipment Checklist

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

3. Ensure that Resevist has a complete Seabag.

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

Figure 61: Group Clothing/Equipment Tab (Demob)

Clothing Inventory

Recover NBC Gear

Uniforms Issued

Weapon Issue

Rifle Pistol None

Household Goods/POV Storage: (Not Specified)

Clothing / Equipment Checklist

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

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

5.13 ENDORSEMENTS TAB (GROUP PROCESSING)

The **Endorsements** tab in the Group Processing Module is almost the same as the **Endorsements** tab in individual Member Processing. The **Print Endorsement** button is not available in group processing.

Figure 62: Group Endorsements Tab (Mob)

Government Quarters:

Government Meals:

Per diem:

Signature Authority:

Clear Endorsement Information

Endorsements Checklist

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

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

Figure 63: Group Endorsement Tab (Demob)

Issued Discharge Orders

Reserve Status:

Signature Authority:

Clear Endorsement Information

Endorsements Checklist

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

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

5.14 TRAVEL TAB (GROUP PROCESSING)

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

5.15 ASSIGNMENT/BILLETING TAB (GROUP PROCESSING)

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

Figure 64: Group Assignment/Billeting Tab (Mob and Demob)

RTN:

Local Billeting

Building: Phone: In:

Room: Out:

Assignment / Billeting Checklist

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

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

5.16 ECRC TAB (GROUP PROCESSING)

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

5.17 CHECK-OUT TAB (GROUP PROCESSING)

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

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

5.18 HISTORY TAB (GROUP PROCESSING)

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

5.19 UPDATE ERRORS TAB (GROUP PROCESSING)

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

Section 6 Comments

6.1 COMMENTS FUNCTIONAL OVERVIEW

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

6.2 COMMENTS USER ACCESS

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

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

6.3 COMMENTS USER INTERFACE

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

Note:

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

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

Figure 65: Comments Window

	Last Updated	User
Select	2003.10.13 0850	[REDACTED]
Select	2003.10.09 1713	[REDACTED]

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

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

IMPORTANT!

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

Once a comment is added to a tab, an  icon appears to the right of the tab name to visually identify that a comment exists for that tab. Note that you must click the **Save** button on the NCMCPS Processing page to write the comments to the database before the icon appears on the tab.

Figure 66: Tabs with Comment Icons

Note:

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

6.4 COMMENTS REPORT

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

Figure 67: Comments Report

Comment Report
Current as of 09/22/2003 1902

Name: [REDACTED]
SSN: [REDACTED]

Check-In

09/21/2003 1545 (KURTZ, JULIA L): Special dietary requirements - peanut allergy.
09/21/2003 1541 (KURTZ, JULIA L): Special housing required.

Identification

09/22/2003 1826 ([REDACTED]): Both parents mobilized. Children to stay with maternal grandparents.

Medical

09/22/2003 1825 ([REDACTED]): Requires malaria medication.

Legal

09/21/2003 1551 ([REDACTED]): Divorce is pending.

Pay / Disbursing

09/22/2003 1825 ([REDACTED]): Has not received last two paychecks.

Section 7 Instructions

7.1 INSTRUCTIONS FUNCTIONAL OVERVIEW

The Instructions provide a listing of specific processing instructions.

7.2 INSTRUCTIONS USER ACCESS

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

7.3 INSTRUCTIONS USER INTERFACE

The following figure displays sample instructions for demobilization processing.

Figure 68: Instructions (Demob)

<p>Check-In</p> <ul style="list-style-type: none"> 1. If applicable, verify the reservist was outprocessed through CRC (JPOM) per operation guidance.
<p>Identification</p> <p>No instructions found for this tab.</p>
<p>Qualifications</p> <p>No instructions found for this tab.</p>
<p>Medical</p> <ul style="list-style-type: none"> 2. Verify the reservist's physical examination is complete and current within periodicity limits. Document within NMCMPMS. <ul style="list-style-type: none"> 3. If the reservist's physical is within periodicity limits, verify the Report of Medical Assessment (DD FORM 2697) and the Post-Deployment Health Assessment (DD FORM 2796) have been completed by the Gaining Command. 4. If the reservist's physical is not within periodicity limits, verify the reservist has completed a new physical exam and that the completed forms were copied, filed, and mailed by the NMPS. 5. Verify all immunizations are completed and documented in the reservist's health record and NMCMPMS. 6. Verify the HIV test is recorded and current within 1 year. Document in NMCMPMS. 7. Explain the reservist's post-mobilization medical eligibility.
<p>Dental</p> <ul style="list-style-type: none"> 2. Verify the reservist has received a complete dental examination within 180 days of separation date. 3. If the reservist is a dental class II or III, verify the reservist has been advised of a 90-day limit to file a claim for benefits with the VA. 4. If the reservist is to be placed on hold due to a dental condition, document reason within NMCMPMS.
<p>Legal</p> <ul style="list-style-type: none"> 1. If the reservist has disciplinary action pending, verify the proper notation in the service record and document any legal hold issue in NMCMPMS. 2. Verify the reservist has received a DD2628 (Pre-separation counseling checklist).
<p>Service Record</p> <ul style="list-style-type: none"> 1. If the reservist is enlisted, verify he/she has their service record in hand. 2. Verify the reservist has been screened for sanctuary (within 2 years of becoming eligible for retiree or retired pay per BUPERSINST 1001.33D SEC. 109). 3. Verify the reservist has been issued a DD 214 and document in NMCMPMS.
<p>Pay / Disbursing</p> <ul style="list-style-type: none"> 1. Verify the reservist's leave has been closed out. 2. Verify the reservist has been paid to date upon release and 'No Pay Issue' is documented in NMCMPMS. 3. Verify the reservist's active pay account is closed and document in NMCMPMS. 4. Verify the reservist has been issued a reserve identification card and document in NMCMPMS. 5. Verify the travel claim has been liquidated.
<p>Clothing / Equipment</p> <ul style="list-style-type: none"> 1. If original gear or OC/IE was issued at the NMPS, verify the reservist has returned all applicable items to supply.
<p>Endorsements</p> <ul style="list-style-type: none"> 1. Verify the reservist has been provided properly endorsed demobilization orders.
<p>Travel</p> <ul style="list-style-type: none"> 1. Verify the reservist's homebound travel is arranged.
<p>Assignment / Billeting</p> <p>No instructions found for this tab.</p>
<p>Check-Out</p> <ul style="list-style-type: none"> 2. Verify that orders, service record (enlisted only), health, and dental records are with the reservist. 3. Verify all NMCMPMS requirements are satisfied. 4. Verify the NMPS has completed all demobilization requirements and the reservist is ready to report back to their NRA. 7. Provide the reservist with an NRA contact phone number for enroute delays.

Section 8 Notification / Interview Checklist

Place holder for future functionality.

Section 9 Summary Profile Report

9.1 SUMMARY PROFILE REPORT FUNCTIONAL OVERVIEW

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

9.2 SUMMARY PROFILE REPORT USER ACCESS

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

IMPORTANT!

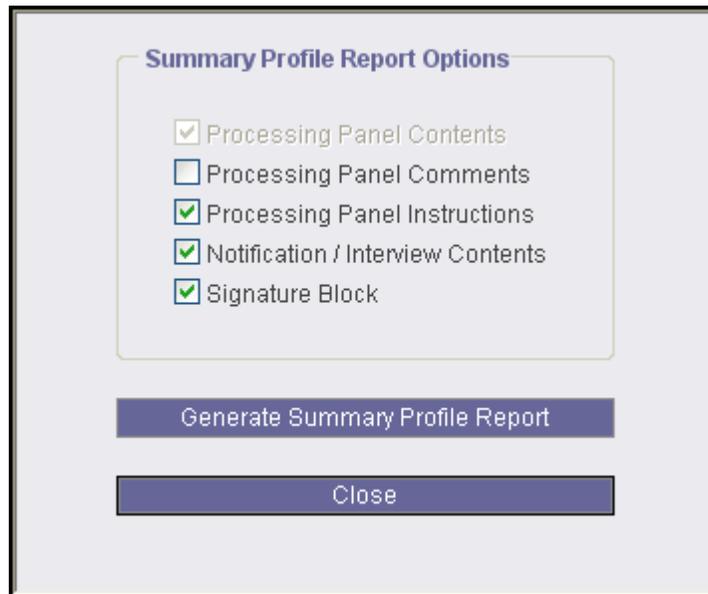
The report only contains the tab contents that you are authorized to view.

9.3 SUMMARY PROFILE REPORT USER INTERFACE

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

To Generate the Summary Profile Report:

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

Figure 69: Summary Profile Report Options

The screenshot shows a dialog box titled "Summary Profile Report Options". Inside the dialog, there is a list of five options, each with a checkbox. The first option, "Processing Panel Contents", has a checked checkbox. The second option, "Processing Panel Comments", has an unchecked checkbox. The third option, "Processing Panel Instructions", has a checked checkbox. The fourth option, "Notification / Interview Contents", has a checked checkbox. The fifth option, "Signature Block", has a checked checkbox. Below the list of options are two buttons: "Generate Summary Profile Report" and "Close".

- b. Click on the check boxes corresponding to the optional information you want to include in the report. You can decide to include the following options:
- Processing Panel Contents for each tab that you are allowed to view
 - Processing Panel Instructions for each tab
 - Notification / Interview Contents
 - Signature Block after the checklist listing of each tab
- c. From the Summary Profile Report Options window, click the **Generate Summary Profile Report** button to generate the Summary Profile Report.

Figure 70: Summary Profile Report

Summary Profile Report

NMPS Mobilization Report
Current as of 8/4/2004 4:36:51 PM
Generated By: TEST USER

Header

SSN: [REDACTED] Name: [REDACTED] Service: N Paygrade: E4
 RTN: Gender: M DOB: [REDACTED]

NRA: 61845 NMPS: 43104 ULDUSTA: 57042

SIGNATURE OF CERTIFYING OFFICIAL PRINTED NAME/PHONE NUMBER

Check-in

	UIC	EDA	Status	Reported Date/Time
NRA	<input type="text" value="61845"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
NMPS	<input type="text" value="43104"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
ULDUSTA	<input type="text" value="57042"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

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

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

Note:

There is no support for page-breaks in this report – the concept does not exist in an HTML page.

Section 10 Audit Log

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

10.1 VIEWING THE AUDIT LOG

To View the Audit Log:

- a. Select **Site Map** from the NCMCMPS Main Menu and then select **PM** from the **NCMCMPS Navigational Map**.
- b. Perform a search (see *Searching for a Member*) and select a Member from the list (see *Viewing a Member's Record*). The NCMCMPS Processing page displays.
- c. On the Processing page, click on the **Audit Log** button. The Service Member Audit Log displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.

Figure 71: Service Member Audit Log

Service Member Audit Log

Record updated in Member Processing by TEST USER -x (IDEAMATICS Testing Full Access). Fields modified: NMPSProcessingFlags

1 2 3 4 5 6 7 8 9 10 11 12	
	Last Updated
Select	2008.05.16 1428
Select	2008.05.02 1453
Select	2008.04.05 1738
Select	2008.04.05 1649
Select	2008.04.05 1640
Select	2008.04.05 1639

Note:

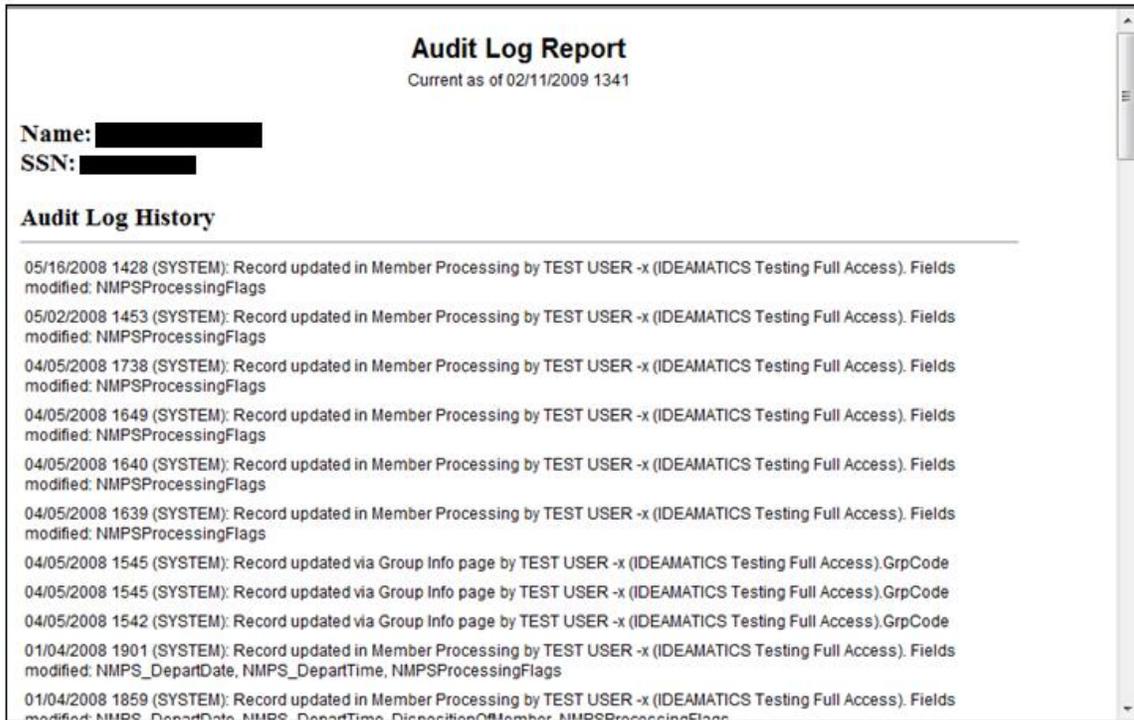
Up to six audit entries are displayed in the annotation grid at once. If more than six audit entries are associated with the request, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of audit log entries.

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

10.2 AUDIT LOG REPORT

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

Figure 72: Audit Log Report



Section 11 NMCMPS Reports

11.1 REPORTING ENGINE

The NMCMPS Reports were created using Crystal Reports.

11.2 PRINTING A STANDARD REPORT

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

The following figure displays the Report page.

Figure 73: Report Page

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

Figure 74: Report Page with Available Search Fields

To Print a Report:

- a. To display the **Reporting Tool**, click **Reporting** on the Processing Module menu.
- b. From the **Select Report** list, click on a report. The list is organized alphabetically.
- c. In the **General Search Criteria** and/or the **Additional Search Criteria** group box, choose the selection criteria by which you want to generate the report. You can enter one or more selection criteria.

Note:

To execute a partial search, use the “%” character. You can use the “%” character before or after the search value. For example, to find all orders where the RTN begins with “NE”, type “NE%” in the RTN field and click **Search**. If you only know the last CRI portion of the CRI, you would type “%1001%”.

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

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

Note:

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

Figure 75: NRA/NMPS Reports Sample

2003.02.19
13:33

United States Navy Marine Corps Mobilization Processing System



Name	Gender	SSN	Pay grade	Last Physical	NRA UIC	NRA EDA	NMP S UIC	NMPS EDA	UL DUSTA UIC	RTN
NRA: 00061 <i>CINCUSNAVEUR</i>										
[REDACTED]	F	[REDACTED]	O4	1994.07.01	00061		43339		68408	
NRA Sub-Total: 1										
NRA: 00158 <i>NAS WILLOW GROVE</i>										
[REDACTED]	M	[REDACTED]	E5	2001.04.01	00158		42574		68408	
[REDACTED]	F	[REDACTED]	E6	1998.01.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E6	1996.11.01	00158		42574		68408	
[REDACTED]	M	[REDACTED]	O4	1999.10.01	00158		42574		68408	
[REDACTED]	M	[REDACTED]	E5	1997.01.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E5	1997.06.01	00158		42574		68408	
[REDACTED]	F	[REDACTED]	E6	1996.03.01	00158		42574		68408	
[REDACTED]	M	[REDACTED]	O5	1997.01.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	O5	1999.12.01	00158		42574		68408	
[REDACTED]	M	[REDACTED]	E5	1998.06.01	00158		43339		68408	
[REDACTED]	M	[REDACTED]	E4	1997.02.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E4	2000.09.01	00158		42574		68408	
[REDACTED]	F	[REDACTED]	E3	1997.11.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E5	1997.03.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E4	1997.01.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E5	1996.08.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E5	2001.02.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E6	1996.09.01	00158	2003.03.07	42557	2003.03.08	68408	NE0117-0212

11.3 STANDARD REPORTS

11.3.1 List of Reports

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

- Alpha List
- Average Days at Command – NMPS
- Average Days at Command - NRA

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

11.3.2 Alpha List

Lists Members alphabetically, including Member UIC information.

2003.06.06 11:07		<u>United States Navy Marine Corps Mobilization Processing System</u>						
Alpha List								
<u>Name</u>	<u>SSN</u>	<u>RTN</u>	<u>NRA</u> <u>UIC</u>	<u>NRA</u> <u>Reported</u> <u>Date</u>	<u>NMPS</u> <u>UIC</u>	<u>NMPS</u> <u>Reported</u> <u>Date</u>	<u>ULDUSTA</u> <u>UIC</u>	<u>ULDUSTA</u> <u>Reported</u> <u>Date</u>
			63099		43043		57042	
			62128		68556		57042	
			80006		42574		68408	
			62128		43146		57042	
			39479		43106		68408	
			62102		68556		57042	
			30510		43322		68408	
			00158		42574		68408	
			61911		42574		57042	
			62058		43106		57042	
61982		43081		57042				

11.3.3 Average Days at Command - NMPS

Provides an overview of each NMPS and the average number of days it has taken to

process a Member.

2003.06.06 11:03	United States Navy Marine Corps Mobilization Processing System		
Average Days at Command by NMPS			
NMPS: 3246A	COMNAVREG SE JACKSONVILLE FL		
	NMPS Sub-Total:	3	
	Average Number of Days at NMPS:	1	
	Number of Members Currently at NMPS:	1	
	Number of Members Processing/Processed at NMPS:	2	
<hr/>			
NMPS: 3248A	CG MCB PENDLETON CA		
	NMPS Sub-Total:	1	
	Average Number of Days at NMPS:	0	
	Number of Members Currently at NMPS:	1	
	Number of Members Processing/Processed at NMPS:	1	
<hr/>			
NMPS: 3249A	CINCUSNAVEUR LONDON UK		
	NMPS Sub-Total:	2	
	Average Number of Days at NMPS:	0	
	Number of Members Currently at NMPS:	0	
	Number of Members Processing/Processed at NMPS:	1	
<hr/>			
NMPS: 42557	PERSUPPDET WASHINGTON DC		

11.3.4 Average Days at Command - NRA

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

2003.06.06
10:59

United States Navy Marine Corps Mobilization Processing System

Average Days at Command by NRA



NRA: 00061 CINCUSNAVEUR			
	NRA Sub-Total:	1	
	Average Number of Days at NRA:	3	
	Number of Members Currently at NRA:	0	
	Number of Members Processing/Processed at NRA:	1	
<hr/>			
NRA: 00158 NAS WILLOW GROVE			
	NRA Sub-Total:	29	
	Average Number of Days at NRA:	0	
	Number of Members Currently at NRA:	0	
	Number of Members Processing/Processed at NRA:	0	
<hr/>			
NRA: 00166 NAF WASH DC			
	NRA Sub-Total:	45	
	Average Number of Days at NRA:	18	
	Number of Members Currently at NRA:	0	
	Number of Members Processing/Processed at NRA:	1	
<hr/>			
NRA: 00196 NAS ATLANTA			

11.3.5 Due-In

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

2003.08.17
16:06

United States Navy Marine Corps Mobilization Processing System

Due-In by NRA & Date



Name	Gndr	SSN	Pav grade	Last Physical	NRA UIC	NRA EDA	NMPS UIC	NMPS EDA	UL DUSTA UIC	RTN
NRA: 00061 CINCUSNAVEUR										
[REDACTED]	F	[REDACTED]	O4	1994.07.01	00061		43339		68408	
NRA Sub-Total: 1										
<hr/>										
NRA: 00158 NAS WILLOW GROVE										
[REDACTED]	M	[REDACTED]	E5	2001.04.01	00158		42574		68408	
[REDACTED]	F	[REDACTED]	E6	1998.01.01	00158		42557		68408	
[REDACTED]	M	[REDACTED]	E6	1996.11.01	00158		42574		68408	

11.3.6 Hold Status

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

2003.06.06
11:42

United States Navy Marine Corps Mobilization Processing System

Members on Hold

Types of Holds: M=Medical, D=Dental, L=Legal, Q=Qualifications

Name	SSN	RTN	NRA VIC	NMPS VIC	UL DUSTA VIC	Current VIC	Type of Hold				
							M	D	L	Q	
		FG-123-12341	00206	3246A	68408	At NRA: 00206	Y	Y	Y	Y	
			00206	43081	68408	At NMPS: 43081	Y			Y	
Grand Total:							2				



11.3.7 IMS Code

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

2003.08.17
16:09

United States Navy Marine Corps Mobilization Processing System

IMS Code Report by NRA & Date

Name	Gndr	SSN	Pay grade	NRA VIC	NRA EDA	NMPS VIC	NMPS EDA	UL DUSTA VIC	IMS Code	RTN
NRA: 00061 CINCUSNAVEUR										
	F		O4	00061		43339		68408	RM1	
NRA Sub-Total: 1										
NRA: 00158 NAS WILLOW GROVE										
	M		E5	00158		42574		68408	ROC	
	F		E6	00158		42557		68408	RM1	
	M		E6	00158		42574		68408	RM1	



11.3.8 Late Report

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

2003.08.17
16:17

United States Navy Marine Corps Mobilization Processing System



Late Report by NRA & Date

Name	Gndr	SSN	Pay grade	NRA UIC	NRA EDA	NMPS UIC	NMPS EDA	UL DUSTA UIC	IMS Code	RTN
NRA: 00061 CINCUSNAVEUR										
[REDACTED]	F	[REDACTED]	O4	00061		43339		68408	RM1	
NRA Sub-Total: 1										
NRA: 00158 NAS WILLOW GROVE										
[REDACTED]	M	[REDACTED]	E5	00158		42574		68408	ROC	
[REDACTED]	F	[REDACTED]	E6	00158		42557		68408	RM1	
[REDACTED]	M	[REDACTED]	E6	00158		42574		68408	RM1	
[REDACTED]	M	[REDACTED]	O4	00158		42574		68408	RD2	

11.3.9 NMPS SitRep

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

2003.08.17
16:21

United States Navy Marine Corps Mobilization Processing System



NMPS Mobilization SitRep

	Members	% of Total Members
SERVICE RECORD EXCEPTIONS		
DD 2058 (Legal Residence)	0	0.00%
DD 2058-1	0	0.00%
NAVMC 10922 (BAQ)	0	0.00%
NAVMC 11000 (Privacy Act)	0	0.00%
VA 21-8951 (Benefits Waiver)	1	0.52%
OPNAV5211/9 (Disclosure)	0	0.00%
SGLV-8286 (SGLI Election)	0	0.00%
W-4 Form	0	0.00%
Page 2 - - Emergency Data	0	0.00%
Sub-Total:	1	0.52%
IDENTIFICATION EXCEPTIONS		
ID Card	0	0.00%
Meal Card	0	0.00%
Dog Tags	0	0.00%
Dependent ID	0	0.00%
DOD Vehicle Sticker	0	0.00%
Sub-Total:	0	0.00%
HOLD EXCEPTIONS		
Medical Hold	1	0.52%
Dental Hold	0	0.00%
Legal Hold	1	0.52%
Sub-Total:	2	1.05%
PAY PROBLEM	0	0.00%

2003.08.17
16:22

United States Navy Marine Corps Mobilization Processing System



NMPS Demobilization SitRep

	Members	% of Total Members
SERVICE RECORD EXCEPTIONS		
DD 214	0	0.00%
AFRM - Mobilized	0	0.00%
VA 21-8951 (Benefits Waiver)	0	0.00%
SGLV-8286 (SGLI Election)	1	100.00%
Page 2 - - Emergency Data	0	0.00%
OPNAV5211.9 (Disclosure)	1	100.00%
W-2 Form	0	0.00%
Sub-Total:	1	100.00%
IDENTIFICATION EXCEPTIONS		
Reserve ID	0	0.00%
Sub-Total:	0	0.00%
HOLD EXCEPTIONS		
Medical Hold	0	0.00%
Dental Hold	0	0.00%
Legal Hold	0	0.00%
Sub-Total:	0	0.00%
PAY PROBLEM	0	0.00%

11.3.10 NMPS SitRep (All)

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

	Members	% of Total Members
SERVICE RECORD EXCEPTIONS		
DD 2058 (Legal Residence)	1	33.33%
DD 2058-1	1	33.33%
NAVMC 10922 (BAQ)	1	33.33%
NAVMC 11000 (Privacy Act)	1	33.33%
VA 21-8951 (Benefits Waiver)	0	0.00%
OPNAV5211.9 (Disclosure)	0	0.00%
SGLV-8286 (SGLI Election)	0	0.00%
W-4 Form	0	0.00%
Page 2 - - Emergency Data	0	0.00%
Sub-Total:	1	33.33%
IDENTIFICATION EXCEPTIONS		
ID Card	0	0.00%
Meal Card	1	33.33%
Dog Tags	1	33.33%
Dependent ID	1	33.33%
DOD Vehicle Sticker	0	0.00%
Sub-Total:	1	33.33%

2003.06.06
11:11

United States Navy Marine Corps Mobilization Processing System

NMPS Demobilization SitRep (All)

NMPS: 3246A COMNAVREG SE JACKSONVILLE FL



	Members	% of Total Members
SERVICE RECORD EXCEPTIONS		
DD 214	0	0.00%
AFRM - Mobilized	0	0.00%
VA 21-8951 (Benefits Waiver)	0	0.00%
SGLV-8286 (SGLI Election)	0	0.00%
Page 2 - - Emergency Data	0	0.00%
OPNAV 5211/9 (Disclosure)	0	0.00%
W-2 Form	0	0.00%
Sub-Total	0	0.00%
IDENTIFICATION EXCEPTIONS		
Reserve ID	0	0.00%
Sub-Total	0	0.00%
HOLD EXCEPTIONS		
Medical Hold	1	33.33%
Dental Hold	1	33.33%
Legal Hold	1	33.33%

11.3.11 No-Shows

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

2003.08.17
16:23

United States Navy Marine Corps Mobilization Processing System

No-Shows by NRA & Date

Name	Gndr	SSN	Pay grade	NRA UIC	NRA EDA	NMPS UIC	NMPS EDA	ULDUSTA UIC	RIN
NRA Sub-Total: 1									
NRA: 63099 <i>NAVAIRES JACKSONVILLE FL</i>									
[REDACTED]	M	[REDACTED]	E4	63099	2003.01.02	43043	2003.01.03	57042	NE0117-2172
NRA Sub-Total: 1									
NRA: 68174 <i>NAVMARCORESCEN ENCINO</i>									
[REDACTED]	M	[REDACTED]	O2	68174	2003.03.10	68556	2003.03.11	68408	NE0058-0041
NRA Sub-Total: 1									
NRA: 68846 <i>NAVRESCEN EARLE NJ</i>									
[REDACTED]	M	[REDACTED]	E6	68846	2003.03.11	43339	2003.03.12	68408	NE0117-0510
NRA Sub-Total: 1									
NRA: 83447 <i>NAS JRB FT WORTH</i>									
[REDACTED]	M	[REDACTED]	E7	83447	2003.03.24	43081	2003.03.25	68408	NE0250-0013
NRA Sub-Total: 1									
Grand Total: 12									

11.3.12 Onboard

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

Name	SSN	RIN	Command UIC	Mob. Modt	Exceptions/Holds
[REDACTED]	[REDACTED]	FG-123-12341	At NRA: 00206	D	Med, Den, Leg, Qual
[REDACTED]	[REDACTED]	MA-1234-456783	At NMPS: 3246A	M	
[REDACTED]	At NMPS: 3248A		M		
[REDACTED]	At NMPS: 42557				
[REDACTED]	At NMPS: 43043		M		
[REDACTED]	At NMPS: 43043		M		
[REDACTED]	At NMPS: 43081		M		
[REDACTED]	[REDACTED]	NE0383-0007	At NMPS: 43322	M	
[REDACTED]	[REDACTED]	1234567890	At ULDUSTA: 68408	M	
[REDACTED]	At ULDUSTA: 68408		M		

each station (e.g. check-in, identification, etc.).

2003.06.06
11:12

United States Navy Marine Corps Mobilization Processing System

Processing Status by NRA



Processing Status Flags: C=Done (Green), ?=Incomplete (Yellow), H=Hold (Red)

Name	SSN	RIN	NRA LIC	NRA Reported Date	NRA Depart Date	NRA Processing Status Flags C I Q M D L S P E N T A O
NRA: 00061 CINCUSNAVEUR						
██████████	██████████	██████████	00061	2003.05.20	2003.05.22	?/?/??/??/??/??/??/??/??/??/??/??/??/??/??/??
NRA Sub-Total: 1						

NRA Processing Status Flags Group Summary

	C	I	Q	M	D	L	S	P	E	N	T	A	O
% Done:	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% Incomplete:	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%
% Hold:	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%

NRA: 00158 NAS WILLOW GROVE

██████████	██████████		00158			C/?/??/??/??/??/??/??/??/??/??/??/??/??/??/??
██████████	██████████		00158			H/?/??/??/??/??/??/??/??/??/??/??/??/??/??/??

Grand Total: 1,482

NRA Processing Status Flags Grand Totals

	C	I	Q	M	D	L	S	P	E	N	T	A	O
% Done:	0.07%	0.00%	0.00%	0.34%	0.00%	0.00%	0.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% Incomplete:	0.40%	0.54%	0.20%	0.13%	0.54%	0.54%	0.20%	0.54%	0.54%	0.20%	0.54%	0.54%	0.54%
% Hold:	0.07%	0.00%	0.34%	0.07%	0.00%	0.00%	0.00%	0.00%	0.00%	0.34%	0.00%	0.00%	0.00%

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Selection Criteria:

11.3.15 Processing Status by ULDUSTA

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

2003.06.06
11:04

United States Navy Marine Corps Mobilization Processing System

Roster



<u>Name</u>	<u>SSN</u>	<u>Gender</u>	<u>Pay grade</u>	<u>DOB</u>
[REDACTED]	[REDACTED]	F	E5	1961.09.24
[REDACTED]	[REDACTED]	F	E4	1974.03.13
[REDACTED]	[REDACTED]	M	E6	1974.10.27
[REDACTED]	[REDACTED]	M	E4	1973.10.10
[REDACTED]	[REDACTED]	M	E5	1970.10.10
[REDACTED]	[REDACTED]	M	O4	1964.08.19
[REDACTED]	[REDACTED]	M	E5	1960.09.25
[REDACTED]	[REDACTED]	M	O5	1964.02.16
[REDACTED]	[REDACTED]	M	E6	1968.06.01
[REDACTED]	[REDACTED]	M	O4	1964.12.11
[REDACTED]	[REDACTED]	M	E3	1972.02.10

11.3.17 Scheduled Travel

A list of Members and their travel information.

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16:28

United States Navy Marine Corps Mobilization Processing System

Scheduled Travel to NMPS by NRA & Arrival Date



<u>Name</u>	<u>Gender</u>	<u>SSN</u>	<u>NRA UIC</u>	<u>NMPS UIC</u>	<u>Carrier</u>	<u>Route Number</u>	<u>Arrive Date/Time</u>	<u>Airhead</u>	<u>RTN</u>
NRA: 00061 CINCUSNAVEUR									
[REDACTED]	F	[REDACTED]	00061	43339					
NRA Sub-Total: 1									
NRA: 00158 NAS WILLOW GROVE									
[REDACTED]	M	[REDACTED]	00158	42574					
[REDACTED]	F	[REDACTED]	00158	42557					
[REDACTED]	M	[REDACTED]	00158	42574					
[REDACTED]	M	[REDACTED]	00158	42574					
[REDACTED]	M	[REDACTED]	00158	42557					
[REDACTED]	M	[REDACTED]	00158	42574					
[REDACTED]	F	[REDACTED]	00158	42574					

11.3.18 Shows

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

2003.08.17
16:28

United States Navy Marine Corps Mobilization Processing System

Shows by NRA & Date



Name	Gndr	SSN	Pay grade	NRA UIC	NRA EDA	Actual Report Date	NMPS UIC	NMPS EDA	UL DUSTA UIC	RTN
NRA: 00158 NAS WILLOW GROVE										
[REDACTED]	M	[REDACTED]	E3	00158			43339		68408	
NRA Sub-Total: 1										
Grand Total: 1										

11.3.19 Status

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

2003.08.17
16:29

United States Navy Marine Corps Mobilization Processing System

Status by NRA & Date



Name	Gndr	SSN	Show Code	Status Code	IMS Code	NRA UIC	NRA EDA	NMPS UIC	NMPS EDA	UL DUSTA UIC	RTN
NRA: 00061 CINCUSNAVEUR											
[REDACTED]	F	[REDACTED]	D	RM1		00061		43339		68408	
NRA Sub-Total: 1											
NRA: 00158 NAS WILLOW GROVE											
[REDACTED]	M	[REDACTED]	D	ROC		00158		42574		68408	
[REDACTED]	F	[REDACTED]	D	RM1		00158		42557		68408	
[REDACTED]	M	[REDACTED]	D	RM1		00158		42574		68408	
[REDACTED]	M	[REDACTED]	D	RD2		00158		42574		68408	
[REDACTED]	M	[REDACTED]	D	RM1		00158		42557		68408	
[REDACTED]	M	[REDACTED]	D	RM1		00158		42574		68408	

11.3.20 Status Total

An overview of status totals at an NRA that include Shows, No Shows, Early Shows, IMS Codes, and Late Shows.

2003.08.17
16:30**United States Navy Marine Corps Mobilization Processing System****Status Total by NRA & Date**

NRA	Shows	No Shows	Early Shows	IMS Codes	Late Shows	Total Members
81994	0	7	0	7	0	7
81997	0	11	0	11	0	11
81998	0	2	0	2	0	2
82630	0	7	0	7	0	7
82631	0	1	0	1	0	1
83447	0	45	0	45	0	45
84055	0	1	0	1	0	1
Grand Totals						
	0	1,483	0	1,481	0	1,483

11.4 THE CRYSTAL REPORTS TOOLBAR

The following figure shows an example of the toolbar located at the top of each displayed report.

Figure 76: Crystal Reports Toolbar

The following table describes the Crystal Reports Toolbar.

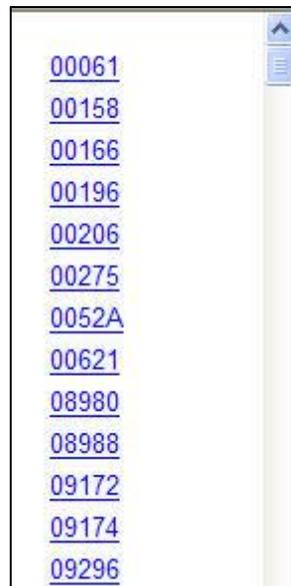
Table XXXII: Crystal Reports Toolbar

Icon	Function	Description
	Close	Closes the drill-down view.
	View Mode	Changes the view mode. Currently, only Preview is available.
	Group Tree	Toggles the group tree on and off (see below figure).
	Refresh	Refreshes the report data.
	First Page	Displays the first page of the report.

Icon	Function	Description
	Previous Page	Displays the previous page of the report.
	Go to Page	Allows you to enter a specific page number to be displayed.
	Next Page	Displays the next page of the report.
	Last Page	Displays the last page of the report.
	Search	Searches for text within the report.
	Export	Allows you to export the report to various formats.

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

Figure 77: Crystal Reports Group Tree



11.5 GENERATING AD-HOC REPORTS

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

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

11.6 MANAGING REPORT TEMPLATES

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

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

Section 12 Database Maintenance Functions

12.1 EXECUTION INSTRUCTIONS

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

12.2 LOCAL COMMAND SETUP

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

Figure 78: Local Command Setup Page

To Configure the Local Command Setup:

- a. On the Processing Module menu, click on **Local Command Setup**. The Local Command Setup page displays.
- b. From the Local Command Setup page, click the **Edit** button to enable the fields.
- c. Enter information in the **Orders Configuration/Setup** group box. These entries are used to print the endorsements from the Endorsements tab on the NMCMPMS Processing page while processing an individual Service Member. The following fields are available:
 - Top Margin length (in inches) to be used for printout
 - Left Margin length (in inches) to be used for printout
 - Reference Line
 - Reply Line

- From Line (i.e. Endorser)
 - Subject Line
 - Reporting location
 - Departing location
 - Additional Comments
- d. Enter information in the **Processing Configuration/Setup** group box. The following fields are used for some of the validation parameters on the Medical and Dental tabs for Processing.
- Maximum Months Allowed Since Last Physical: used for the **Last Physical** field on the **Medical** tab.
 - Maximum Months Allowed Since Last Dental Exam: used for the **Last Exam** field on the **Dental** tab.
- e. Click **Save** to save your changes.

12.3 GENERAL TABLE MAINTENANCE

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

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

IMPORTANT!

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

To Update an NCMCMPS Table:

- a. From the NCMCMPS Home Page, click on the Table Maintenance button in the upper toolbar. The Table Maintenance page displays with a drop-down list containing all of the tables that are maintained by the database administrator.
- b. Select the table you want to modify by clicking the drop-down list and choosing a row. Note that all lookup tables begin with the word “Lookup”.
- c. Click the Load Table button. Once you load a table, a grid containing of all fields and values appears. Each column you see represents a field in the table. Each row represents the existing data records stored in the table. The following table describes the buttons available on the Table Maintenance page.

Table XXXIII: Table Maintenance Buttons

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

Figure 79: Table Maintenance – View Table

The screenshot displays the NMCMPs Table Maintenance interface. At the top, the system name 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM' is visible. Below the navigation bar, the 'Available Tables' dropdown is set to 'Lookup_ClearanceCodes', and a 'Load Table' button is present. An 'Add Entry' button is also visible. The main table contains the following data:

ClearanceCode	Description	ClearanceLevel
F	SCI REVOKED INELIGIBLE FOR CLEARANCE	1
G	SECRET SCI DENIED	1
H	SECRET SCI REVOKED	1
I	CLEARANCE PENDING INVESTIGATION INITIATED	4
J	NO CLEARANCE REQUIRED FILE CREATED	0
K	ELIGIBLE FOR SCI WWAIVER	12
L	RESTRICTED TO NONSENSITIVE DUTIES/NOT ELIGIBLE FOR SENSITIVE DUTIES	6
M	TOP SECRET ONLY SCI REVOKED	1
N	TOP SECRET ONLY SCI DENIED	1
O	INTERIM SECRET	8

- d. To add a new record, click the **Add Entry** button and enter new values in the text fields listed on the Table Maintenance Add window. Click the **Add** button when you are finished. The new table entry is added to the end of the list. Click the **Cancel** button to return to the table list without adding a new entry into the table.
- e. To edit an existing table entry, click on the **Edit** button corresponding to the row you want to edit. Update the desired information and click **Update** when you are finished to save your changes. Click the **Cancel** button to return to the table list without saving your changes.
- f. To delete a record, click on the row you want to delete. Click the **Delete** button. The entry is removed from the table.

CAUTION!

When you click the **Delete** button, the record is immediately removed from a database. You are not prompted to confirm the deletion.

12.4 UIC MEDICAL PROCEDURES

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

Figure 80: UIC Medical Procedures Table

The screenshot shows the NMCMPs User Interface. At the top, there is a header with the NMCMPs logo and the text "NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM". Below the header, there is a navigation menu with options: "SITE MAP...", "Table Maintenance", "User Administration", "Change Processing UIC", "Downloads", "FAQ", and "View My Orders". The main content area displays a table of UIC Medical Procedures. The table has the following columns: "ClearanceCode", "Description", and "ClearanceLevel". The table contains 11 rows of data, each with an "Edit" button. The first row is highlighted in blue. Below the table, there is a "Page 1 [2] [3]" indicator. The interface also includes a "Load Table" button and an "Add Entry" button.

ClearanceCode	Description	ClearanceLevel
F	SCI REVOKED INELIGIBLE FOR CLEARANCE	1
G	SECRET SCI DENIED	1
H	SECRET SCI REVOKED	1
I	CLEARANCE PENDING INVESTIGATION INITIATED	4
J	NO CLEARANCE REQUIRED FILE CREATED	0
K	ELIGIBLE FOR SCI W	12
L	RESTRICTED TO NONSENSITIVE DUTIES/NOT ELIGIBLE FOR SENSITIVE DUTIES	6
M	TOP SECRET ONLY SCI REVOKED	1
N	TOP SECRET ONLY SCI DENIED	1
O	INTERIM SECRET	8

The MedicalProcedure_ID in the UICMedicalProcedure table corresponds directly to the MedicalProcedure_ID in the Lookup_MedicalProcedures table. For example, a MedicalProcedure_ID of “55” in the UICMedicalProcedure table corresponds to the MedicalProcedure_ID of “55” entry in the Lookup_MedicalProcedures table, which translates to “Anthrax”.

Figure 81: Lookup Medical Procedures Table

Available Tables: Lookup_MedicalProcedures

		MedicalProcedure_ID	Description	MOBMode	Restricted
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	23	Allergy Test		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	24	Asbestos Test		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	25	Audiogram - DD 2215		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	26	Eye Exam		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	27	G6PD		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	28	HIV Current		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	30	PPD Current		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	31	PAP smear		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	32	Respiratory Test		
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	33	Shot-Plague		

Following is a list of items to keep in mind when modifying the UICMedicalProcedure and Lookup_MedicalProcedures tables:

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

12.5 AUGMENTATION MANAGEMENT MODULE

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

12.6 ORDER WRITING MODULE

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

12.7 SOURCING MODULE

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

12.8 USER ADMINISTRATION

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

12.8.1 UIC Selection

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

12.8.2 Administration Options

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

To View User Access Rights:

- a. After you select a UIC (see *UIC Selection*), the Administration of User Rights page displays.
- b. Click on the **NCMCMPS Administration** radio button under **Select an Application to Administer**.
- c. Select one of the **Logical Group of Personnel** options as described below:
 - All Personnel Currently Authorized: lists all personnel authorized to access NCMCMPS under the selected UIC
 - All Personnel assigned: lists all personnel assigned to the selected UIC
 - Senior Officers Only (O4 and above)
 - Senior Enlisted Only (E6 and above)
 - Select from a list with these values: specify additional filter criteria
 - Manpower Type: Officer or Enlisted
 - Last Name Begins With: allows a partial match on Last Name
 - SSN Begins With: allows a partial match on SSN
 - Specific Rank: Member's rank
 - Non-Navy Personnel – Other DOD, Civilian, etc.
 - Assign NON-UIC personnel Administration rights: allows personnel not

- assigned under a UIC to be assigned administration privileges.
- Enter SSN for Non-UIC personnel: allows a search on an SSN of personnel not assigned under a UIC
- d. Click the **Click Here to Continue** button to display the Personnel List. The Personnel List displays all personnel that match the criteria selected on the Administration of User Rights page. To modify a user's rights, see *Individual Administration*.

Figure 82: Personnel List

Name	Grade	Onboard UIC	NCMCPS Capabilities
[REDACTED]	LCDR	68890	IDEAMATICS Testing Full Access

12.8.3 Individual Administration

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

To Modify a User's Access Rights:

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

Figure 83: Individual Administration

Name	Onboard UIC	Grade	NCMCPS Capability
[REDACTED]	68890	LCDR	Full Access

Proceed

Reset To Original Status

The following table describes the Individual Administration page elements.

Table XXXIV: Individual Administration Page Fields

Element	Description
Name	Displays the name of the Member you selected.
Onboard UIC	Confirms the UIC selected.
Grade	Displays the Member's rank.
NMCMPS Capability	Displays a list of available roles that may be assigned to a user.
Proceed	Updates the currently selected user's role with the selected role.
Reset to Original Status	Rolls back the user's role to the original role.

- b. Choose a user role from the NMCMPS Capability drop-down list. See *User Administration Roles* for a complete listing of currently available roles.
- c. Click the **Proceed** button to update the user's role and display a confirmation message.

–OR–

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

12.9 CHANGE PROCESSING UIC

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

12.10 VIEWING AUTHORIZED PERSONNEL

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

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