

PRECEDENCE TO: ROUTINE DTG: 131800Z MAR 09
PRECEDENCE CC: ROUTINE
TYPE: DMS SIGNED/ENCRYPTED
FROM PLA: COMNAVNETWARCOM NORFOLK VA
FROM D/N: C:US,O:U.S. Government,OU:DoD,OU:Navy,OU:Organizations(uc),
L:Virginia,L:NORFOLK,OU:COMNAVNETWARCOM NORFOLK VA(uc)
SUBJECT: NAVY TELECOMMUNICATIONS DIRECTIVE (NTD) 02-09 ANNOUNCEMENT OF
THE TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS) INFORMATION ASSURANCE
TEXT:
UNCLASSIFIED//

UNLCAS
ALCOM 047/09
MSGID/GENADMIN/NAVNETWARCOM/CIO-3/MAR/2009//
SUBJ/NAVY TELECOMMUNICATIONS DIRECTIVE (NTD) 02-09 ANNOUNCEMENT /TOTAL
WORKFORCE MANAGEMENT SYSTEM (TWMS) INFORMATION /ASSURANCE WORKFORCE
(IAWF) MODULE//

REF/A/MSGID:DOC/DOD/YMD:20080515//
REF/B/MSGID:MSG/CNO WASHINGTON DC/291706ZAUG2006//
REF/C/MSGID:MSG/DON CIO WASHINGTON DC/092050ZMAR2009//
REF/D/MSGID:MSG/COMNAVNETWARCOM NORFOLK VA/091240ZAPR2006//

NARR/REF A IS DOD 8570.01M IA TRAINING, CERTIFICATION AND WORKFORCE
MANAGEMENT IMPLEMENTATION MANUAL. REF B IS NAVADMIN 241/08 MESSAGE
DIRECTING COMMAND ATTENTION TO NETWORK SECURITY AND READINESS. REF C IS
DON CIO 2009 GUIDANCE. REF D IS NETWARCOM MESSAGE DIRECTING
IDENTIFICATION OF THE IA WORKFORCE AND ANNOUNCING THE PROCESS FOR IA
WORKFORCE TRACKING, MONITORING AND REPORTING VIA THE IAWF TOOLBOX.//

POC/HARRINGTON, DANIEL/ITCM/UNIT:COMNAVNETWARCOM/NAME:NORFOLK
VA/TEL:757-417-6778 X5/EMAIL:DANIEL.HARRINGTON(AT)NAVY.MIL//
POC/KNIGHT, HENRY/CIV/UNIT:NAVNETWARCOM/NAME:NORFOLK,VA/TEL:757-417-
6757 X2/EMAIL:HENRY.KNIGHT(AT)NAVY.MIL//POC/MACDONALD,
SCOT/CIV/UNIT:CNIC/NAME:SAN DIEGO, CA/TEL:619-545-5557
/EMAIL:SCOT.MACDONALD(AT)NAVY.MIL//POC/ALEGRE, JOEL /CTR/
UNIT:CNIC/NAME:SAN DIEGO/TEL:619-545-2172 /EMAIL:JOEL.ALEGRE.CTR(AT)
NAVY.MIL//

GENTEXT/REMARKS/1. REFS A THROUGH C REQUIRE THAT NAVY DOCUMENT AND
MANAGE THE NAVY INFORMATION ASSURANCE WORKFORCE (IAWF). DON CIO
CHARTERED THE IAWF WORKING GROUP (IAWWG) TO RECOMMEND ENTERPRISE
SOLUTIONS TO IMPLEMENT REF A. THE IAWWG INCLUDED REPRESENTATIVES OF ALL
ECHELON II AND NUMBERED FLEET COMMANDS. THE IAWWG INVESTIGATED ALL
AVAILABLE NAVY SYSTEMS THAT HAD POTENTIAL TO MEET REQUIREMENTS AND
RECOMMENDED TWMS AS MOST COST EFFECTIVE SYSTEM WITH CAPABILITY TO
SATISFY SERVICE AND DOD REQUIREMENT TO ELECTRONICALLY TRACK AND MANAGE
THE NAVY IAWF.

2. EFFECTIVE 15 MAR 2009 TRACKING OF THE NAVY IAWF WILL BE ACCOMPLISHED
VIA THE IAWF MODULE OF TWMS. ALL NAVY COMMANDS WITH IAWF PERSONNEL ARE
TO HAVE THE COMMAND IAM REQUEST ACCESS TO THE TWMS IAWF MODULE NOT
LATER THAN 31 MAR 2009.

A. IAM PERSONNEL THAT DO NOT CURRENTLY HAVE A TWMS ACCOUNT NEED
TO REQUEST A TWMS ACCOUNT AT THE TWMS WEBSITE [HTTPS:SLANT SLANT
TWMS.NMCI.NAVY.MIL](https://slant.slant.twms.nmci.navy.mil) BY CLICKING ON THE CLICK HERE FOR AN ACCOUNT
APPLICATION

LINK, WHEN PROMPTED FOR THE ACCESS LEVEL REQUESTED, IAM PERSONNEL SHOULD SELECT SECURITY COORDINATOR, COMPLETE THE FORM AND SUBMIT.

B. ONCE YOU HAVE A TWMS USER ACCOUNT, TO BE GRANTED IAM PRIVILEGED ACCESS TO THE MODULE, COMMAND IAM MUST FORWARD LETTER OF DESIGNATION AND UNIT IDENTIFICATION CODES FOR ALL UNITS HE/SHE IS RESPONSIBLE FOR TO TWMS SUPPORT TEAM AT FAX NUMBER (619)545-5432 DSN 735-5432 OR VIA EMAIL IN PDF FORMAT TO CNIC POC.

C. NETWARCOM IAWF TOOL ANNOUNCED REF D WILL BE RETIRED 11 MAR 2009. VALIDATED DATA WILL BE UPLOADED TO THE TWMS IAWF MODULE DURING 13-14 MAR 2009.

3. INFORMATION AVAILABLE IN AUTHORITATIVE DATA SYSTEMS HAS BEEN PRE-POPULATED TO EACH COMMAND. BILLET DATA WAS DERIVED FROM TFMMS AND SKILL REQUIREMENTS OF REF D. PERSONNEL DATA WAS PULLED FROM APPLICABLE PERSONNEL SYSTEMS. TRAINING AND CERTIFICATION DATA WAS PULLED FROM APPLICABLE TRAINING DATA BASES. WHERE BILLET IDENTIFICATION NUMBER WAS ALREADY ASSIGNED BY THE NAVY DISTRIBUTION SYSTEM PERSONNEL WERE PRELOADED INTO THOSE BILLETS. WHERE AN 80 PERCENT MATCH OF PERSONNEL ATTRIBUTES TO BILLET REQUIREMENT COULD BE MADE PERSONNEL WERE PRELOADED TO THOSE BILLETS.

4. DATA VALIDATION AND VERIFICATION WILL BE ACCOMPLISHED BY EACH COMMAND FROM 16 MAR 2009 THROUGH 31 MAY 2009. ALL NAVY COMMANDS WITH IAWF PERSONNEL ARE TO ENSURE THAT PERSONNEL ARE MATCHED TO IAWF BILLETS DURING THIS TIMEFRAME. ONCE DATA HAS BEEN VALIDATED IAWF MANAGEMENT REPORTS WILL BE AVAILABLE IN THE SYSTEM FOR EACH LEVEL OF COMMAND WITH DRILL DOWN CAPABILITY WITHIN EACH COMMANDERS AREA OF RESPONSIBILITY.

5. TWMS IAWF MODULE USER GUIDE CAN BE DOWNLOADED FROM THE IAWF CERTIFICATION RESOURCES HOME PAGE AT [HTTPS:SLANT SLANT WWW.FLEETFORCES.NAVY.MIL/NETWARCOM/IA/DEFAULT.ASPX](https://slant.slant.fleetforces.navy.mil/netwarcom/ia/default.aspx). ONCE PAGE LOADS, SELECT THE TWMS IAWF MODULE FOLDER ON THE RIGHT HAND SIDE OF THE PAGE FOR DOWNLOADABLE PDF.//

Total Workforce Management Services (TWMS) Quick User Guide

Managing Your IA Workforce



Managing Your IA Workforce

Depending on your permissions and access level, TWMS allows you to view and/or manage particular information related to your IA Workforce. For example, you can identify the IA Category and IA Level for each employee as well as add any certifications they may hold.

To view the IA Workforce details of an employee*:

1. From the Home page click on the **name** of the employee that you are interested in.

**You must have the appropriate access level to view IA Workforce information for an employee.*

Total Workforce Management Services (TWMS)
 Workforce Manager 2.0 // Login: MANAGER.DEMO Access Level: MANAGER
 Browsing Employee Records

NAVIGATION:

- Home
- Login/Logout
- Employee Locator
- User Documentation
- Contact Us
- Data Update Status
- TWMS Updates
- Privacy Act Statement

FUNCTIONS:

- Tools/Functions
- Report Services
- Query
- Reports
- Add/Gain an Employee
- Manage Billets
- Manage Non-Navy Personnel
- Muster Employees
- Dashboard View
- IATP Administration
- View/Update your Profile

Record Status: Employee Type: Last Name: First Name: UIC/ORG UIC: ORG: Sort Order: Find Reset

Active-On Board All Types Assigned Name Advanced Search

| EMPLOYEE NAME | Assigned UIC | Assigned ORG | TITLE | BIN | BSC | EMPLOYEE TYPE |
|-------------------------|--------------|--------------|--------------------------------|---------|-------|---------------|
| BANVILLE, JOHN | DEMO1 | N33 | NETWORK ENGINEER | DEMO103 | 20410 | CONTRACTOR |
| BOYLE, ROBERT | DEMO1 | N31 | EDUCATION TECHNICIAN | | | CIVILIAN-NAF |
| BRAID, JAMES MA3 | DEMO1 | | INFO SYS TECH | DEMO110 | 96420 | ACTIVE DUTY |
| BRUCE, JAMES AC2 | DEMO1 | N41 | | | | ACTIVE DUTY |
| CARR, MARINA | DEMO1 | | VTC SPECIALIST | DEMO001 | 80011 | CONTRACTOR |
| CAYCE, EDGAR | DEMO1 | N12 | MANAGEMENT ANALYST | | | CIVILIAN-APP |
| CHAMBERS, JAMES | DEMO1 | N62 | COMPUTER REPAIR SPECIALIST | | | ACTIVE DUTY |
| COLLINS, MICHAEL | DEMO1 | N61 | COMPUTER TECHNICIAN | | | CIVILIAN-NAF |
| CONNOLLY, SEAN MA2 | DEMO1 | N931 | SECURITY | | | ACTIVE DUTY |
| CONNOLLY, JAMES | DEMO1 | N6 | COMPUTER REPAIR SPECIALIST | | | CIVILIAN-NAF |
| de Nostradamus, Michel | DEMO1 | 721 | SOFTWARE ENGINEER | | | CIVILIAN-APP |
| DEVOY, ERNEST | DEMO1 | N62 | COMPUTER TECHNICIAN | | | CIVILIAN-NAF |
| DOE II, JOHN | DEMO1 | N64 | EDUCATION TECHNICIAN | | | CONTRACTOR |
| Dracolva, Vlad | DEMO1 | | DATABASE PROGRAMMER | | | CIVILIAN-APP |
| Emilianenko, Fodor IT2 | DEMO1 | | LAN ADMIN | | | ACTIVE DUTY |
| Germanicus, Gaius C | DEMO1 | N60V | COMPUTER TECHNICIAN | | | CIVILIAN-APP |
| GERMANICUS, TIBERIUS C | DEMO1 | N62 | PHYSICAL THERAPIST | | | CONTRACTOR |
| Grace, Rickson SH2 | DEMO1 | N3 | Hand to Hand Combat Instructor | | | ACTIVE DUTY |
| Guevara, Ernesto C IT1 | DEMO1 | n1 | | | | ACTIVE DUTY |
| GYATSO, TENZIN | DEMO1 | N6 | BUDDHIST PRIEST | | | CONTRACTOR |
| HAYES, CATHERINE | DEMO1 | N62 | DATABASE SPECIALIST | | | CIVILIAN-NAF |
| HORN, DON | DEMO1 | N6 | DISPATCHER | | | CONTRACTOR |
| HUME, DAVID ET1 | DEMO2 | N6 | | | | ACTIVE DUTY |
| JAMES, JOYCE | DEMO1 | N6 | TELEPHONE OPERATOR | | | CONTRACTOR |
| JOLY, JOHN | DEMO1 | N6 | COMPUTER REPAIR SPECIALIST | | | CIVILIAN-NAF |
| JONES, DAVID CAPT | DEMO2 | n6 | | | | ACTIVE DUTY |
| JORDAN, NEIL | DEMO1 | N6 | SR. DATABASE ADMINISTRATOR | | | CONTRACTOR |
| KAFKA, FRANZ | DEMO1 | | JOURNALIST | | | RESERVIST |
| MARTIN, JULIA | DEMO1 | N6 | TELECOMMUNICATIONS SPECIALIST | | | CONTRACTOR |
| Marrin, Joseph | DEMO1 | N41 | WEBMASTER | | | CIVILIAN-APP |
| MOSHAMMAD, ZAHIRUDDIN B | DEMO1 | N6 | TRAVEL AGENT | | | CIVILIAN-APP |
| Moon, Sup M | DEMO1 | N41 | NETWORK ENGINEER | | | CIVILIAN-APP |
| Newman, Alfred E IT2 | DEMO1 | n7 | | | | ACTIVE DUTY |
| Norman, Ruth U | DEMO1 | N142 | COMPUTER ASSOCIATE | | | CIVILIAN-APP |
| REDMOND, JOHN | DEMO1 | N63 | HARDWARE SPECIALIST | | | CIVILIAN-NAF |
| ROBINSON, MARY | DEMO1 | N64 | WEBSITE ADMINISTRATOR | | | CIVILIAN-NAF |

TOTALS: CIV-APP: 12 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 10 · Military Active: 15 · Military Reserve: 0 · Contractor: 15 Page: 1

Check-In Required Check-Out Required Overdue Gain/Loss

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Managing Your IA Workforce

- Click the IA Workforce Info button.



Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: MANAGER.DEMO Access Level: MANAGER

General Information ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **

** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:

- Home
- Login/Logout
- General Information
- OPNAV 5239/SAAR-N Form
- Assignment/Position Info
- NSPS Info
- Acquisition Position Info
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Pay History
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- IA Workforce Info
- Work History
- Awards Info
- Military Information
- Disciplinary Information
- Assigned Assets
- DFWP
- Employee Locator
- User Documentation
- Contact Us
- Data Update Status
- TWMS Updates
- Privacy Act Statement

ACTIONS:

- Tools/Functions
- Report Services
- Query
- Reports
- Add/Gain an Employee
- Manage Billets
- Manage Non-Navy Personnel
- Muster Employees
- Dashboard View
- IATP Administration
- View/Update your Profile

| NAME | OFFICIAL RECORD UIC/ORG | ASSIGNED-MUSTER UIC/ORG | EMPLOYEE TYPE |
|-----------------|-------------------------|-------------------------|---------------|
| CAYCE, EDGAR SR | DEMO1 / N02 | DEMO1 / N12 | CIVILIAN-APF |

| TITLE | PAY PLAN/SCHED | OCC SRS/GROUP | GRADE/PAY BAND | TARGET |
|--------------------|----------------|---------------|----------------|--------|
| MANAGEMENT ANALYST | GS | 2210 | 10 | 10 |

| | |
|---|--|
| EMPLOYEE STATUS: Active - On Board | |
| WORK SCHEDULE: Full Time | WORK SHIFT: <input type="text"/> WEEKLY HOURS: 40 |
| APPOINTMENT TYPE: Competitive - Career-Conditional | TENURE GROUP: 2 - Conditional |
| ORIG APPT AUTH CD 1: (BWA) OPM Delegation Agr _____, Cert No _____ | ANNUITANT STATUS: Not Applicable |
| VETERANS PREF: None | SCD LEAVE: 9/12/1997 BARG UNIT: 0010 |
| VETERANS PREF RIF: None | SCD RIF: 9/12/1997 DT LAST PROM: 12/14/2003 |
| VETERAN STATUS: Not A Veteran | SCD CIV: 9/12/1997 LAST EQUIVALENT DATE: 12/14/2003 |
| SPECIAL PROGRAM ID: Not Applicable | PAYROLL ORG CODE: 714 DT WGI DUE: 6/12/2005 |
| TRAINING PROGRAM ID: Not Applicable | PAY RATE DETERMINANT: (0) Regular Rate |
| DT EOD CURRENT AGENCY: 7/6/1998 | DT START PRESENT POSITION: 10/3/2004 DT EOD CURRENT COMMAND: <input type="text"/> (mm/dd/yyyy) |
| BASE LOCATION: New Orleans, LA, United States <input type="button" value="Select"/> | |
| BUILDING NUMBER: 791 | ROOM NUMBER: <input type="text"/> CUBICAL/SPACE: <input type="text"/> |
| SUPERVISOR'S NAME: ADAM, ROBERT <input type="button" value="Select"/> <input type="button" value="Clear"/> | SUPERVISOR'S ORG CODE: N111 |

| Suspense / Ticker Dates | | | |
|---|-----|--|-----------|
| DATE PROB\TRIAL PERIOD ENDS: | N/A | DATE TEMP PROMOTION EXPIRES: | N/A |
| DATE LWOP NTE: | N/A | DATE TEMP REASSIGNMENT EXPIRES: | N/A |
| DATE VRA CONVERSION DUE: | N/A | DATE CONVERSION TO CAREER DUE: | 10/3/2007 |
| DATE TEMP APPOINTMENT EXPIRES: | N/A | DATE SES PROBATION EXPIRES: | N/A |
| DATE SUPV/MGR PROBATION EXPIRES: | N/A | DATE CAREER PROMOTION DUE: | N/A |
| DATE LIM APPOINT EXPIRES: | N/A | DATE OVERSEAS TOUR EXPIRES: | N/A |

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Managing Your IA Workforce

The form displayed here shows the IA Workforce Information for this employee. You can also view their certifications and any voucher requests they may have.

IA Workforce Information
displayed here

Employee Identified
Certifications displayed here

Employee Voucher
Requests displayed here

| NAME | OFFICIAL RECORD UIC/ORG | ASSIGNED-MUSTER UIC/ORG | EMPLOYEE TYPE |
|-----------------|-------------------------|-------------------------|---------------|
| CAYCE, EDGAR SR | DEMO1 / N02 | DEMO1 / N12 | CIVILIAN-APF |

| TITLE | PAY PLAN/SCHED | OCC SRS/GROUP | GRADE/PAY BAND | TARGET |
|--------------------|----------------|---------------|----------------|--------|
| MANAGEMENT ANALYST | GS | 2210 | 10 | 10 |

| IA WORKFORCE INFORMATION | | | |
|---|------------|--|---------------------------|
| DOD WORKFORCE IA CATEGORY: | MANAGERIAL | DOD WORKFORCE IA LEVEL: | LEVEL III |
| DOD WORKFORCE IAM DESIGNATION LETTER ISSUE DATE: | | DOD WORKFORCE IA PAA COMPLETE: | No |
| DOD WORKFORCE IA SPECIAL CODE: | A | DOD WORKFORCE IA DUTY CODE: | A |
| DOD WORKFORCE IA PQS COMPLETE: | No | DOD WORKFORCE IA EMPLOYEE READINESS STATUS: | Not designated in IAWF |

| EMPLOYEE IDENTIFIED CERTIFICATIONS | | | |
|--|--------------------|-------------------------------|------------------------|
| CERTIFICATION TYPE | CERTIFICATION DATE | CERTIFICATION EXPIRATION DATE | CERTIFICATION PROVIDER |
| CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP) | 12/17/1997 | | ISC |

| EMPLOYEE VOUCHER REQUESTS | |
|---------------------------|------------------------|
| REQUESTED VOUCHER TYPE | DATE VOUCHER REQUESTED |
| No data to display | |

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Managing Your IA Workforce

To view and/or edit the IA Workforce details of an employee*:

1. From the Home page click on the **name** of the employee that you are interested in.

**You must have the appropriate permissions to edit an employee's IA Workforce information.*

Total Workforce Management Services (TWMS)
 Workforce Manager 2.0 // Login: SECURITYCOORDINATOR.DEMO Access Level: SECURITY COORDINATOR
 Browsing Employee Records

NAVIGATION:

- Home
- Login/Logout
- Employee Locator
- User Documentation
- Contact Us
- Data Update Status
- TWMS Updates
- Privacy Act Statement

APPLICANTS:

- Tools/Functions
- Report Services
- Reports
- Add/Gain an Employee
- Manage Billets
- Dashboard View
- View/Update your Profile

Record Status: Active-On Board | **Employee Type:** All Types | **Last Name:** | **First Name:** | **UIC/ORG:** Assigned | **UIC:** | **ORG:** | **Sort Order:** Name | **Find** | **Reset**

| EMPLOYEE NAME | Assigned UIC | Assigned ORG | TITLE | BIN | BSC | EMPLOYEE TYPE |
|------------------------|--------------|--------------|--------------------------------|---------|-------|---------------|
| BANVILLE, JOHN | DEMO1 | N33 | NETWORK ENGINEER | DEMO103 | 20410 | CONTRACTOR |
| BOYLE, ROBERT | DEMO1 | N31 | EDUCATION TECHNICIAN | | | CIVILIAN-NAF |
| BRAD, JAMES MA3 | DEMO1 | | INFO SYS TECH | DEMO110 | 96420 | ACTIVE DUTY |
| BRUCE, JAMES AC2 | DEMO1 | N41 | | | | ACTIVE DUTY |
| CARR, MARINA | DEMO1 | | VTC SPECIALIST | DEMO001 | 80011 | CONTRACTOR |
| CAYCE, EDGAR | DEMO1 | N12 | MANAGEMENT ANALYST | | | CIVILIAN-APF |
| CHEN, JIN | DEMO1 | N6 | SYSTEMS MANAGEMENT SPECIALIST | | | CONTRACTOR |
| COLLINS, MICHAEL | DEMO1 | N61 | COMPUTER TECHNICIAN | | | CIVILIAN-NAF |
| CONNOLLY, SEAN MA2 | DEMO1 | N931 | SECURITY | | | ACTIVE DUTY |
| CONNOLLY, JAMES | DEMO1 | N6 | COMPUTER REPAIR SPECIALIST | | | CIVILIAN-NAF |
| de Nostradamus, Michel | DEMO1 | 721 | SOFTWARE ENGINEER | | | CIVILIAN-APF |
| DEVOY, ERNEST | DEMO1 | N62 | COMPUTER TECHNICIAN | | | CIVILIAN-NAF |
| DOE II, JOHN | DEMO1 | N64 | EDUCATION TECHNICIAN | | | CONTRACTOR |
| Dracolya, Vlad | DEMO1 | | DATABASE PROGRAMMER | | | CIVILIAN-APF |
| Emelianenko, Fedor IT2 | DEMO1 | | LAN ADMIN | | | ACTIVE DUTY |
| Germanicour, Gaius C | DEMO1 | N60V | COMPUTER TECHNICIAN | | | CIVILIAN-APF |
| GERMANICUS, TIBERIUS C | DEMO1 | N62 | PHYSICAL THERAPIST | | | CONTRACTOR |
| Graco, Rickson SH2 | DEMO1 | N3 | Hand to Hand Combat Instructor | | | ACTIVE DUTY |
| Guavara, Ernesto C IT1 | DEMO1 | n1 | | | | ACTIVE DUTY |
| GYATSO, TENZIN | DEMO1 | N6 | BUDDHIST PRIEST | | | CONTRACTOR |
| HAYES, CATHERINE | DEMO1 | N62 | DATABASE SPECIALIST | | | CIVILIAN-NAF |
| HORN, DON | DEMO1 | N6 | DISPATCHER | | | CONTRACTOR |
| JAMES, JOYCE | DEMO1 | N6 | TELEPHONE OPERATOR | | | CONTRACTOR |
| JOLY, JOHN | DEMO1 | N6 | COMPUTER REPAIR SPECIALIST | | | CIVILIAN-NAF |
| JORDAN, NEIL | DEMO1 | N6 | SR. DATABASE ADMINISTRATOR | | | CONTRACTOR |
| KARSA, FRANZ | DEMO1 | | JOURNALIST | | | RESERVIST |
| MARTIN, JULIA | DEMO1 | N6 | TELECOMMUNICATIONS SPECIALIST | | | CONTRACTOR |
| Merrik, Joseph | DEMO1 | N41 | WEBMASTER | | | CIVILIAN-APF |
| MOHAMMAD, ZAHIRUDDIN B | DEMO1 | N6 | TRAVEL AGENT | | | CIVILIAN-APF |
| Moon, Sun M | DEMO1 | N41 | NETWORK ENGINEER | | | CIVILIAN-APF |
| Newman, Alfred E IT2 | DEMO1 | n7 | | | | ACTIVE DUTY |
| Norman, Ruth U | DEMO1 | N142 | COMPUTER ASSOCIATE | | | CIVILIAN-APF |
| REDMOND, JOHN | DEMO1 | N63 | HARDWARE SPECIALIST | | | CIVILIAN-NAF |
| ROBINSON, MARY | DEMO1 | N64 | WEBSITE ADMINISTRATOR | | | CIVILIAN-NAF |
| RUSSELL, GEORGE | DEMO1 | N64 | CONTRACTOR IA SPECIALIST | | | CONTRACTOR |
| RYAN, TONY | DEMO1 | N6 | TRAINING & HR SPECIALIST | | | CONTRACTOR |

TOTALS: CIV-APF: 12 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 10 · Military Active: 12 · Military Reserve: 0 · Contractor: 16 | Page: 1

Check-In Required Check-Out Required Overdue Gain/Loss

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Managing Your IA Workforce

2. Click the IA Workforce Info button.



Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: SECURITYCOORDINATOR.DEMO Access Level: SECURITY COORDINATOR

General Information ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **

** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:

- Home
- Login/Logout
- General Information
- OPNAV 5239/SAAR-N Form
- Assignment/Position Info
- Training/Educ/Cert & Skills
- Security Clearance Info
- IA Workforce Info
- Assigned Assets
- Employee Locator
- User Documentation
- Contact Us
- Data Update Status
- TWMS Updates
- Privacy Act Statement

ACTIONS:

- Tools/Functions
- Report Services
- Reports
- Add/Gain an Employee
- Manage Billets
- Dashboard View
- View/Update your Profile

| NAME | OFFICIAL RECORD UIC/ORG | ASSIGNED-MUSTER UIC/ORG | EMPLOYEE TYPE |
|-----------------|-------------------------|-------------------------|---------------|
| CAYCE, EDGAR SR | DEMO1 / N02 | 2210 DEMO1 / N12 | CIVILIAN-APF |

| TITLE | PAY PLAN/SCHED | OCC SRS/GROUP | GRADE/PAY BAND | TARGET |
|--------------------|----------------|---------------|----------------|--------|
| MANAGEMENT ANALYST | GS | 2210 | 10 | 10 |

| | | | | |
|-------------------------------|---|-----------------------------------|---|--|
| EMPLOYEE STATUS: | Active - On Board | | | |
| WORK SCHEDULE: | Full Time | WORK SHIFT: | <input type="text"/> | WEEKLY HOURS: 40 |
| APPOINTMENT TYPE: | Competitive - Career-Conditional | TENURE GROUP: | 2 - Conditional | |
| ORIG APPT AUTH CD 1: | (BWA) OPM Delegation Agr. No. Cert | | ANNUITANT STATUS: Not Applicable | |
| VETERANS PREF: | None | SCD LEAVE: | 9/12/1997 | BARG UNIT: 0010 |
| VETERANS PREF RIF: | None | SCD RIF: | 9/12/1997 | DT LAST PROM: 12/14/2003 |
| VETERAN STATUS: | Not A Veteran | SCD CIV: | 9/12/1997 | LAST EQUIVALENT DATE: 12/14/2003 |
| SPECIAL PROGRAM ID: | Not Applicable | PAYROLL ORG CODE: | 714 | DT WGI DUE: 6/12/2005 |
| TRAINING PROGRAM ID: | Not Applicable | | | |
| DT EOD CURRENT AGENCY: | 7/6/1998 | DT START PRESENT POSITION: | 10/3/2004 | DT EOD CURRENT COMMAND: <input type="text"/> (mm/dd/yyyy) |
| BASE LOCATION: | New Orleans, LA, United States <input type="button" value="Select"/> | | | |
| BUILDING NUMBER: | 791 | ROOM NUMBER: | <input type="text"/> | CUBICAL/SPACE: <input type="text"/> |
| SUPERVISOR'S NAME: | ADAM, ROBERT <input type="button" value="Select"/> <input type="button" value="Clear"/> | | SUPERVISOR'S ORG CODE: N111 | |

| Suspense / Tickler Dates | | | |
|---|-----|--|-----------|
| DATE PROB\TRIAL PERIOD ENDS: | N/A | DATE TEMP PROMOTION EXPIRES: | N/A |
| DATE LWOP NTE: | N/A | DATE TEMP REASSIGNMENT EXPIRES: | N/A |
| DATE VRA CONVERSION DUE: | N/A | DATE CONVERSION TO CAREER DUE: | 10/3/2007 |
| DATE TEMP APPOINTMENT EXPIRES: | N/A | DATE SES PROBATION EXPIRES: | N/A |
| DATE SUPV/MGR PROBATION EXPIRES: | N/A | DATE CAREER PROMOTION DUE: | N/A |
| DATE LIM APPOINT EXPIRES: | N/A | DATE OVERSEAS TOUR EXPIRES: | N/A |

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Managing Your IA Workforce

The form displayed here shows the IA Workforce Information for this employee. You can also view and add certifications and view any voucher requests.

- Complete the form with the appropriate information using the dropdown menus and calendar.

Note: The “DOD Workforce IA Employee Readiness Status” field will display a different colored status light depending upon which of the requirements of the chosen IA Category and IA Level that have been satisfied.

| NAME | OFFICIAL RECORD UIC/ORG | ASSIGNED-MUSTER UIC/ORG | EMPLOYEE TYPE |
|-----------------|-------------------------|-------------------------|---------------|
| CAYCE, EDGAR SR | DEMO1 / N02 | DEMO1 / N12 | CIVILIAN-APF |

| TITLE | PAY PLAN/SCHED | OCC SRS/GROUP | GRADE/PAY BAND | TARGET |
|--------------------|----------------|---------------|----------------|--------|
| MANAGEMENT ANALYST | GS | 2210 | 10 | 10 |

| IA WORKFORCE INFORMATION | | | |
|---|--------------------------------|---|-------------------------|
| DOD WORKFORCE IA CATEGORY: | MANAGERIAL | DOD WORKFORCE IA LEVEL: | LEVEL III |
| DOD WORKFORCE IA DESIGNATION LETTER ISSUE DATE: | <input type="text"/> | DOD WORKFORCE IA PAA COMPLETE: | No |
| DOD WORKFORCE IA SPECIAL CODE: | INFORMATION SECURITY (INFOSEC) | DOD WORKFORCE IA DUTY CODE: | PRIMARY (25 - 40 HOURS) |
| DOD WORKFORCE IA PQS COMPLETE: | No | DOD WORKFORCE IA EMPLOYEE READINESS STATUS: | 50 - 75% Complete |
| <input type="button" value="Update"/> | | | |

| EMPLOYEE IDENTIFIED CERTIFICATIONS | | | | |
|---|--------------------|-------------------------------|------------------------|--------|
| CERTIFICATION TYPE | CERTIFICATION DATE | CERTIFICATION EXPIRATION DATE | CERTIFICATION PROVIDER | ACTION |
| CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP) | 12/17/1997 | | ISC | Delete |
| <input type="button" value="Insert A New Certification"/> | | | | |

| EMPLOYEE VOUCHER REQUESTS | |
|---------------------------|------------------------|
| REQUESTED VOUCHER TYPE | DATE VOUCHER REQUESTED |
| No data to display | |

- Click the percentage complete link to view the IA Readiness Matrix.

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Managing Your IA Workforce

The IA Readiness Matrix displays, for each DoD Workforce IA Category, the requirements of that category and the percentage weight of each requirement.

Example:

For all levels of the Technical category then the requirements are as follows:

- *Meeting the listed occupational series for APF/NAFI employees or the DNEC for military active duty (25%)*
- *1 or more IA certifications which have been included in TWMS (25%)*
- *1 or more OS certifications which have been included in TWMS (25%)*
- *Privileged Access Agreement (PAA) Completed (25%)*

| IA READINESS MATRIX |
|--|
| CND/IASAE |
| REQUIREMENTS: |
| 1 or more IA certifications (100%) |
| IAM level I, II, III (Managerial or DAA) |
| REQUIREMENTS: |
| Current IAM Command Designation Letter (50%) |
| APF/NAFI Civilians with an Occupational Series = 2210 or Military Active Duty Personnel with a Designated NEC (DNEC) of the following: 7420, 7440, 1600, 1610, 6240, 6440 (25%) |
| 1 or more IA certifications in TWMS (25%) |
| IAT level I, II, III (Technical) |
| REQUIREMENTS: |
| APF/NAFI Civilians with an Occupational Series = 2210 or Military Active Duty Personnel with a Designated NEC (DNEC) of the following: 7420, 7440, 1600, 1610, 6240, 6440 (25%) |
| 1 or more IA certifications in TWMS (25%) |
| 1 or more OS certifications in TWMS (25%) |
| Privileged Access Agreement Completed (25%) |

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Managing Your IA Workforce

- Click the **Update** button after each change to the IA Workforce Information.

| NAME | OFFICIAL RECORD UIC/ORG | ASSIGNED-MUSTER UIC/ORG | EMPLOYEE TYPE |
|-----------------|-------------------------|-------------------------|---------------|
| CAYCE, EDGAR SR | DEMO1 / N02 | DEMO1 / N12 | CIVILIAN-APP |

| TITLE | PAY PLAN/SCHED | OCC SRS/GROUP | GRADE/PAY BAND | TARGET |
|--------------------|----------------|---------------|----------------|--------|
| MANAGEMENT ANALYST | GS | 2210 | 10 | 10 |

| IA WORKFORCE INFORMATION | | | |
|--|--------------------------------|---|-------------------------|
| DOD WORKFORCE IA CATEGORY: | MANAGERIAL | DOD WORKFORCE IA LEVEL: | LEVEL III |
| DOD WORKFORCE IAM DESIGNATION LETTER ISSUE DATE: | <input type="text"/> | DOD WORKFORCE IA PAA COMPLETE: | No |
| DOD WORKFORCE IA SPECIAL CODE: | INFORMATION SECURITY (INFOSEC) | DOD WORKFORCE IA DUTY CODE: | PRIMARY (25 - 40 HOURS) |
| DOD WORKFORCE IA PQS COMPLETE: | No | DOD WORKFORCE IA EMPLOYEE READINESS STATUS: | 50 - 75% Complete |
| Update | | | |

| EMPLOYEE IDENTIFIED CERTIFICATIONS | | | | |
|--|--------------------|-------------------------------|------------------------|--------|
| CERTIFICATION TYPE | CERTIFICATION DATE | CERTIFICATION EXPIRATION DATE | CERTIFICATION PROVIDER | ACTION |
| CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP) | 12/17/1997 | | ISC | Delete |
| Insert A New Certification | | | | |

| EMPLOYEE VOUCHER REQUESTS | |
|---------------------------|------------------------|
| REQUESTED VOUCHER TYPE | DATE VOUCHER REQUESTED |
| No data to display | |

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Gaining Contractors

Your IA Workforce may consist of a variety of employee types including contractors. With the appropriate permissions, TWMS allows you to “gain” your contractor employees into your program so you can also administer their IA Workforce information.

To gain a contractor*:

1. From the Home Page click the **Add/Gain an Employee** button.

**You must have the appropriate permissions to gain a contractor employee.*

NAVIGATION:

- Home
- Login/Logout
- Employee Locator
- User Documentation
- Contact Us
- Data Update Status
- TWMS Updates
- Privacy Act Statement

ACTIONS:

- Tools/Functions
- Report Services
- Query
- Reports
 - Add/Gain an Employee**
 - Manage Billets
 - Manage Non-Navy Personnel
 - Muster Employees
 - Dashboard View
 - IATP Administration
 - View/Update your Profile

Record Status: Employee Type: Last Name: First Name: UIC/ORG: UIC: ORG: Sort Order: Find Reset

Active-On Board All Types Assigned Name Advanced Search

| EMPLOYEE NAME | Assigned UIC | Assigned ORG | TITLE | BIN | BSC | EMPLOYEE TYPE |
|-------------------------|--------------|--------------|--------------------------------|---------|-------|---------------|
| BANVILLE, JOHN | DEMO1 | N33 | NETWORK ENGINEER | DEMO103 | 20410 | CONTRACTOR |
| BOYLE, ROBERT | DEMO1 | N31 | EDUCATION TECHNICIAN | | | CIVILIAN-NAF |
| BRAID, JAMES MA3 | DEMO1 | | INFO SYS TECH | DEMO110 | 96420 | ACTIVE DUTY |
| BRUCE, JAMES AC2 | DEMO1 | N41 | | | | ACTIVE DUTY |
| CARR, MARINA | DEMO1 | | VTC SPECIALIST | DEMO001 | 00011 | CONTRACTOR |
| CARSON, Willie BM2 | DEMO1 | N62 | INFO SYS TECH | | | ACTIVE DUTY |
| CAYCE, EDGAR | DEMO1 | N12 | MANAGEMENT ANALYST | | | CIVILIAN-AFF |
| CLIFTON, HARRY | DEMO1 | N6 | SYSTEMS MANAGEMENT SPECIALIST | | | CONTRACTOR |
| COLLINS, MICHAEL | DEMO1 | N61 | COMPUTER TECHNICIAN | | | CIVILIAN-NAF |
| CONNOLLY, SEAN MA2 | DEMO1 | N931 | SECURITY | | | ACTIVE DUTY |
| CONNOLLY, JAMES | DEMO1 | N6 | COMPUTER REPAIR SPECIALIST | | | CIVILIAN-NAF |
| de Nostradamus, Michel | DEMO1 | 721 | SOFTWARE ENGINEER | | | CIVILIAN-AFF |
| DEVOY, ERNEST | DEMO1 | N62 | COMPUTER TECHNICIAN | | | CIVILIAN-NAF |
| DOE II, JOHN | DEMO1 | N64 | EDUCATION TECHNICIAN | | | CONTRACTOR |
| Dracolya, Vlad | DEMO1 | | DATABASE PROGRAMMER | | | CIVILIAN-AFF |
| Emilianenko, Fodor IT2 | DEMO1 | | LAW ADMIN | | | ACTIVE DUTY |
| Germanicus, Tiberius C | DEMO1 | N60V | COMPUTER TECHNICIAN | | | CIVILIAN-AFF |
| GERMANICUS, TIBERIUS C | DEMO1 | N62 | PHYSICAL THERAPIST | | | CONTRACTOR |
| Gracie, Rickson SH2 | DEMO1 | N3 | Hand to Hand Combat Instructor | | | ACTIVE DUTY |
| Suevara, Ernesto C IT1 | DEMO1 | n1 | | | | ACTIVE DUTY |
| GYATSO, TENZIN | DEMO1 | N6 | BUDDHIST PRIEST | | | CONTRACTOR |
| HAYES, CATHERINE | DEMO1 | N62 | DATABASE SPECIALIST | | | CIVILIAN-NAF |
| HORN, DON | DEMO1 | N6 | DISPATCHER | | | CONTRACTOR |
| HUME, DAVID ET1 | DEMO2 | N6 | | | | ACTIVE DUTY |
| JAMES, JOYCE | DEMO1 | N6 | TELEPHONE OPERATOR | | | CONTRACTOR |
| JOLY, JOHN | DEMO1 | N6 | COMPUTER REPAIR SPECIALIST | | | CIVILIAN-NAF |
| JONES, DAVID CAPT | DEMO2 | n6 | | | | ACTIVE DUTY |
| JORDAN, NEIL | DEMO1 | N6 | SR. DATABASE ADMINISTRATOR | | | CONTRACTOR |
| KAFKA, FRANZ | DEMO1 | | JOURNALIST | | | RESERVIST |
| MARTIN, JULIA | DEMO1 | N6 | TELECOMMUNICATIONS SPECIALIST | | | CONTRACTOR |
| Marrin, Joseph | DEMO1 | N41 | WEBMASTER | | | CIVILIAN-AFF |
| MOSHAMMAD, ZAHIRUDDIN B | DEMO1 | N6 | TRAVEL AGENT | | | CIVILIAN-AFF |
| Moon, Sun M | DEMO1 | N41 | NETWORK ENGINEER | | | CIVILIAN-AFF |
| Newman, Alfred E IT2 | DEMO1 | n7 | | | | ACTIVE DUTY |
| Norman, Ruth U | DEMO1 | N142 | COMPUTER ASSOCIATE | | | CIVILIAN-AFF |
| REDMOND, JOHN | DEMO1 | N63 | HARDWARE SPECIALIST | | | CIVILIAN-NAF |
| ROBINSON, MARY | DEMO1 | N64 | WEBSITE ADMINISTRATOR | | | CIVILIAN-NAF |

TOTALS: CIV-AFF: 12 • CIV-FND: 0 • CIV-FNI: 0 • CIV-NAF: 10 • Military Active: 15 • Military Reserve: 0 • Contractor: 15 Page: 1

Check-In Required Check-Out Required Overdue Gain/Loss

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Gaining Contractors

2. Enter, at minimum, the last name of the employee or the SSAN.

Enter the Last Name (required) and First Name (optional) OR the Full Social Security Number of the employee, then click on the "Search" button to search the TWMS database.

| Last Name (Primary Search) | First Name |
|---------------------------------------|----------------------|
| <input type="text" value="Russell"/> | <input type="text"/> |
| OR | |
| SSAN | |
| <input type="text"/> | |
| <input type="button" value="Search"/> | |

3. Click Search.

4. From the resulting list, select the name of the contractor you would like to gain by clicking on the **Gain Employee** button.

| | | | | |
|---|---|-----------------|--------------------|--|
| RUSSELL, GARY EUGENE FN - 8930 | 32182 - STUNN... | MILITARY-ACTIVE | Active - On Board | |
| RUSSELL, GEORGE EDWARD CTR1 - 9599 | 40078 - NIOC HAWAII/FIOC DS SURF | MILITARY-ACTIVE | Active - On Board | |
| RUSSELL, GEORGE L - 2269 | 65923 - FLTREADCEN EAST | CIVILIAN-DEF | Active - On Board | |
| RUSSELL, GEORGE - 0003 | DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2 | CONTRACTOR | Active - On Board | <input type="button" value="Gain Employee"/> |
| RUSSELL, GERALD GLENN HM1 - 4603 | 48139 - 1ST MAR DIV DET 29 PALMS | MILITARY-ACTIVE | Inactive/Separated | |
| RUSSELL, GERALD ADELBERT BU2 - 6073 | 55614 - COM TWO TWO NCR GULFPORT | MILITARY-ACTIVE | Inactive/Separated | |

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Gaining Contractors

The yellow fields in the new form displayed below must be completed to gain this employee. Pre-populated fields can also be changed as needed.

5. Enter the information in each of the required yellow fields to complete this form.

6. As required, enter or change any of the other fields.

7. Click the **Submit Contractor** button.

| LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX | SSAN | NEW EMPLOYEE TYPE |
|---|--|-------------------------|--------------------------|-------------------------|-------------------|
| RUSSELL | GEORGE | | | 000000003 | CONTRACTOR |
| TITLE | UIC | | ORG CODE | HOURLY RATE | |
| CONTRACTOR IA SPECIALIST | DEMO1 - COMMANDER, NAVY APPLICATION DE | | N64 | | |
| GENERAL INFORMATION | | | | | |
| REPORTING DATE: | 03/02/2009 | CONTRACTOR STATUS: | | Permanent | |
| SUPERVISOR'S NAME: | | SUPERVISOR'S ORG CODE: | | | |
| BASE LOCATION: | NAS Point Mugu, CA, United States | BUILDING: | | 1 | |
| WORK SCHEDULE: | Full Time | BIN: | | Assign | |
| POSN SENSITIVITY: | Nonsensitive-C | OCCUPATION CATEGORY: | | Professional | |
| CONTRACT INFORMATION | | | | | |
| CONTRACT NAME: | STARS (NAVAIR) | COMPANY NAME: | | SECURITY ASSURANCE INC. | |
| CONTRACT NUMBER: | | EXP DATE: | | | |
| PERSONAL INFORMATION | | | | | |
| CITIZENSHIP: | U.S. Citizen, includes U.S. Nationals | MINORITY CODE: | | | |
| DOB: | 1/25/1969 | GENDER: | | MALE | |
| PLACE OF BIRTH - CITY: | PHOENIX | US STATE OR POSSESSION: | | Arizona | |
| COUNTRY: | United States | | | | |
| RECALL INFORMATION | | | | | |
| HOME ADDRESS: | 1800 MOCKINGBIRD LANE | | | | |
| CITY, STATE and ZIP: | VENTURA | California | 93004 | | |
| HOME PHONE: | (805)896-478 | UNLISTED: | <input type="checkbox"/> | WORK PHONE: | (805)989-5555 EXT |
| CELL PHONE: | | PAGER NUMBER: | | | |
| EMAIL ADDRESS: | GEORGE.RUSSELL.CTR@NAVY.MIL | | | | |
| EMERGENCY CONTACT INFORMATION | | | | | |
| NAME: | | RELATIONSHIP: | | | |
| E-MAIL ADDRESS: | | | | | |
| PHONE: | | EXT | | ALTERNATE PHONE: | |
| NOTE: All YELLOW FIELDS are required. | | | | | |
| <input type="button" value="Submit Contractor"/> <input type="button" value="Reset"/> | | | | | |

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Gaining Contractors

The new contractor is now displayed on the Home page ready for updates to their IA Workforce Information.



| Record Status: | Employee Type: | Last Name: | First Name: | UIC/ORG | UIC: | ORG: | Sort Order: | Find | Reset |
|--|----------------|--------------|-----------------------------|----------|------|---------------|-------------|-----------------|-------|
| Active-On Board | All Types | | | Assigned | | | Name | Advanced Search | |
| <<PREVIOUS PAGE NEXT PAGE>> | | | | | | | | | |
| EMPLOYEE NAME | Assigned UIC | Assigned ORG | TITLE | BIN | BSC | EMPLOYEE TYPE | | | |
| RUSSELL, GEORGE | DEMO1 | N64 | CONTRACTOR IA SPECIALIST | | | CONTRACTOR | | | |
| RYAN, TONY | DEMO1 | N6 | TRAINING & HR SPECIALIST | | | CONTRACTOR | | | |
| SATZER, JOYCE | DEMO1 | N41 | WEB APPLICATION SPECIALIST | | | CONTRACTOR | | | |
| Selassie, Haile | DEMO1 | N131 | HARDWARE TECHNICIAN | | | CIVILIAN-APF | | | |
| Silva, Wanderlei IT1 | DEMO1 | n3 | | | | ACTIVE DUTY | | | |
| Soze, Keyser CAPT | DEMO1 | | WEB APPLICATION SPECIALIST | | | ACTIVE DUTY | | | |
| STOKER, HENRY | DEMO1 | N61 | NETWORK ENGINEER | | | CIVILIAN-NAF | | | |
| Swift, Rob it1 | DEMO1 | N12 | | | | ACTIVE DUTY | | | |
| SYRACUSE, ARCHIMEDES | DEMO1 | N13 | MATHEMATICIAN | | | CONTRACTOR | | | |
| Teach, Edward | DEMO1 | N41 | HELP DESK ASSOCIATE | | | CIVILIAN-APF | | | |
| TEMPLE, SHIRLEY F | DEMO1 | N6 | ADMIN SUPPORT | | | CIVILIAN-NAF | | | |
| TRAIANUS, MARCUS T | DEMO1 | N3 | JANITOR | | | CONTRACTOR | | | |
| VESPASIAN, TITUS F | DEMO1 | n6 | SOFTWARE MANGALER | | | CIVILIAN-APF | | | |
| Vorilhon, Claude R | DEMO1 | N15 | SYSTEMS SPECIALIST | | | CIVILIAN-APF | | | |
| WEYMOUTH, TINA | DEMO1 | N44 | CONTRACTOR FACILITY SUPPORT | | | CONTRACTOR | | | |
| Zombie, Rob it1 | DEMO1 | n2 | | | | ACTIVE DUTY | | | |
| TOTALS: CIV-APF: 12 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 10 · Military Active: 15 · Military Reserve: 0 · Contractor: 16 | | | | | | | | | |
| <input checked="" type="checkbox"/> Check-In Required <input checked="" type="checkbox"/> Check-Out Required <input checked="" type="checkbox"/> Overdue Gain/Loss | | | | | | | | | |

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IA Workforce - Reports

TWMS offers a wide variety of reports available to users. Your TWMS access level will determine the reports you have access to. Several of these reports will help you to manage your IA Workforce.

To view TWMS reports:

1. Click on the **Reports Services** button on the Actions Menu.



IA Workforce - Reports

If you have the IAWF access level you will see these reports. The IA Workforce reports are displayed here. Go to step 3.

| IAWF Reports | |
|--|--|
| Master UIC Roster | TWMS Mass Upload Standard Spreadsheet |
| Alpha Roster (Standard) | Authorized & On-Board Status (ALL) |
| Alpha Roster (with Geographic Location) | Authorized & On-Board Status (ALL no groups) |
| IA Awareness Training Completed | IA Awareness Training Not Completed |
| CTO-TASKING Status Report | CTO-TASKING Individual Report |
| CNIC CNO MESSAGE R0922202 FEB 09 COMPLIANCE REPORT | CNIC CNO MESSAGE R0922202 FEB 09 COMPLIANCE REPORT DETAIL |
| No Fear Training Statistics | No Fear Training Details |
| Employee Combined Demographic Charts (By UIC) | AMD Organization Roster |
| AMD Unassigned Employee List | IA Workforce Roster |
| IA Workforce Primary Duty Positions | IA Workforce Additional/Embedded Duty Positions |

If you have a different TWMS access level then, by default, the "General/Administrative" reports will display.

| Report Search: <input type="text"/> <input type="button" value="Find"/> <input type="button" value="Reset"/> | | | |
|--|---|----------------------------------|-----------------|
| General/Administrative | Alpha/On-Board/Recall/Muster | Training & Education/Security/IA | Demographics |
| Payroll & Leave | Manpower & Billet Management | Awards & Performance | Human Resources |
| Birthday Listing Command Annual Recognition (NADEP) Employee Labels Gains & Losses - History Phone Roster (By UIC) Projected Losses STATS Input Report Tenant/Owning Counts Tickler Report HRSC Help Desk Employee Data CNRSW Federal Fire Report RF Number Listing Wage Increase Schedule Civilian Workforce General Information (ALL) LWOP Listing Assigned Assets Report | CNIC ANBCM Personnel Extract Employee Data Exceptions MET Costing Report Master UIC Roster Projected Gains Separated Employee Listing Tenant/Owning Base Reference Southwest Region Transportation Incentive Program (TIP) TWM Users Bargaining Unit Status List CNRSW Federal Fire Report (No Salaries) Reservist Recall Roster Within Grade Increase Due for Next 90 Days Financial Civilian Labor by CAC Overdue Check-In/Check-Out TWMS Mass Upload Standard Spreadsheet | | |

- To view the IA Workforce reports for all other access levels, click on the **Training & Education/Security/IA** tab.

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IA Workforce - Reports

The IA Workforce reports will be displayed here.

3. Click on the name of the IA Workforce report you would like to view.

| Report Search: <input type="text"/> | | Find | Reset |
|--|------------------------------|---|-----------------|
| General/Administrative | Alpha/On-Board/Recall/Muster | Training & Education/Security/IA | Demographics |
| Payroll & Leave | Manpower & Billet Management | Awards & Performance | Human Resources |
| | | IA Awareness Training by UIC/Program | |
| | | Acquisition Workforce | |
| Employee Language Skills | | Education Levels | |
| Education Levels Chart | | Employee Training | |
| Employee Training DCPDS Input (EXCEL) | | Top Secret Security Report | |
| | | Deployment Eligibility Query | |
| Deployment (IA) - Current | | Deployment (IA) - Future | |
| Deployment Summary (Regional) | | Members Missing IA/Deployment Pre-Screening Questionnaire | |
| Deployment History | | CTO-TASKING Individual Report | |
| CTO-TASKING Status Report | | CNIC CNO MESSAGE R0922202 FEB 09 COMPLIANCE REPORT | |
| CNIC CNO MESSAGE R0922202 FEB 09 COMPLIANCE REPORT | | CNIC CNO MESSAGE R0922202 FEB 09 COMPLIANCE REPORT DETAIL | |
| No Fear Training Statistics | | No Fear Training Details | |
| IA Workforce Roster | | IA Workforce Primary Duty Positions | |
| IA Workforce Additional/Embedded Duty Positions | | | |

A filter window will always be displayed when running a report. This window will provide several parameters that will help you to determine the records you want included in your report.

| | | |
|--|---|--|
| UIC DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND | Navy Region / SMC All SMC DEMO SMC | Majcom ALL Majcom AAUSN/SECNAV APPCOM-DEMO ARMY |
| <input type="button" value="Generate Report"/> | | |

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IA Workforce - Reports

4. Choose the UIC(s), Navy Region/SMC, and Majcom for this report. Not choosing specific selections of the available parameters will generate a report based upon all the records you have access to.

The screenshot shows a web interface for generating reports. It features three main selection areas: 'UIC' with a text box containing 'DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND'; 'Navy Region / SMC' with a dropdown menu showing 'All SMC' and 'DEMO SMC'; and 'Majcom' with a dropdown menu showing 'ALL Majcom', 'AAUSN/SECNAV', 'APPCOM-DEMO', and 'ARMY'. Below these fields is a 'Generate Report' button, which is highlighted with a red rectangular box. An arrow from step 5 points to this button.

5. Click the **Generate Report** button.

- 6a. If you are satisfied with the results then click the “Select a format” dropdown box and choose the desired format of this report for exporting.

The screenshot shows the results of a report. At the top, there is a navigation bar with '1 of 1' records, 'Page Width' settings, and a 'Find | Next' search function. Below this is a 'Print Date: 4/6/2009' and a large red watermark 'IA WORK'. The main content is a table with columns: NAME, ASSIGNED UIC, ASSIGNED ORGCODE, STATUS, CATEGORY - IA, PAA, and PGS. The table contains two rows of data. Below the table, there is a 'Select a format' dropdown menu with a list of options: 'Select a format', 'XML file with report data', 'CSV (comma delimited)', 'Acrobat (PDF) file', and 'Excel'. An arrow from step 6a points to this dropdown menu.

| NAME | ASSIGNED UIC | ASSIGNED ORGCODE | STATUS | CATEGORY - IA | PAA | PGS |
|-----------------|--------------|------------------|---------|------------------------|-----|-----|
| BOYLE, ROBERT | DEMO1 | N31 | | MANAGERIAL - LEVEL I | NO | NO |
| CAYCE, EDGAR SR | DEMO1 | N12 | YELLO W | MANAGERIAL - LEVEL III | NO | NO |

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IA Workforce - Reports

6b. If you are not satisfied with the results then select other parameters in the filter area. Go to step 4.

UIC: DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND

Navy Region / SMC: All SMC, DEMO SMC

Majcom: All Majcom, AALUSN/SECNAV, APPCOM-DEMO, ARMY

Generate Report

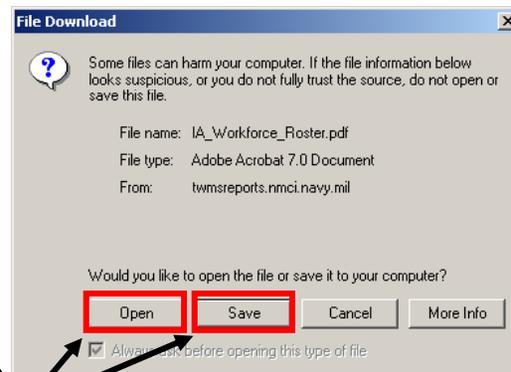
7. Click “Export”.

Print Date: 4/6/2009

IA WORKFORCE ROSTER

| NAME | ASSIGNED UIC | ASSIGNED ORGCODE | STATUS | CATEGORY - IAM/T LEVEL | CERTS HELD | PAA | PGS |
|-----------------|--------------|------------------|---------|------------------------|------------|-----|-----|
| BOYLE, ROBERT | DEMO1 | N31 | | MANAGERIAL - LEVEL I | | NO | NO |
| CAYCE, EDGAR SR | DEMO1 | N12 | YELLO W | MANAGERIAL - LEVEL III | | NO | NO |

8. Depending whether you would like to view or save the report, click either **Open** or **Save** at the prompt.



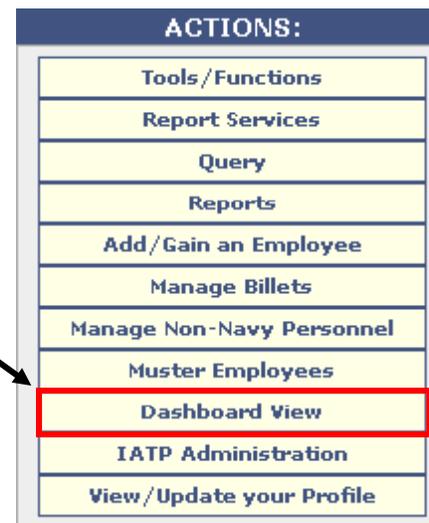
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IA Workforce - Dashboard View

The Dashboard provides access to a high-level view of the information related to your TWMS account. Displayed in the dashboard are numerous charts and tables reflecting the numeric totals of the selections you make.

To view TWMS' Dashboard:

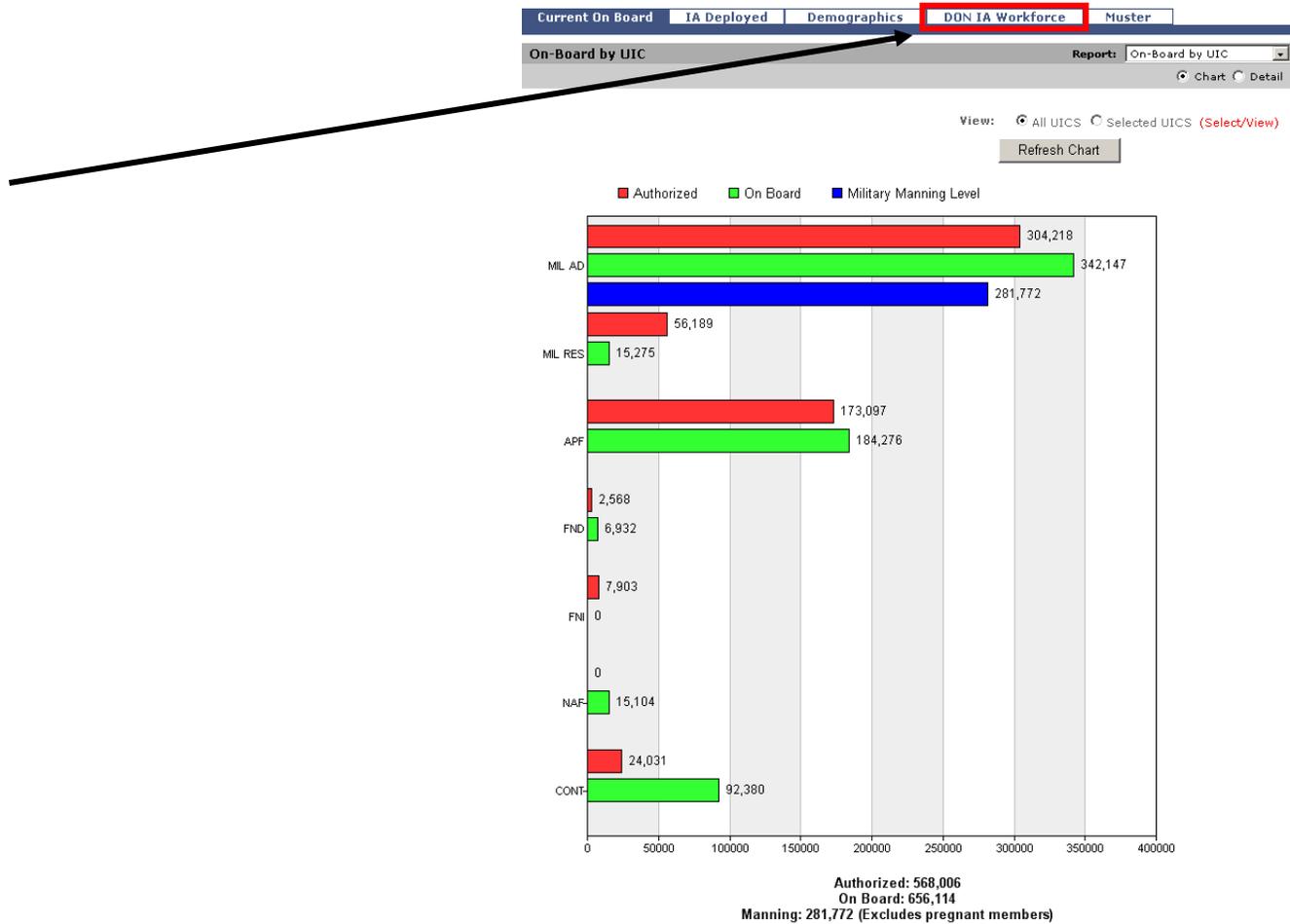
1. Click on the **Dashboard View** button on the Actions Menu.



IA Workforce - Dashboard View

The default view displays the Current On Board status of the workforce you have access to based upon your account profile.

2. Click on the **DON IA Workforce** tab.



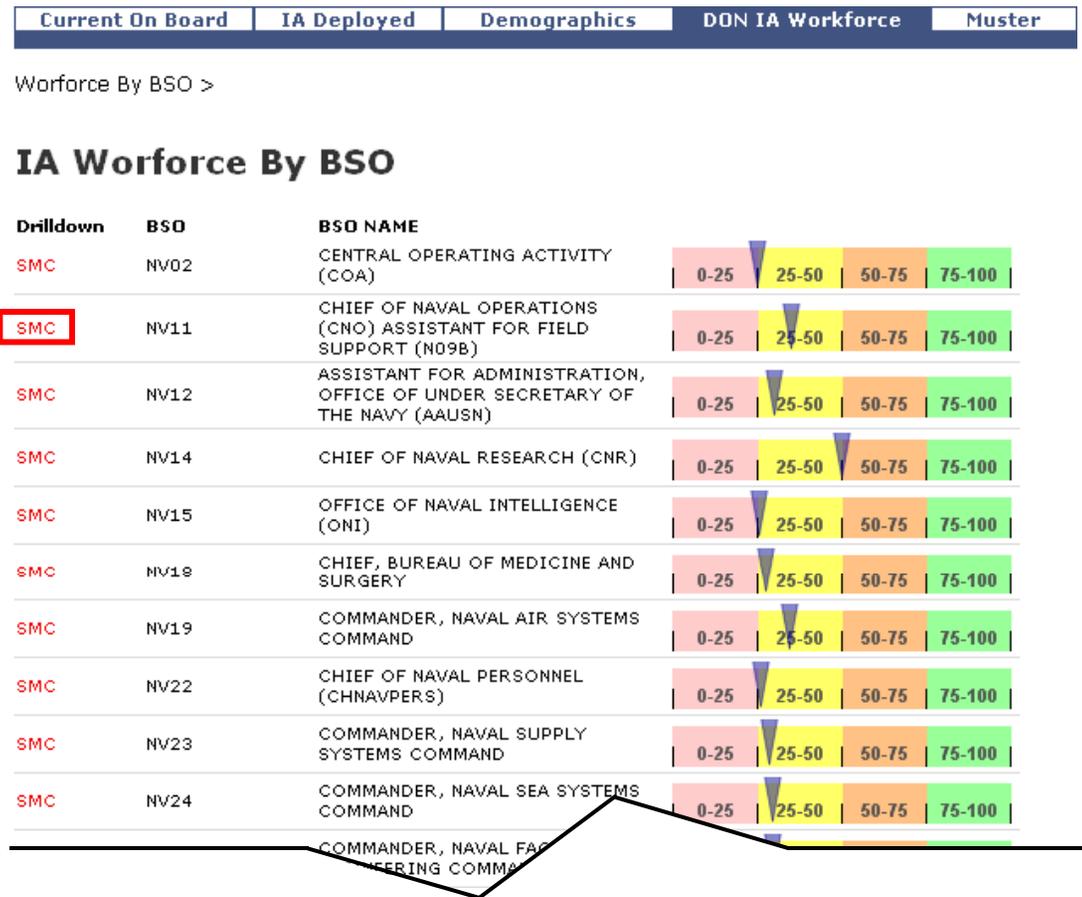
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IA Workforce - Dashboard View

This tab initially displays the readiness percentage of the total IA Workforce by BSO.

To drilldown for more details of a BSO by SMCs:

3. Click on the SMC link of the BSO you are interested in.



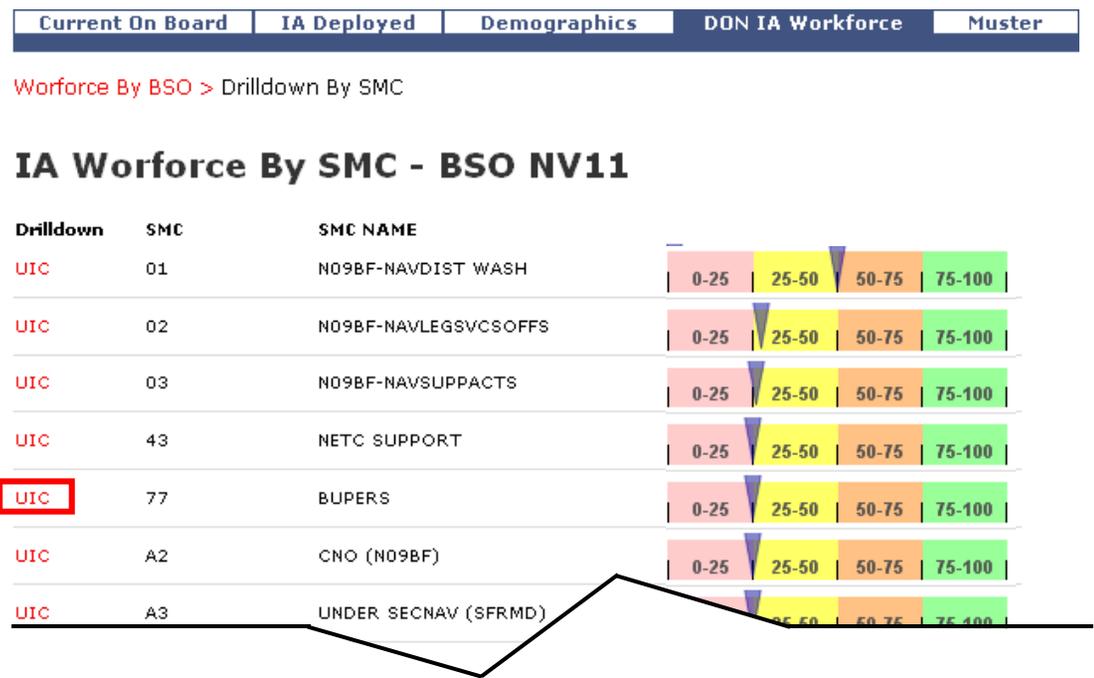
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IA Workforce - Dashboard View

This view displays the readiness percentage of the total IA Workforce by SMCs within the chosen BSO.

To drilldown for more details of an SMC by UICs:

- Click on the UIC link of the SMC you are interested in.



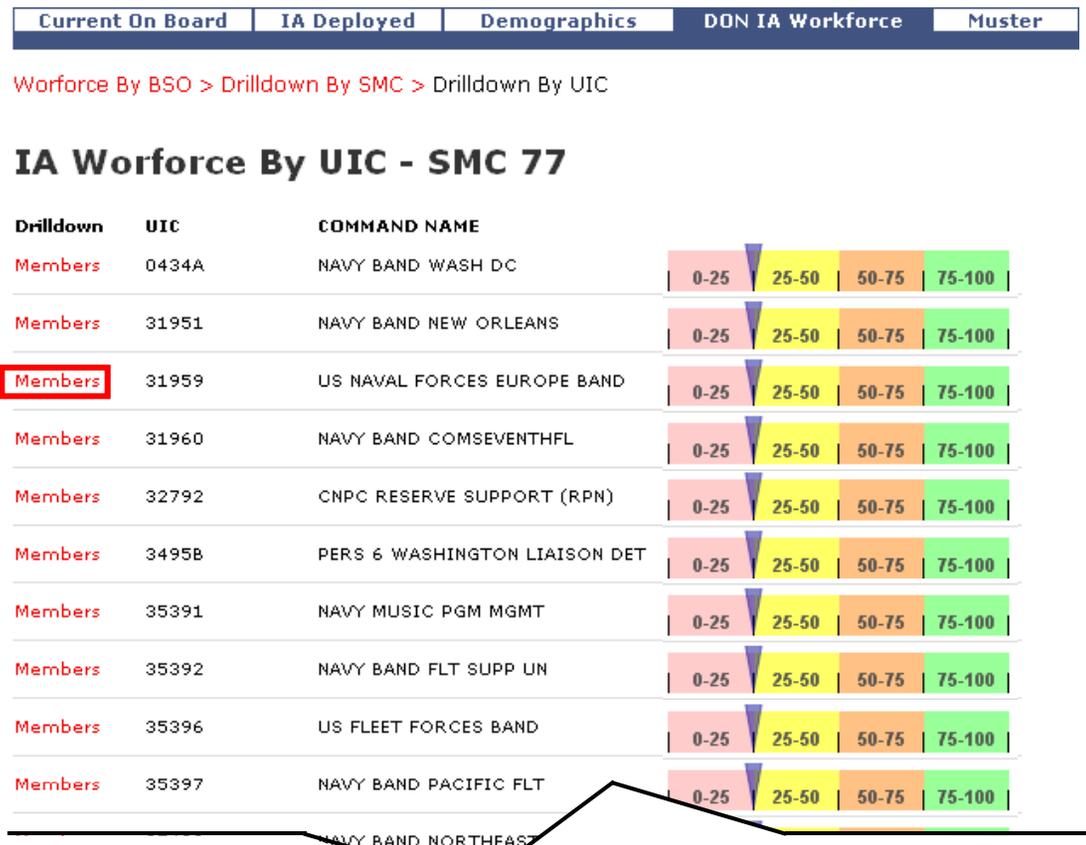
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IA Workforce - Dashboard View

This view displays the percentages of the IA Workforce by UICs within the chosen SMC.

To drilldown for more details of a UIC by Members within the UIC:

5. Click on a Members link of the UIC you are interested in.



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IA Workforce - Dashboard View

This tab displays the readiness percentages of an individual within the IA Workforce of the selected UIC.

| | | | | |
|------------------|-------------|--------------|------------------|--------|
| Current On Board | IA Deployed | Demographics | DON IA Workforce | Muster |
|------------------|-------------|--------------|------------------|--------|

Workforce By BSO > Drilldown By SMC > Drilldown By UIC > Members

IA Workforce Members - UIC 31959

MEMBER NAME



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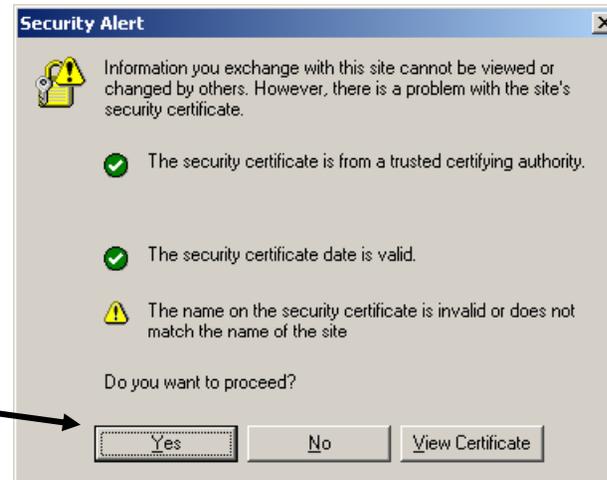
Applying for a TWMS Account

To apply for a TWMS account:

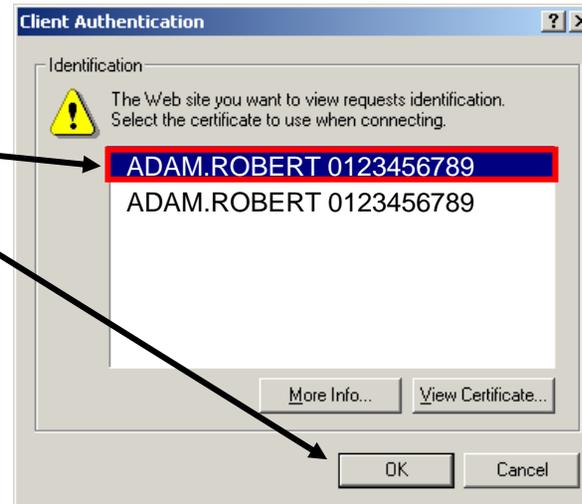
1. Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in the address bar of your internet browser:

Address  <https://twms.nmci.navy.mil/login.asp>

2. Click **Yes** if you get this dialog box.



3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose)



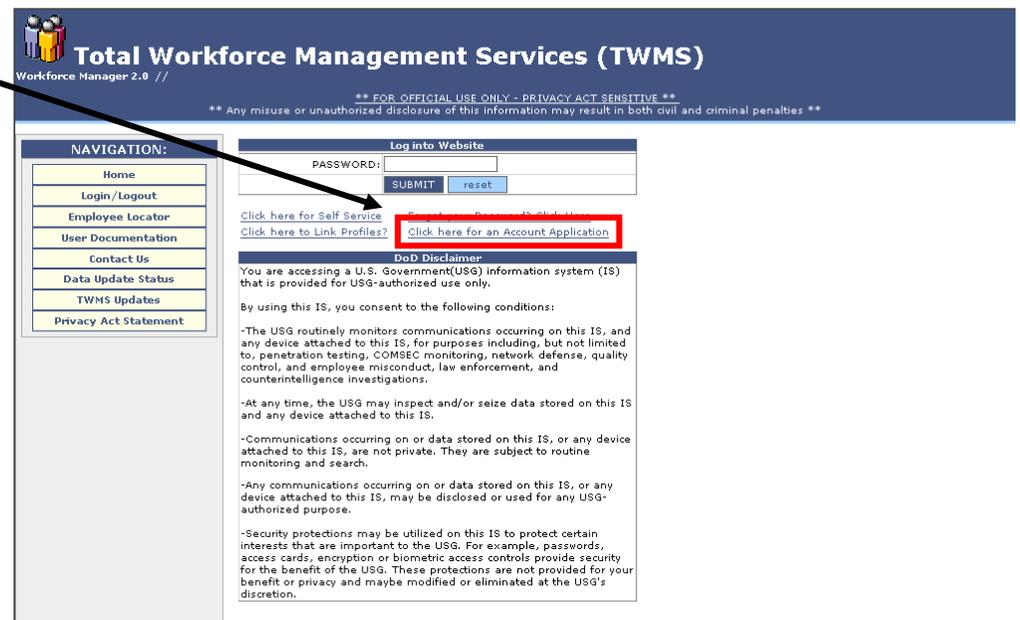
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Applying for a TWMS Account

4. If prompted, enter the PIN of your CAC and click **OK**.



5. Click the button labeled **Click here for an Account Application**.



Applying for a TWMS Account

6. Enter your last name, first name, and the last four digits of your SSN and then click **Find**.

Application for TWMS Account

Step 1: Find Your Record

Enter First Name, Last Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on your current record.

Last Name First Name Last 4 of SSN

- 7a. If your name is found in the TWMS database then it will appear here. Click your name to open the account application form.

Application for TWMS Account

Step 1: Find Your Record

Enter First Name, Last Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on your current record.

Last Name First Name Last 4 of SSN

| First | Last | Employee Type |
|--------|------|---------------|
| ROBERT | ADAM | MILITARY |

- 7b. If your name is not found in the TWMS database then click **Click here** to open the account application form.

Application for TWMS Account

Step 1: Find Your Record

Enter First Name, Last Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on your current record.

Last Name First Name Last 4 of SSN

No matches were found based on your search criteria.
Either do another search or [Click here](#) to complete your application manually

Applying for a TWMS Account

If your record was found then many of the fields will be pre-populated with information based upon your TWMS record. If your record was not found then the form will be completely blank.

8. Enter and/or correct all required fields.

9. After choosing the access level you are requesting select from the available modules that you may also require.

10. Create your TWMS password.

11. Click Submit Application.

Application for TWMS Account
Use this form to apply for a login account to the Total Workforce Management Services (TWMS) module website.

Step 2: Complete Form

Complete all required (*) fields below. Click the "Submit Application" button when ready to submit.

*First Name: ROBERT [Submit Application]

*Last Name: ADAM

*Email Address: ROBERT.ADAM@NAVY.M

*Work Phone: (619) 365-2145

*Command Code you are currently assigned to: DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND [Select]

*Your Current Assigned org code: N62

*Supervisor's Full Name: [Select]

*Supervisor's Telephone Number: []

*Which Access Level are you requesting? [Details]

*Enter UIC(s) and Org Code(s) that you are requesting access to:

- Example 1: 00052 - * = all org codes within UIC 00052
- Example 2: 00242 - N1, 00245 - N62130M = all org codes within N6 of UIC 00242 and only one org code (N62130M) within UIC 00245

Which of the following modules are you also requesting?

Muster Coordinator? UIC(s) [] Org Code(s) []

Muster Certifier? UIC(s) []

RPA Tracker Access:

Web Services

Create Password

Enter Password [] Re-Enter [] [Submit Application]

→ Passwords must be between 8-15 characters, be a combination of letters and numbers, contain upper and lower case and contain at least 1 special character.

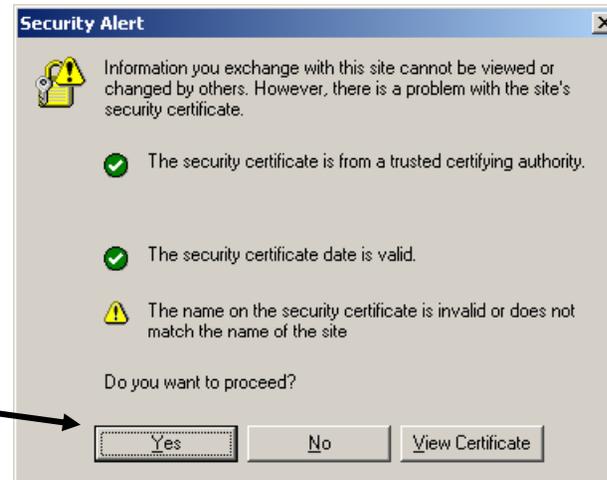
Logging on to TWMS

To Log on to TWMS:

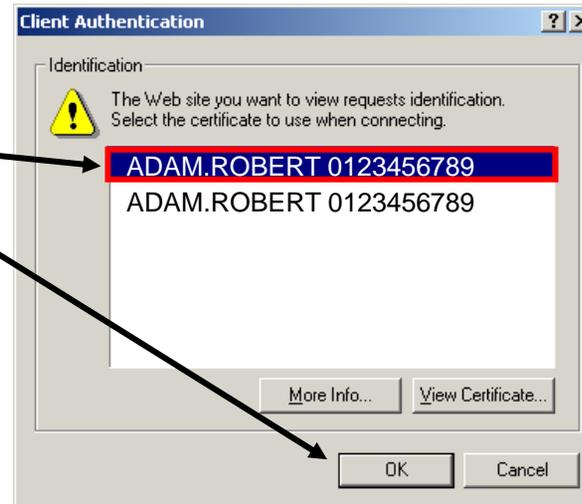
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Address  <https://twms.nmci.navy.mil/login.asp>

2. Click **Yes** if you get this dialog box.



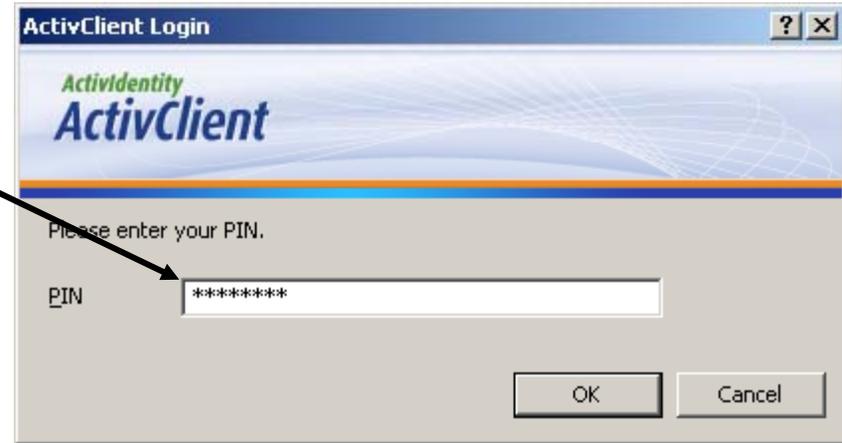
3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose)



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Logging on to TWMS

4. If prompted, enter the PIN of your CAC and click **OK**.



5. Enter your password and click **Submit** or press “Enter” on your keyboard.

