

United States Navy Sourcing Module (SM)

SM
Version 2.5.3.3



15 December 2010

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RECORD OF CHANGES

Change Number	Date of Change	Signature of Person Entering Change
4.0	2004.08.05	Original Issue
4.3	2004.12.08	Reissued in Entirety
5.0	2005.02.01	Reissued in Entirety
5.1	2005.08.31	Reissued in Entirety
5.1.1	2006.01.11	Reissued in Entirety
5.2	2006.06.15	Reissued in Entirety
5.2.1	2006.09.15	Reissued in Entirety
5.2.2	2006.12.28	Reissued in Entirety
5.3	2007.08.29	Reissued in Entirety
5.3.1	2007.12.07	Reissued in Entirety
2.5.3.2	2008.08.01	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 SOURCING MODULE OVERVIEW

The Sourcing Module provides a web-based workflow solution to select and assign Members to fill a manpower requirement and to request that orders be processed for these assigned Members. The Sourcing Module provides a scalable, web-based application with a central repository to store fulfillment of the manpower requirements. This interface also serves as an input mechanism for other sourcing entities to communicate with PERS-4G1 for the creation of mobilization orders.

Note:

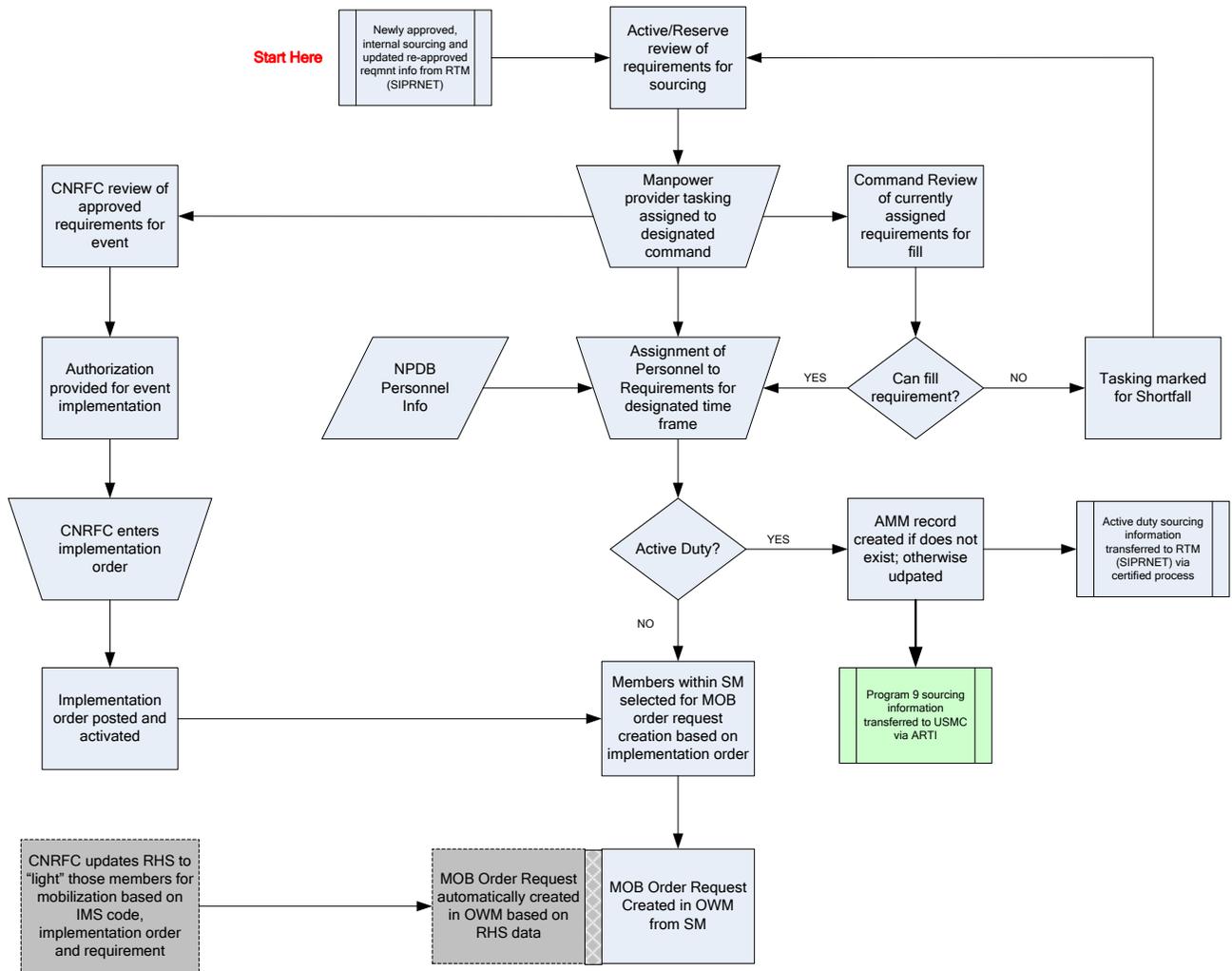
You can generate an Active Duty order request in the Sourcing Module by sourcing and then mobilizing an Active Duty Member.

In addition to facilitating the identification of personnel sourcing, the functionality of the Sourcing Module coordinates the identification of mobilization events and the activation to those events for the orders generation process.

1.2 SOURCING MODULE FLOW

1.2.1 Sourcing Module Flow Overview

The sourcing flow includes two main activities: (a) assigning members to fulfill requirements and flagging the assignment with a mobilization event, and (b) activating or “lighting” mobilization events to provide the required Implementation Event message for generation of mobilization orders for selected service members.

Figure 1: Sourcing Module Flow

1.2.2 Browse Requirements to be Filled

The Commander, Navy Reserve Force (CNRF) staff uses the Browse Requirements feature to review the requirements to be filled. To search for a record in the Sourcing Module repository, the user must first enter in the desired search criteria on the browse screen. Once the search criteria have been entered, the user must select the appropriate option to execute the search. Once the search engine has executed the search, the results of the search are displayed in the results grid. The total number of records meeting the selection criteria will be displayed above the grid.

1.2.3 Assign Service Members to Requirements

CNRF staff assigns Service Members to requirements and enters a Mob Event Number for the assignment. If a member does not currently exist within the NMCMPMS database repository, the member's SSN is dynamically added through the on-line interface based on the current NPDB data for the member. If a member does not currently exist within

NPDB, the selected member cannot be sourced through the NCMCMPS system. The automated Data Transformation Service (DTS) established between the NPDB and NCMCMPS transfers necessary personnel information for the Sourcing Module.

1.2.4 Implementation Order Entry

CNRF staff documents the implementation orders and associated Mobilization Events including a DTG for each implementation order message.

1.2.5 Lighting Mobilization Events

CNRF staff selects one or more of the assigned members to tag with a Mobilization Event and generate activation orders.

SECTION 2: Getting Started with the Sourcing Module

2.1 ACCESSING THE SOURCING MODULE (SM)

2.1.1 Entering the Sourcing Module

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

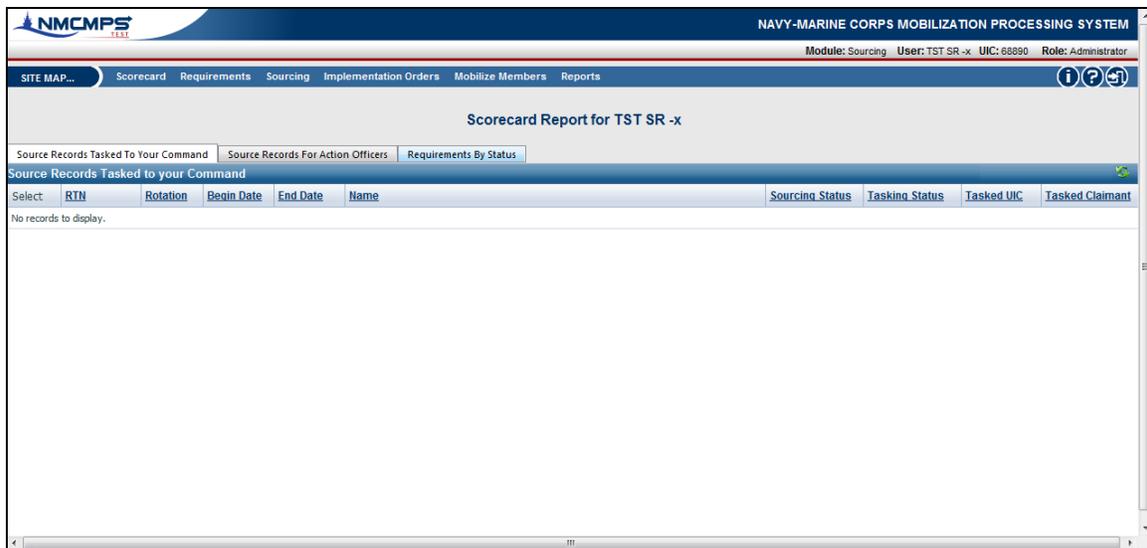
For information on accessing BOL, please refer to *Accessing NMCMPS* in the *NMCMPS Overview and Common Features*.

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

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

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

Figure 2: Sourcing 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 NCMCMPS 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.

2.1.2 Sourcing Module Menu Options

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

Figure 3: Sourcing Module Menu



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

Table I: Sourcing Menu Options

Hyperlink	Description
Site Map	Allows you to view and access all NCMCMPS Modules.
Scorecard	Returns you to the Scorecard page.
Requirements	Allows you to search for existing requirements to be filled.
Sourcing	Allows you to search sourced records either by Member or by requirement.
Implementation Orders	Allows you to search for existing implementation orders or add new ones.
Mobilize Members: Reserves	Enables you to select one or more Members or events for activation orders generation. (If you are using the tool bar menu, choose to view Reserves or Active Duty by selecting from the drop-down menu.)
Mobilize Members: Active Duty	Enables you to select one or more Members or events for activation orders generation. (If you are using the tool bar menu, choose to view Reserves or Active Duty by selecting from the drop-down menu.)
Reports	Allows you to run Sourcing Reports.

2.1.3 Displaying a Scorecard Report

From the **Site Map**, select **Scorecard** from the **SM** menu options. The Scorecard Report displays on the Sourcing Home Page as shown in the following figure.

Figure 4: Sourcing Home Page

Select	RTH	Rotation	Begin Date	End Date	Name	Sourcing Status	Tasking Status	Tasked UIC	Tasked Claimant
Select	OM-2910-0018	A			KRRPR	Created	Untasked		
Select	OM-2910-0020	A				Created	Untasked	00014	COMLANFLT
Select	OM-2910-0011	A				Created	Untasked	00014	COMLANFLT
Select	OM-2910-0012	A				Created	Untasked	00014	COMLANFLT
Select	WX-2923-0001	A				Created	Untasked	0437A	CMC
Select	EF-2911-0015	A			PLCKI	Created	Untasked		
Select	NE-1983-0000	A	2010.01.01		ELNPI	Created	Untasked	00011	AAUSN
Select	JC-2901-0300	A				Created	Untasked		
Select	ST-2683-0021	A				Created	Untasked	02533	COMLANFLT
Select	EF-2187-0001	A		2010.10.20		Created	Untasked		
Select	JC-2901-0111	A		2009.06.30		Created	Untasked		
Select	WX-2105-0028	A		2009.07.01		Created	Untasked	00011	DODHRA
Select	EF-2096-0004	A		2008.12.01		Created	Untasked		
Select	EF-2096-0004	A		2008.12.01		Created	Untasked		

The Scorecard page provides a quick overview of all requirements in your jurisdiction. Tabs within the Scorecard Report will allow you to view **Source Records Tasked to Your Command** and **Sourced Records for Action Officers**. The **Requirement by Status** tab lists requirements grouped by status. User can expand each group to view a list of the requirements within that status.

Click the **Select** hyperlink from within any of the tabs to open the corresponding Requirement page. Depending upon your access rights, you may not be authorized to access all of the sourcing functions.

Note:

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

SECTION 3: Browsing Requirements

You can use the Requirements feature to search for and review requirements to be filled. In addition to viewing requirements, you can also assign a Service Member to a requirement. To browse requirements, select **Requirements** from one of the Sourcing Module menus.

Note:

You can change the order in which records are displayed by clicking the appropriate hyperlink in the column heading. Click once to sort records in ascending order and click the column header a second time to sort in descending order. For example, to sort records numerically by requirement tracking number (RTN), click on the **RTN** hyperlink column heading. To sort records in reverse order by RTN, click the **RTN** hyperlink a second time.

The following figure displays the Requirement Browse page when you search for a requirement(s).

Figure 5: Requirement Browse Page

The screenshot shows the Requirement Browse page with the following sections:

- Browse Requirement Criteria:** Includes fields for RTN, Rqmt Begin Date, Rqmt Approved Thru date, Manpower Claimant, NEC / NOBC, Pay Grade, Show Only Current Requirements, Status, Revalidation Status, and ET Status.
- Additional Search Criteria:** Includes fields for Component, Reserve Authority, Rating/Desig, Dest. UIC, OPNAV Event, OPNAV Descriptor, Clearance, Mission Name, Mission Type, FTN, RFF, EXORD, MOD, eJMAPS, and Sourcing Type.
- Additional Tasking:** Includes Manpower Claimant and UIC fields.

Search buttons include Search, Clear Fields, Ad-Hoc Tool, DRT, Quick Source, and Global Update. A Record Count of 200 is displayed.

The table below shows the columns for the requirements list:

Select	RTN	Rotation	Rqmt Begin Date	Rqmt End Date	Destination UIC	Manpower Claimant	NEC/NOBC	Paygrade	Billet Clearance	CRI	Ta Cfi
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

The following figures provide a closer view of the individual sections available on the Requirement Browse Page. The tables describe the fields on the Requirement Browse page.

Figure 6: Requirement Browse Page: Browse Requirement Criteria

The screenshot shows a web form titled "Browse Requirement Criteria". It contains several input fields and dropdown menus:

- RTN: A text input field.
- Rqmt Begin Date: A date input field with a calendar icon to its right.
- Rqmt Approved Thru date: A date input field with a calendar icon to its right.
- Manpower Claimant: A dropdown menu.
- NEC / NOBC: A text input field with an ellipsis button to its right.
- Pay Grade: A dropdown menu.
- Show Only Current Requirements: A checkbox.
- Status: A dropdown menu.
- Revalidation Status: A dropdown menu.
- ET Status: A dropdown menu.

Table II: Requirement Browse Fields: Browse Requirement Criteria

Field	Description
RTN	Searches by the Requirement Tracking Number. This system-generated field uniquely identifies the requirement.
Rqmt Begin Date	Allows you to search for requirements beginning AFTER the specified date. If you enter a Rqmt Begin Date, you must also enter a Rqmt Approved Thru Date. These two fields enable you to find all requirements available in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.
Rqmt Approved Thru Date	Allows you to search for requirements beginning BEFORE the specified date. If you enter a Rqmt Approved Thru Date, you must also enter a Rqmt Begin Date. These two fields enable you to find all requirements available in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.
Manpower Claimant	Allows you to select a Manpower Claimant from the drop-down list. This is the destination Manpower Claimant for the defined requirement.
NEC/NOBC	Allows you to enter or select a Navy Enlisted Code or Navy Officer Billet Code. Click the ellipsis button (...) to display the NEC/NOBC Lookup page from which you can select an NEC or NOBC.
Pay Grade	Allows you to select a pay grade from the drop-down list.
Show Only Current Requirements	Allows you to choose whether to display only current requirements or all requirements.
Status	Allows you to search for requirements based on status. Check the box in front of each Status you would like to see displayed. You can choose more than one Status type.
Revalidation Status	Allows you to select a revalidation status from the drop-down list. Valid values include: Awaiting Re-approval, Re-approval Lapses < 90 days, Re-approval Pending Submission, Re-approval Validated to HQ, Re-approval Granted, Re-approval Denied, Re-Approval More Info Requested
ET Status	Allows you to select an ET (Early termination) status from the drop-down list. Valid values include: ET Pending Submission, ET Validated to HQ, ET Granted, ET Denied, ET Cancel

Figure 7: Requirement Browse Page: Additional Search Criteria

The screenshot shows a web form titled "Additional Search Criteria". It contains the following fields and controls:

- Component:** A drop-down menu.
- Reserve Authority:** A drop-down menu.
- Rating/Desig:** A text input field with an ellipsis button (three dots) to its right.
- Dest. UIC:** A text input field with an ellipsis button to its right.
- OPNAV Event:** A text input field.
- OPNAV Descriptor:** A text input field.
- Clearance:** A drop-down menu.
- Mission Name:** A text input field.
- Mission Type:** A text input field with an ellipsis button to its right.
- FTN:** A text input field.
- RFF:** A text input field.
- EXORD:** A text input field.
- MOD:** A text input field.
- eJMAPS:** A text input field.
- Sourcing Type:** A drop-down menu with "All" selected.

Table III: Requirement Browse Fields: Browse Requirement Criteria

Field	Description
Component	Allows you to select the "Active Duty", "Civilian", "Contractor", "Reserve – IRR", "Reserve – SELRES", or "Reserves" component from the drop-down list.
Reserve Authority	Allows you to select the Reserve Authority from the drop-down list. Valid values include: ADSW, ADSW (Contingency), IA, MOB, MOB for Training, PRC
Rating/Desig	Allows you to enter a Rating/Designator code indicating the Member's field of expertise. Click the ellipsis button (...) to display the Rating/Desig Lookup page from which you can select a Rating/Designator code. To execute a partial search, use the "%" character. For example, to find Rating/Designator codes beginning with "123", type "123%"
Destination UIC	Allows you to search on the specified destination UIC code. Click on the ellipsis button to display the UIC Lookup page from which you can search for UICs.
OPNAV Event	Allows you to search on an OPNAV Event.
OPNAV Descriptor	Allows you to search on an OPNAV Descriptor This is a field used to group requests for reporting purposes. The OPNAV Descriptor field is optional and can be edited only by HQ.
Clearance	Allows you to select a security clearance from the drop-down list.
Mission Name	Allows you to search by the specified Mission Name. Click on the ellipsis button to display the Mission Name Lookup page from which you can search for Mission Names.
Mission Type	Allows you to search on the specified Mission Type. Click on the ellipsis button to display the Mission Type page from which you can search types of missions.
FTN	Allows you to search by FTN (Force Tracking Number).
RFF	Allows you to search by RFF (Request for Forces).
EXORD	Allows you to search by EXORD (Executive Order).
MOD	Allows you to search by MOD (Modification to EXORD).
eJMAPS	Allows you to search by eJMAPS (Electronic Joint Manpower and Personnel System).
Sourcing Type	Allows you to select a Sourcing Type from the drop-down list.

Field	Description
	This value defaults to "All". Other valid values include: Current/Future and Current

Figure 8: Requirement Browse Page: Additional Tasking
Table IV: Requirement Browse Fields: Additional Tasking

Field	Description
Manpower Claimant (Additional Tasking)	Allows you to select an additional tasking Manpower Claimant from the drop-down list. This is the Manpower Claimant tasked to provide sourcing for the requirement.
UIC	Allows you to search by UIC code.

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

Table V: Requirement Browse Buttons

Field	Description
Search	Executes the search for existing requirements based on the criteria you enter in the Requirement Criteria fields. Search results display in the grid at the bottom of the page.
Clear Fields	Removes data from all of the Requirement Criteria fields.
Ad-Hoc Tool	Displays the Report Format page from which you can generate and print custom reports. For additional information on <i>Generating Ad-Hoc Reports</i> , please refer to <i>NMCMPS Overview and Common Features</i> .
DRT	Provides access to the Dynamic Reporting Tool. For more information, please refer to the <i>NMCMPS DRT User Guide</i> .
Quick Source	Allows multiple members to be sourced to various requirements using the same Show Date, Source Begin Date, Source End Date, Date Sourced, and Mob Event Number.
Global Update	Displays the Global Update page when more than one record is selected.

IMPORTANT!

You must enter all dates in the following format: **yyyy.mm.dd**.

To search for a record in the Sourcing Module repository, you must first enter your search criteria on the browse page. Once you enter search criteria and execute the search, your search results display in the results WebGrid. You can then select a requirement to display information about it.

Many of the search fields provide a list of values from a dropdown or other lookup control as indicated by the **Lookup** icon in the right corner of the field . Refer to *Using the Lookup Fields* in *NMCMPS Overview and Common Features* for additional information.

To Execute a Search:

- a. To display the Requirement Browse Page, click **Requirements** on one of the Sourcing Module menus.
- b. Enter your search criteria in the **Requirement Search/Filter** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields.

Note:

To start over again or to execute a new search, click on the **Clear Fields** button. This erases all characters in the Search/Filter fields.

- c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The requirements matching your search criteria display in the results WebGrid at the bottom of the page.
- d. Click on the **Select** hyperlink corresponding to a requirement to display the Source page. For more information on the Standard Webgrid and Custom Webgrid, please refer to the *NMCMPS Overview and Common Features User Guide*.

SECTION 4: Browsing Sourced Records

You use the Sourcing feature to search for sourcing records either by Member or by requirement. From the search results WebGrid, you can then display the Source page for a specific record.

Note:

You can change the order in which records are displayed by clicking the appropriate hyperlink in the column heading. Click once to sort records in ascending order and click the column header a second time to sort in descending order. For example, to sort records numerically by requirement tracking number (RTN), click on the **RTN** hyperlink column heading. To sort records in reverse order by RTN, click the **RTN** hyperlink a second time.

The following figure displays the Source Browse page.

Figure 9: Source Browse Page

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

Table VI: Source Browse Fields

Field	Description
SSN	Searches on a social security number. Displays the last 4 digits of the SSN in the results WebGrid.
Last 4	Searches on the last four digits of the Social Security

Field	Description
	Number.
Name (partial)	Searches on full or partial name.
Pay Grade	Allows you to select a pay grade from the drop-down list.
Clearance	Allows you to select a security clearance from the drop-down list.
NEC/NOBC	Allows you to enter or select a Navy Enlisted Code or Navy Officer Billet Code. Click the ellipsis button (...) to display the NEC/NOBC Lookup page from which you can select an NEC or NOBC.
Rating/Desig	Allows you to enter a Rating/Designator code indicating the Member's field of expertise. Click the ellipsis button (...) to display the Rating/Desig Lookup page from which you can select a Rating/Designator code. To execute a partial search, use the "%" character. For example, to find Rating/Designator codes beginning with "123", type "123%".
IMS Code	Allows you to search by Individual Mobilization Status (IMS) Code.
Component Code	Allows you to search by Component Code, currently Active Duty, Reserves, Reserve - SELRES, and Reserve - IRR.
Sourcing Type	Allows you to filter Members based on the date they are sourced. Valid values include: Current/Future, Current, All.
VTU	Allows you to select a Volunteer Training Unit.
Gender	Allows you to select a Gender.
Parent UIC	Allows you to search by parent UIC code from which the Member was sourced.
Sourcing Status	Allows you to search by the Sourcing Status. Values include: Created, Deleted, Sourced, Sourced (OW), Validated.
Sub-Claimant Type	Enables you to search by subordinate Manpower Claimant type. When searching on a Sub-Claimant, a Sub-Claimant Type must be specified. Valid values are: Supporting Sub-Claimant and Supported Sub-Claimant. <i>Supporting Sub-Claimant</i> displays those sourcing records with a Current Unit UIC under the selected Sub-Claimant UIC. <i>Supported Sub-Claimant</i> displays those sourcing records with requirements that have Dest. UICs under the selected Sub-Claimant UIC.
Sub-Claimant Code/UIC	Allows you to select a Sub-Claimant Code/UIC on which to search.
TYCOM Type	Allows you to select either "Supporting TYCOM" or "Supported TYCOM" as the type.
TYCOM Code/UIC	Allows you to select a TYCOM Code/UIC on which to search.
Search Date Field	Enables you to select the type of date on which you want to conduct a date range search. The types of dates on which you can search include: Sourcing Begin, Sourcing End, Sourced During, Requirement Begin, Requirement End, and Requirement Valid During.

Field	Description
Search Start Date	Allows you to search for records beginning AFTER the specified date. You select the date on which to search, i.e. Sourcing Begin Date, Requirement End Date, etc., by selecting an option from the Search Date Field drop-down list. If you enter a Search Start Date, you must also enter a Search Finish Date. These two fields enable you to find all records in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.
Search Finish Date	Allows you to search for records beginning BEFORE the specified date and depending upon the Search Date Field you select. If you enter a Search Finish Date, you must also enter a Search Start Date. These two fields enable you to find all records in the specified date range. You can also click the Calendar icon to the right of the field to choose a date.
OPNAV Event	Allows you to search for records based on OPNAV Event.
OPNAV Descriptor	Allows you to search for records based on OPNAV Descriptor.

The following table describes the buttons on the Source Browse page.

Table VII: Source Browse Buttons

Field	Description
Search	Executes the search for existing sourcing records based on the criteria you enter in the Browse Member Sourcing Criteria and/ Browse Requirement Sourcing Criteria fields. Search results display in the WebGrid at the bottom of the page.
Clear Fields	Removes data from all of the search fields.
Ad-Hoc Tool	Displays the Report Format page from which you can generate and print custom reports.
DRT	Provides access to the Dynamic Reporting Tool. For more information, please refer to the <i>NMCMPS DRT User Guide</i> .
Global Update	Displays the Global Update page when more than one record is selected.

IMPORTANT!

You must enter all dates in the following format: **yyyy.mm.dd**.

To search for a record in the Sourcing Module repository, you must first enter your search criteria on the browse page. Once you enter search criteria and execute the search, your search results display in the results WebGrid. You can then select a requirement to display information about it.

To Execute a Search:

- a. To display the **Sourcing Main Page**, click **Sourcing** on of the Sourcing Module menus.

- b. Enter your search criteria in the **Browse Member Sourcing Criteria**, **Browse Subordinate Manpower Claimant Criteria** and/or the **Browse Requirement Sourcing Criteria** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields.

Note:

To start over again or to execute a new search, click on the **Clear Fields** button. This erases all characters in the Search/Filter fields.

- c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The records matching your search criteria display in the results WebGrid at the bottom of the page.
- d. Click on the **Select** hyperlink corresponding to a requirement to display the Source page. See *Using the Source Page* for more information.

For more information on the Standard Webgrid and the Custom Webgrid, please refer to the *NMCMPS Overview and Common User Guide*.

SECTION 5: Sourcing Requirements

5.1 USING THE SOURCE PAGE

Use the Source page to view or modify specific information regarding a requirement. You can also source the requirement from this page. The Source page defaults to display Requirement Information. Additional tabs on this screen also display Sourcing Information, Tasking Information, Reporting Instructions, Validation, History, and Comments. You can display the Source page by clicking on a **Select** hyperlink corresponding to the record you want to view after performing a search on the Requirement Browse page.

The Sourcing Module now supports the ability to process active duty orders. You can create an active duty order request in the AMM or in the Sourcing Module (by sourcing and then mobilizing the active duty Member).

The following figure displays the Source page.

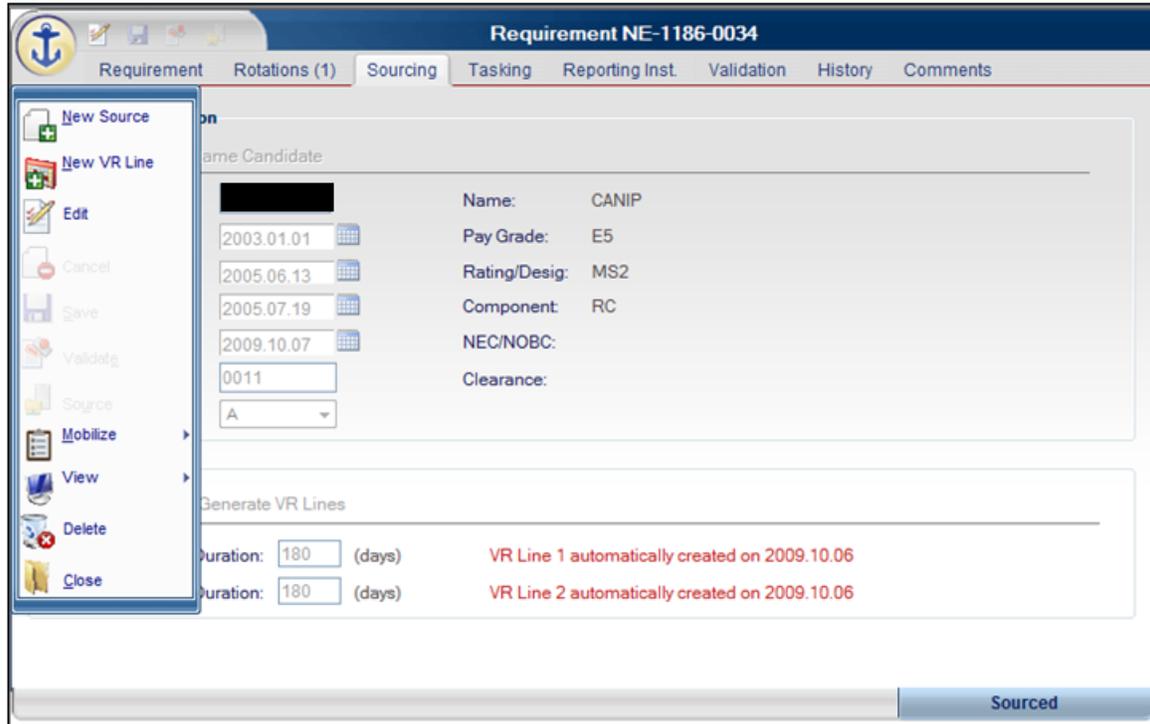
Figure 10: Source Page

Requirement EF-2025-0004			
Requirement	Rotations (1)	Sourcing	Tasking
Requirement			
RTN:	EF-2025-0004	Destination UIC:	55205
Begin Date:	2005.06.08	NEC/NOBC:	8404
End Date:	2008.12.12	Rating/Desig:	HM2
Approved Thru Date:	2008.12.12	Pay Grade:	E5
OPNAV Event:		OPNAV Descriptor:	
		BOG:	
		Req. Status:	S
		Manpower Claimant:	52A0
		Authority:	
		Joint Duty Credit Eligible:	
Billet Title:			
Action Officer:	<input type="button" value="Change"/>		
By Name Candidate			
SSN:	<input type="text"/>	Name:	
Pay Grade:		NEC/NOBC:	
		Clearance:	

5.1.1 Understanding the Main Menu

The Sourcing Page Main Menu changes depending upon the sourcing status. Menu selections may or may not be available depending on the sourcing status.

The following image displays the Sourcing Page Main Menu.

Figure 11: Source Page Main Menu

The following table describes the options available from the Main Menu.

Table VIII: Source Page - Main Menu Options

Field	Description
New Source	Opens a new Sourcing record.
New VR Line	Adds new VR lines on the Sourcing tab.
Edit	This changes the Sourcing Page to Edit Mode which allows you to update values in the record. After changes are made, click Save to save your changes or Cancel to erase any of your edits.
Cancel	Cancel changes that are made while in Edit Mode.
Save	Saves changes to the Source Page that are made in Edit Mode.
Validate	Validates the record. This option becomes available when all required fields have been filled out.
Source	Once the record has been Validated, this option sources the requirement with the Member whose information is entered on this page.
Mobilize	Allows you to mobilize the member by creating one of the following Order Request types: ADSW Request, ITDY/IAMM Request, MAP/IAMM Request, MOB Request, TEMADD/IAMM Request, TEMADD/GSA Request
View	Reports and Other Information: <i>Comment Report</i> – Select to view the Comment Report. (For more

	<p>information, refer to Managing Comments.)</p> <p><i>Audit Log for Requirement</i> - Select to view the Requirement Audit Log. (For more information, refer to Viewing the Audit Log.)</p> <p><i>Audit Report for Requirement</i> - Select to view the Requirement Audit Log Report window.</p> <p><i>Audit Log for this Sourcing Record</i> - Select to view the Sourcing Audit Log. (For more information, refer to Viewing the Audit Log.)</p> <p><i>Audit Report for this Sourcing Record</i> - Select to view the Audit Log Report window.</p>
Delete	Deletes the Sourcing record. This button is not available in Edit Mode.
Close	Closes the current page.

5.1.2 Requirement Tab

The **Requirement** tab displays detailed information about the requirement you selected. This may also include information about a requested candidate and additional tasking information. You cannot edit information in the Requirement and Candidate sections of this tab.

This figure displays the **Requirement** tab.

Figure 12: Source Page – Requirement Tab

The screenshot shows the 'Requirement EF-2025-0004' page. The 'Requirement' tab is active, displaying the following information:

RTN:	EF-2025-0004	Destination UIC:	55205	BOG:	
Begin Date:	2005.06.08	NEC/NOBC:	8404	Req. Status:	S
End Date:	2008.12.12	Rating/Desig:	HM2	Manpower Claimant:	52A0
Approved Thru Date:	2008.12.12	Pay Grade:	E5	Authority:	
OPNAV Event:		OPNAV Descriptor:		Joint Duty Credit Eligible:	

Below the requirement details, there is a 'Billet Title:' field and an 'Action Officer:' field with a 'Change' button.

The 'By Name Candidate' section shows the following information:

SSN:	[REDACTED]	Name:	
Pay Grade:		NEC/NOBC:	Clearance:

The selected Action Officer will display on this tab. To modify this information, click the Change button. An Action Officer LookUp window will open. Search and then

select the new Action Officer. Click the Update button to update the information displayed on this tab.

If information regarding a specific candidate was entered in the RTM, the candidate's SSN, name, pay grade, NEC/NOBC, and clearance display in the **By Name Candidate** group box.

5.1.3 Rotations Tab

The Rotations Tab displays rotation data and associated I-Stop information. The total number of rotations for the requirement is displayed in parenthesis on the Rotation tab label. Users can switch rotation views by selecting the various rotations from the **Rotation** drop-down.

Figure 13: Source Page - Rotations Tab

Requirement EF-2025-0004

Requirement Rotations (1) Sourcing Tasking Reporting Inst. Validation History Comments

Rotation Data

Rotation: A (select a rotation in the dropdown to view the corresponding data)

Rotation Begin: 2005.06.08 LAD: Rotation End: 2008.12.12
 BOG: Clearance: TOP SECRET Auth. Source Overlap:
 Res. Authority: Component:

Position Description:

IStop	UIC	Report Date	Geoloc	Description	POCName	POCEmail	POCPhone
No records to display.							

5.1.4 Sourcing Tab

The Sourcing Tab allows you to search for a specific Member by social security number. A record for the Member must already exist in the NPDB in order for the system to find the SSN. Once you enter an SSN, you can enter other sourcing information such as **Show Date** and **Begin Date**. The Show Date is the first date the member starts the mobilization or augmentation process. For AC, this is normally the day after member detaches parent command; for SELRES/IRR, this is normally the date members report to the NMPS or OSC). The End Date field is automatically populated with the requirement end date. If you enter an SSN for an active duty Member, a message displays indicating that **Mobilization Event #** is optional.

The VR Lines section allows users to generate one or two VR Lines when sourcing. When the record is Sourced, the sourcing record will refer to the **Source Duration** field to create a sourcing record starting the day after the original sourcing record **End Date**. If a second VR line is entered, the system will refer to that **Source Duration** to create a sourcing record the day after the first VR line's **End Date**.

This “Automatically generate VR Lines” is checked by default and needs to remain checked if data is entered into any of the fields within this section. A VR line will not be able to be saved without a **Begin Date** and an **End Date**. Once successfully saved, a message will appear to the right of the **Source Duration** field. Once the record is Sourced, information in this section cannot be edited.

This figure displays the Sourcing Tab.

Figure 14: Source Page - Sourcing Tab

The screenshot shows the Sourcing Tab for Requirement EF-2025-0004. The page is divided into two main sections: Sourcing Information and VR Lines.

Sourcing Information:

- Use the By Name Candidate
- SSN: [Text Field]
- Show Date: [Calendar Icon]
- Begin Date: [Calendar Icon]
- End Date: 2008.12.12 [Calendar Icon]
- Date Sourced: 2009.10.04 [Calendar Icon]
- Mob Event #: [Text Field]
- Rotation: A [Dropdown]
- Name: [Text Field]
- Pay Grade: [Text Field]
- Rating/Desig: [Text Field]
- Component: [Text Field]
- NEC/NOBC: [Text Field]
- Clearance: [Text Field]

VR Lines:

- Automatically Generate VR Lines
- VR1 Source Duration: [Text Field] (days)
- VR2 Source Duration: [Text Field] (days)

5.1.5 Tasking Tab

To Specify Additional Tasking Information:

- From the Requirement Browse page, find the requirement you want to source as described in *Searching for Requirements*. Requirements matching your search criteria display at the bottom of the Requirement Browse page.

- b. From the WebGrid at the bottom of the Requirement Browse page, click on the **Select** hyperlink corresponding to the requirement you want to source. The Source page displays.
- c. Click on the **Tasking** tab.
- d. From the **Additional Tasking** group box, click on the **Update** button. The **Manpower Claimant**, **Sub-Manpower Claimant**, **UIC** and **Tasking Status** fields are enabled.
- e. Select a **Manpower Claimant** and/or enter a **UIC** code. You can also click on the binoculars icon to the right of the **UIC** field to display the UIC Lookup page.
- f. Select a Tasking Status from the drop-down list from amongst the following choices: **Shortfall to HQ**, **Shortfall to Claimant**, and **Tasked for Sourcing**.
- g. Click the **Update** button to save the information.

Figure 15: Source Page – Tasking Tab

The screenshot displays the 'Tasking' tab for Requirement EF-2025-0004. The 'Tasking' section includes the following fields:

- Manpower Claimant: [Dropdown]
- Sub-Manpower Claimant: [Dropdown]
- UIC: [Text] [Binoculars Icon]
- Tasking Status: [Dropdown] (Current value: Untasked)

The 'Member Notification' section includes:

- SSN: [Text]
- Date: [Calendar Icon]
- Message: [Text] [Dropdown]
- [Add] Button

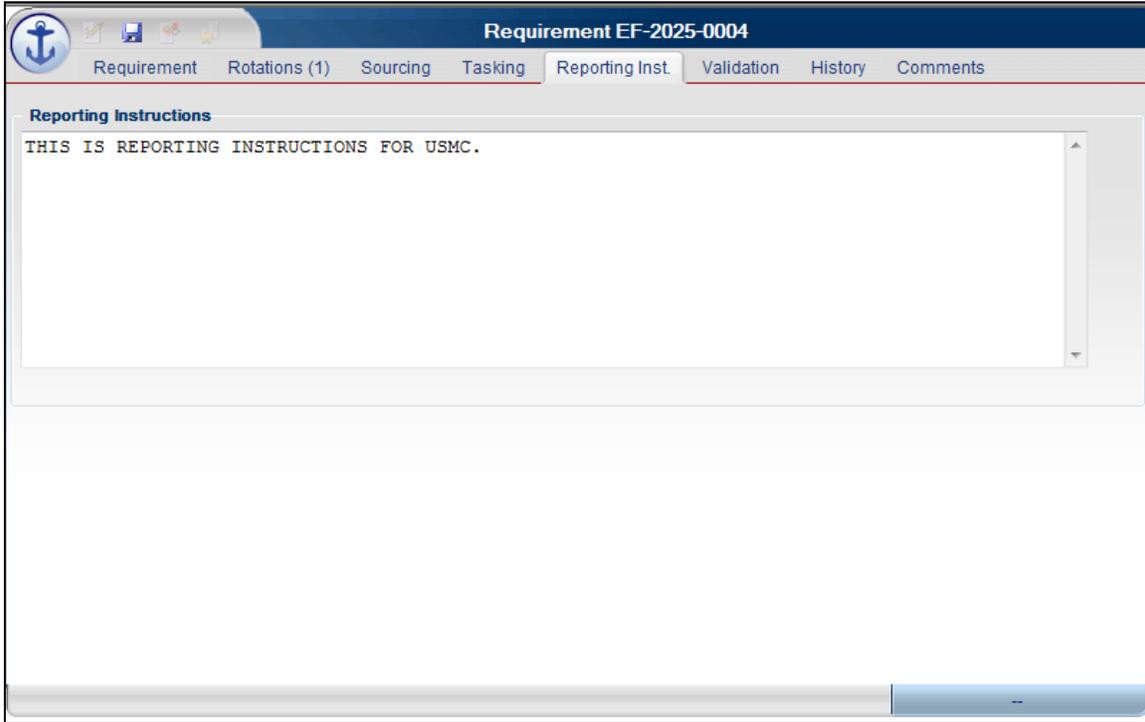
Below the notification fields is a table with the following structure:

SSN	Date	Message	User Name
No records to display.			

5.1.6 Reporting Instructions Tab

The **Reporting Instructions** tab displays instructions entered in the Navy Requirement Tracking Module (RTM). You cannot edit this information through the Sourcing Module. The following figure displays the **Reporting Instructions** tab.

Figure 16: Source Page – Reporting Instructions Tab



5.1.7 Validation Tab

If you attempt to submit invalid data, a red exclamation point displays at the bottom of the screen indicating that the Validation has failed. The Validation Tab will contain all of the error messages associated with the failed validation. The following figure displays the Validation Tab with an error.

Figure 17: Source Page – Validation Tab

	SSN	RTN	Validation Message	Type
✖		EF-2025-0004	SSN is a required field	Hard
✖		EF-2025-0004	Begin Date is a required field	Hard
✖		EF-2025-0004	Show Date is a required field	Hard
⚠	<input type="checkbox"/>	EF-2025-0004	A Mobilization Event number is not entered for this record. You will need to enter this value before you mobilize the member	Soft

Validation failed: Please correct the validation errors

Created

5.1.8 History Tab

The **History** tab lists all Members who are or have been assigned to the selected requirement.

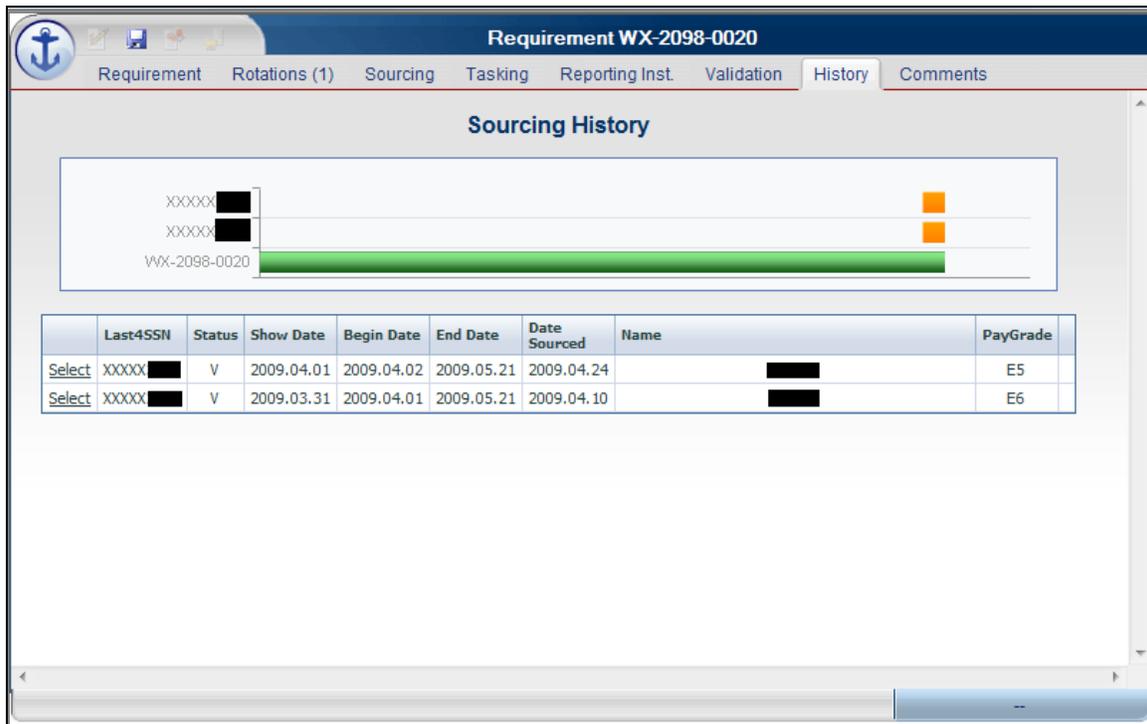
The Sourcing History Gantt Chart graphically displays information about the requirement. The green bar within the chart represents the requirement duration. Sourcing records will be represented by one or more blue bars; records that are not in a Sourced or Sourced Orders Written (SOW) status will be represented by an orange bar.

You cannot edit any of the information on this tab. However, you can click on the **Contact Icon**  next to the member's name to go to the Contact Management page and update contact information.

Note

The **Contact Icon**  will only be visible when there is an associated OWM Contact record for that SSN.

The following figure displays the **History** tab.

Figure 18: Source Page – History Tab

5.1.9 Comments Tab

The Comments Tab displays a list of all comments associated with the selected Source page.

You can enter comments as you enter assignment information on the Source page. You can view, add, and edit comments using the Comments Tab. Both components appear in the Source Comments page.

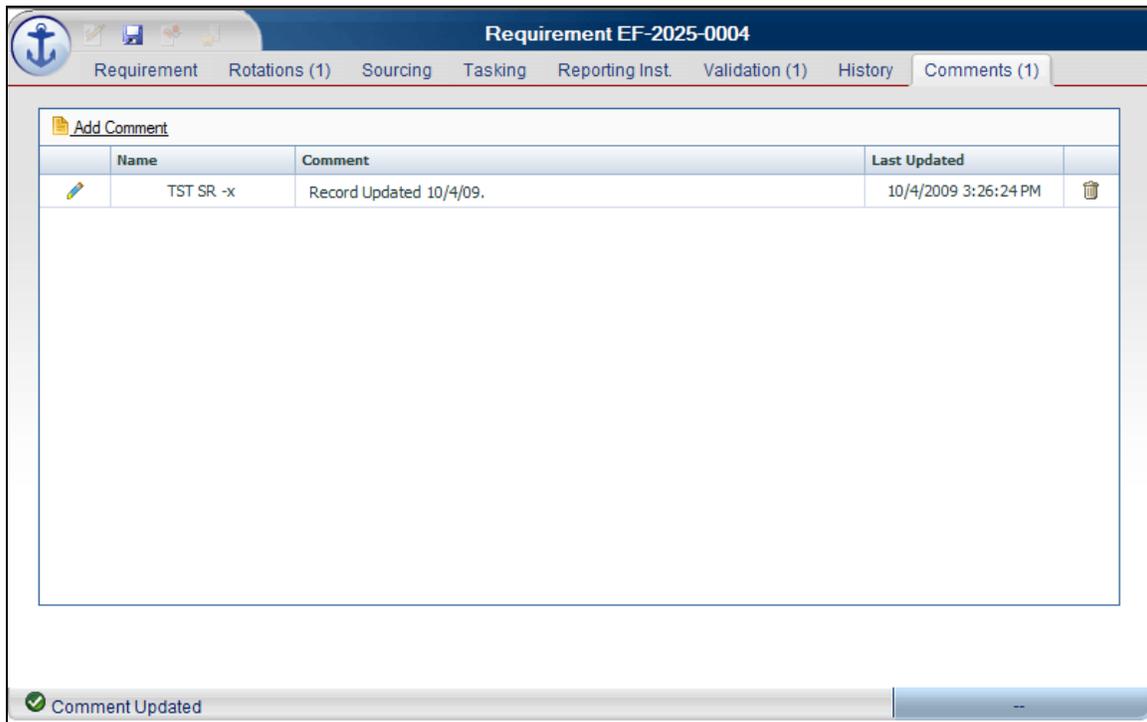
Any user with authorized access can create a comment. You can also edit comments that you create. You can view comments created by other users. You cannot delete comment created by other users.

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.

Please refer to the “Viewing Comments” for more information.

The following figure shows the Comments Tab.

Figure 19: Source Page - Comments Tab

5.2 SOURCING A REQUIREMENT

Once you select a requirement, you must assign or “source” a Member to the requirement. When you source a requirement, you must know the requirement tracking number (RTN) of the requirement to which you want to assign the Member. In order to source a Member, the following rules apply:

- a. You must assign the Member to a valid requirement tracking number (RTN).
- b. You must enter requirement fill start and end dates that are within the Member’s current orders start and end dates. These dates must be within the requirement start and end dates.
- c. You must not overlap the Member’s orders start and end dates with those of another Member sourced to that requirement by more than the number of days specified in the Auth. Source Overlap field on the Rotations tab, or if it is blank, 30 days.
- d. You must not assign a Member to a requirement that is fulfilling another requirement during the specified begin and end dates.

In addition, an error message displays if you attempt to source a requirement with a Member who does not meet the Pay Grade criteria. Note that you can view the Sourcing

History of a requirement to see which Members have already been assigned to the requirement and for what time frame. See *Displaying Sourcing History* for more details.

If you attempt to submit invalid data, an error message displays on the Validation tab.

To Source a Requirement:

- a. From the Requirement Browse page, find the requirement you want to source as described in *Searching for Requirements*. Requirements matching your search criteria display at the bottom of the Requirement Browse page.
- b. From the WebGrid at the bottom of the Requirement Browse page, click on the **Select** hyperlink corresponding to the requirement you want to source. The Source page displays.
- c. Under the Sourcing tab, enter the **SSN** of the Member you would like to source to the requirement.

OR

If you would like to search for the Member, click the binocular icon in the SSN field. The NPD Search screen appears. Enter your search criteria and click the **Search** button. The WebGrid will populate with information that meets your search criteria. Click the **Select** hyperlink next to the Member you would like to source to the requirement.

- d. Once a Member's SSN is complete, the Member's Name, Pay Grade, Rating/Desig, Component, NEC/NOBC and Clearance will automatically display on the right hand side of the screen. This information cannot be modified.

Note:

If you enter the SSN of an active duty Member, a message displays indicating that the **Mob Event #** is optional. Click **OK** to continue.

- e. The **Date Sourced** populates automatically with the today's date.
- f. Enter a **Show Date** if the date you want the member to arrive is different than the show date of the requirement.
- g. Enter a **Begin Date** if the date you want the member to begin working on the requirement is different than the beginning date of the requirement. You can also click the Calendar icon to select a date (see *Using the Calendar Window* for more details).

- h. The End Date populates automatically with the Requirement End Date. Enter an **End Date** if the date you want the Member to complete work on the requirement is different than the ending date of the requirement.
- i. Click the **Save** icon.
- j. If all necessary fields have value, the **Validate** icon will become available. Click the **Validate** Icon. Any processing errors will display under the Validation tab. Hard errors must be corrected before proceeding; Soft errors can be optionally bypassed by clicking the checkbox in front of the error message.
- k. If an error is corrected, repeat steps I and J as necessary until there are no more Validation messages.
- l. Once Validation messages are addressed, the Source icon will become available.
- m. Click the Source icon to source the requirement with the Member whose information you just entered. The following figure shows a message displayed in the left hand corner of the screen confirming the record was successfully sourced.

Figure 20: Sourced Confirmation Message

The screenshot shows the 'Sourcing Information' tab for Requirement AI-2806-0001. The interface includes a navigation bar with tabs for Requirement, Sourcing, Tasking, Reporting Inst., Validation (1), History, and Comments. The Sourcing Information section contains the following fields:

SSN:	[REDACTED]	Name:	[REDACTED]
Show Date:	2008.04.10	Pay Grade:	E2
Begin Date:	2011.10.05	Rating/Design:	AA
End Date:	2011.10.19	Component:	UK
Date Sourced:	2008.04.22	NEC/NOBC:	
Mob Event #:		Clearance:	NO CLEARANCE REQUIRED FILE CREATED

At the bottom left, a green checkmark icon is followed by the text '1 record(s) successfully sourced'. At the bottom right, there is a blue button labeled 'Sourced'.

IMPORTANT!

You can assign multiple Members to the same requirement for various time periods. However, you cannot overlap Members on the same requirement by more than the Authorized Sourcing Overlap.

5.3 GROUP PROCESSING

5.3.1 Group Processing Functional Overview

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

5.3.2 Global Requirements Interface

On the Requirement page, requirement data can be globally updated. Search for the requirements to update (see *Browsing Requirements* for additional information), check the checkbox in the WebGrid for those records, and click the **Global Update** button.

To Globally Process Requirements:

- a. Select **Requirements** from the Site Map under SM.

Figure 21: Browsing Requirements for Global Update

The screenshot displays the NCMCPS interface for browsing requirements. At the top, the header includes the NCMCPS logo and the text 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. Below the header, there are navigation tabs: 'SITE MAP...', 'Scorecard', 'Requirements', 'Sourcing', 'Implementation Orders', 'Mobilize Members', and 'Reports'. The 'Requirements' tab is active.

The main content area is divided into several sections:

- Browse Requirement Criteria:** This section contains search filters including RTN, Rqmt Begin Date, Rqmt Approved Thru date, Manpower Claimant, NEC/NOBC, Pay Grade, Show Only Current Requirements, Status, Revalidation Status, and ET Status.
- Additional Search Criteria:** This section includes filters for Component, Reserve Authority, Rating/Desig, Dest. UIC, OPNAV Event, OPNAV Descriptor, Clearance, Mission Name, Mission Type, FTN, RFF, EXORD, MOD, eJMARS, and Sourcing Type.
- Additional Tasking:** This section includes filters for Manpower Claimant and UIC.

Below the search criteria, there are buttons for 'Search', 'Clear Fields', 'Ad-Hoc Tool', 'DRT', 'Quick Source', and 'Global Update'. A status bar indicates 'Number of Records Found: 34671. First 200 records retrieved.' and a 'Record Count: 200' dropdown.

The 'Requirements' table is displayed below the search area. It has a 'Select' checkbox column and the following columns: RTN, Rotation, Rqmt Begin Date, Rqmt End Date, Destination UIC, Manpower Claimant, NEC/NOBC, Paygrade, Billet Clearance, CRI, and Ta Cl. The table contains 16 rows of requirement data.

Select	RTN	Rotation	Rqmt Begin Date	Rqmt End Date	Destination UIC	Manpower Claimant	NEC/NOBC	Paygrade	Billet Clearance	CRI	Ta Cl.
Select	015-1	A	2001.09.24	2002.09.24	00011	CNO(09BF)		O5			
Select	015-2	A	2001.09.24	2002.09.24	00011	CNO(09BF)		O4			
Select	015-5	A	2001.09.24	2002.09.24	00011	CNO(09BF)		O5			
Select	015-3	A	2001.09.24	2002.09.24	00011	CNO(09BF)		O5			
Select	015-4	A	2001.09.24	2002.09.24	00011	CNO(09BF)		O5			
Select	015-6	A	2001.09.24	2002.09.24	00011	CNO(09BF)		O6			
Select	024-1	A	2001.09.25	2002.09.25	00011	CNO(09BF)		O4			
Select	029-1	A	2001.09.27	2002.09.27	00011	CNO(09BF)		O3			
Select	029-2	A	2001.09.27	2002.09.27	00011	CNO(09BF)		O5			
Select	029-3	A	2001.09.27	2002.09.27	00011	CNO(09BF)		O5			
Select	029-4	A	2001.09.27	2002.09.27	00011	CNO(09BF)		O5			
Select	029-5	A	2001.09.27	2002.09.27	00011	CNO(09BF)		O5			
Select	029-6	A	2001.09.27	2002.09.27	00011	CNO(09BF)		O6			

The bottom of the screenshot shows a status bar with 'Ready.' and 'Loaded 50 of 200'.

- b. Change the **Sourcing Type** to “Current/Future”.
- c. Select the Search button and the requirements matching the search criteria you entered are displayed in the WebGrid.
- d. From the search results WebGrid, click on the checkboxes to the left of the ID column to select the records you want to update. Note that you can click the **Select** hyperlink to view the Source page corresponding to the Requirement you selected.
- e. Click the **Global Update** button. The Global Create screen will display.

Figure 22: Global Create

The screenshot shows the 'Global Create' interface. At the top, there is a dark blue header with the text 'Global Create'. Below the header is a navigation bar with several tabs: 'Requirement', 'Rotations', 'Sourcing', 'Tasking' (which is highlighted), 'Validation', 'Sourcing Records', and 'Comments'. Underneath the 'Tasking' tab, there is a form area with a light gray background. The form is titled 'Tasking' and contains four fields: 'Manpower Claimant' (a dropdown menu), 'Sub-Manpower Claimant' (a dropdown menu), 'UIC' (a text input field with a search icon), and 'Tasking Status' (a dropdown menu currently set to 'Tasked'). At the bottom right of the form area, there is a blue button with a white minus sign, which is the 'Save' icon.

- f. Click on the **Tasking** tab and select the appropriate Manpower Claimant, Tasking Status, and UIC from the dropdown.
- g. Click the **Save** icon.

5.3.3 Global Sourcing Interface

On the Requirement page, multiple members can be sourced to various requirements using the same show date, begin date, end date, date sourced, and Mob event number. Search for the requirements to update, check the checkbox in the WebGrid for those records, and click the Global Sourcing button.

To Globally Source Requirements:

- a. Select **Requirements** from the Site Map under SM.
- b. Change the **Sourcing Type** to “Current/Future”.
- c. Select the Search button and the requirements matching the search criteria you entered are displayed in the WebGrid.
- d. From the search results WebGrid, click on the checkboxes to the left of the ID column to select the records you want to update. Note that you can click the **Select** hyperlink to view the Source page corresponding to the Requirement you selected.
- e. Click the **Quick Source** button.

Note

A group update with the same end date will auto populate the end date on the Sourcing Dashboard with that date. If the end date is left blank on the Quick Source and the user clicks submit the requirement end date will automatically be utilized for each requirement.

Figure 23: Quick Source

Quick Source

3 Requirements to Source Successfully Sourced Validation Errors

To add a requirement to the grid, type the RTN and click the Add button:

SSN	RTN	Begin Date	End Date	Pay Grade	Comp.	Dest. UIC	Rating	NEC/NOBC
[REDACTED]	NE-1110-0011	2004.05.11	2005.05.11	O3		XXXXX	105X	
<input type="checkbox"/>	NE-2823-0001	2007.04.04	2008.10.23	O5	AC	82541	128X	
<input type="checkbox"/>	NE-2823-0002	2007.04.04	2008.10.23	O5	AC	82541	128X	

Sourcing Data:

Show Date:

Date Sourced:

Source Begin Date:

Source End Date:

Mob Event #:

- f. To add a requirement to the grid, enter the RTN in the upper right hand corner and click the ADD button. The RTN will then be added to the grid.

Figure 24: Quick Source: Adding a Requirement

To remove a requirement from the grid, click the trash icon  .
The RTN will then be removed from the grid.

- g. Enter the SSNs (required) of the Members assigned to the Requirement.
- h. Populate the required Show Date, Source Begin Date, and Source End Date values.
- i. Populate the optional Mob Event # from the lookup.
- j. Click the **Source** icon to save your changes.
- k. Use the Successfully Sourced tab to view records that were submitted successfully.
- l. Use the Validation Errors tab to determine why changes were not successfully submitted.
- m. Click **Cancel** to close the screen without saving the changes.

5.4 VIEWING/EDITING SOURCED MEMBER INFORMATION

If you want to view or edit the sourcing information of a Member, you access the individual's record from the **Source History** tab.

Note:

You cannot edit the Member's information after orders have been issued.

To View/Edit Sourced Member Information:

- a. From the Requirement Browse page, find the requirement you want to source as described in *Searching for Requirements*. Requirements matching your search criteria display at the bottom of the Requirement Browse page.
- b. From the WebGrid at the bottom of the Requirement Browse page, click on the **Select** hyperlink corresponding to the requirement you want to source. The Source page displays.
- c. Click the **History** tab.

- d. Click the **Select** hyperlink corresponding to the Member whose record you want to view or edit. The Sourced Member page displays as shown in the following figure.

Figure 25: Sourced Member Page

The screenshot displays the 'Sourced Member Page' for Requirement WX-2105-0028. The page has a navigation bar with tabs: Requirement, Sourcing (selected), Tasking, Reporting Inst., Validation, History, and Comments (1). Below the navigation bar is the 'Sourcing Information' section, which contains the following fields:

SSN:	[Redacted]	Name:	[Redacted]
Show Date:	2008.07.01	Pay Grade:	E6
Begin Date:	2008.07.02	Rating/Desig:	GM1
End Date:	2009.07.01	Component:	SR
Date Sourced:	2007.06.28	NEC/NOBC:	
Mob Event #:	[Redacted]	Clearance:	TOP SECRET SCI ELIGIBLE

A 'Sourced' button is located at the bottom right of the page.

- e. (Optional) To edit information, click on the **Edit** icons. Enter the changes you want and click the **Save** icon. Note that you cannot edit changes after orders are issued.

5.5 MANAGING COMMENTS

5.5.1 Comments Overview

You can enter comments as you enter assignment information on the Source page. You can view, add, and edit comments using the Source Comments tab. The Source Comments tab displays a grid that lists comments in descending date and time order.

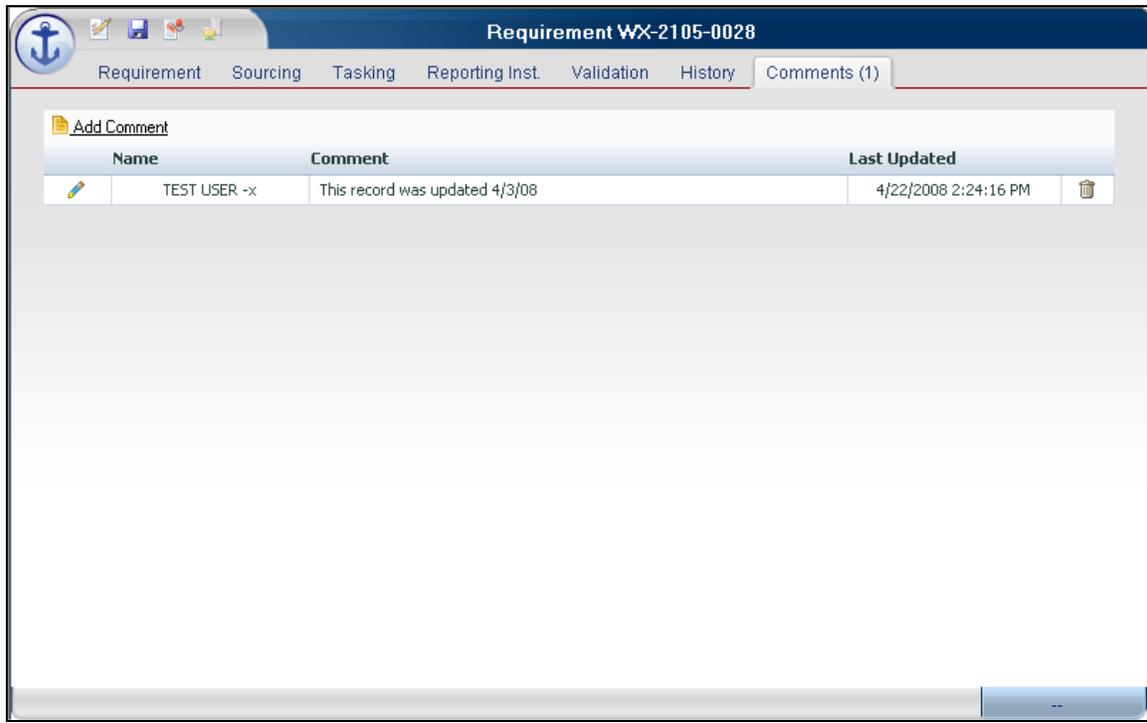
Any user with authorized access can create a comment. You can also edit or delete comments that you create. You can view comments created by other users.

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 following figure shows the Source Page Comments tab.

Figure 26: Source Page - Comments Tab



5.5.2 Viewing Comments

The Comments tab on the Source page displays a list of all comments associated with the selected Source page.

Note:

If you access NCMCPS using a view-only role, i.e. “View PM Record”, “View AMM Record”, or “View AMM Tracking Record”, the **Comments** tab on the Source page is disabled.

To View a Comment:

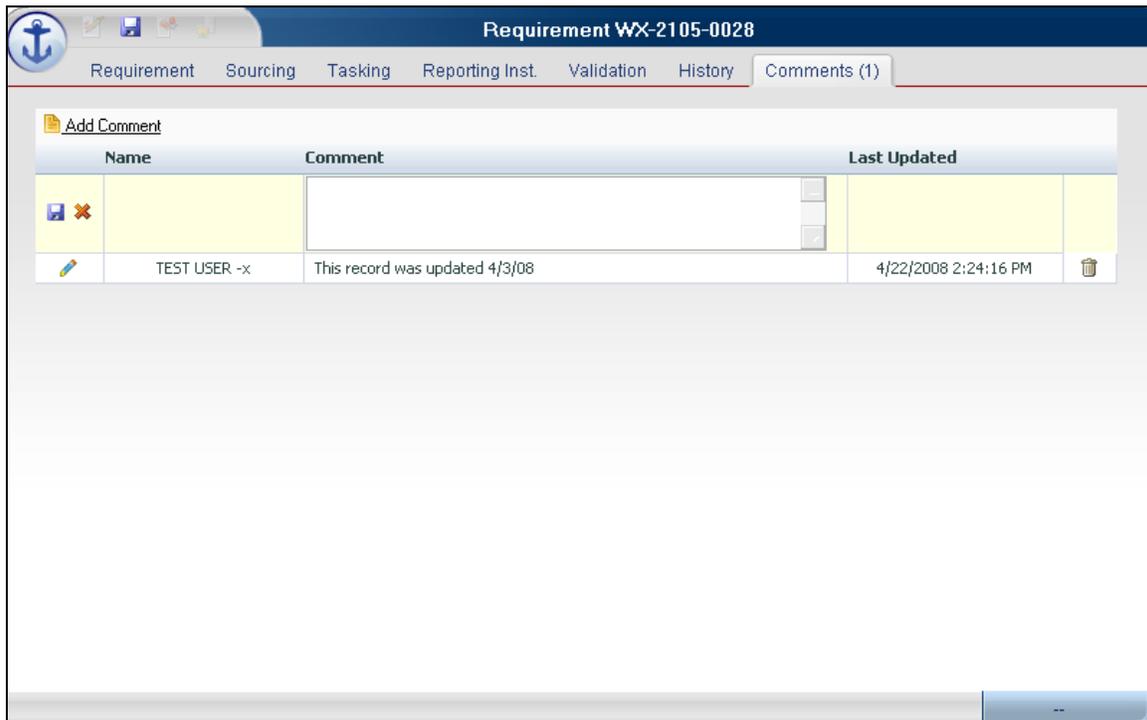
- From the Requirement Browse page, choose the appropriate requirement by clicking on the **Select** hyperlink. The Source page opens.
- From the Source page, click the **Comments** tab.
- Comments are displayed within the grid.

5.5.3 Adding Comments

You can add comments about an assignment. After you add a comment, a new row with your user name and the date is added to the grid at the top of the Comments grid.

To Add a New Comment:

- a. Open the Comments tab on the Source page. (See the steps in *Viewing Comments* for more details). If one or more comments already exist for the record, they will display in the Comments grid.
- b. From the Comments tab, click the **Add Comment** hyperlink at the top of the page. The Comments box on the grid becomes available to type your comments.

Figure 27: Source Page – Adding Comments

- c. Enter your comments in the Comments box.
- d. When you finish, click the **Save** icon  to save your changes. To cancel the new comment, click the **Cancel** icon .

5.5.4 Editing Comments

You can edit comments that you create. You cannot edit comments created by another user.

To Edit an Existing Comment:

- a. Open the Source Comments page. (See the steps in *Viewing Comments* for more details). Existing comments are displayed in the Comments grid.

- b. Click on the **Edit** icon  corresponding to the comment you want to edit. The comment displays in the edit box at the top of the page.
- c. Enter your comment in the text box or revise the text already there.
- d. When you finish, click the **Save** icon  to save your changes. To cancel the recent changes, click the **Cancel** icon .

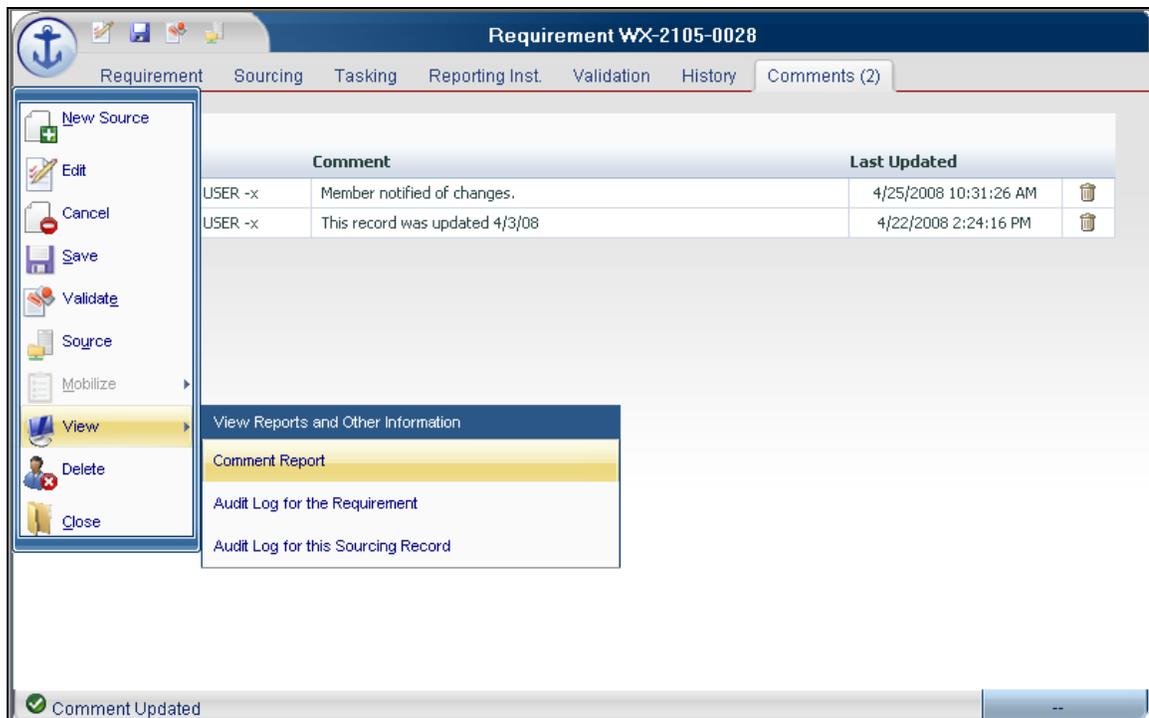
5.6 DISPLAYING THE COMMENT REPORT

You can display and print a report listing all comments associated with a selected requirement.

To Print the Comment Report:

- a. From the Requirement Browse page, choose the appropriate requirement by clicking on the **Select** hyperlink. The Source page opens.
- b. From the Source page, open the Main Menu. Select the **View** option and then **Comment Report**.

Figure 28: Accessing the Comment Report



- c. You may see a security alert as shown in the following figure.

Figure 29: Security Alert

- d. From the Security Alert window, click **OK**. The Comment Report displays in a new browser window as shown in the following figure.

Figure 30: Comment Report

- e. To print the Comment Report, choose the print option in your browser.

5.7 VIEWING THE AUDIT LOG

The NCMCPS Sourcing Module automatically creates system comments to maintain a history of changes made to a record. The audit log stores the name of the field changed, the user name and role of the user who changed the information, and the date and time of the change.

The Sourcing Module contains two different Audit Logs: the **Assignment Audit Log** and the **Sourcing Audit Log**. Whenever a user makes a change to a requirement, an entry will be automatically added to the Assignment Audit Log. Whenever a user changes a source record, an entry will be automatically added to the Sourcing Audit Log.

Note:

Since sourcing records are contained within requirements, the **Assignment Audit Log** will display the **Sourcing Audit Log** entries for that requirement.

You can view the **Assignment Audit Log** from the Sources pages; you can view the **Sourcing Audit Log** from the Sourced Member pages. Audit logs for Sourcing Module cannot be edited.

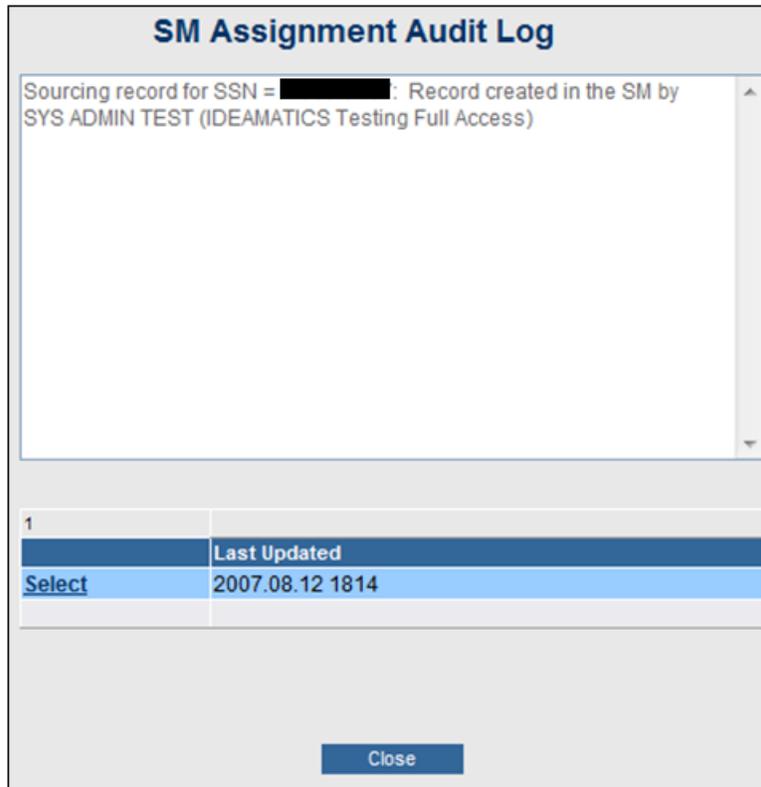
Note:

If you access NCMCMPS using a view-only role, i.e. “View PM Record”, “View AMM Record”, or “View AMM Tracking Record”, the **Audit Log** button on the Source page (and also the Implement Orders page) is disabled.

5.7.1 The Assignment Audit Log

To View the Assignment Audit Log:

- a. Select **Requirements** or **Sourcing** from one of the Sourcing Module Menus. The Browsing or Sourcing page displays.
- b. Perform a search as described in *Browsing Requirements* or *Browsing Sourced Records*.
- c. From the search results list, click on the **Select** hyperlink corresponding to the record you want to view. The Source page displays.
- d. On the Source page, click on the **Main Menu** button. Select **View** and then **Audit Log for the Requirement**.
- e. The SM Assignment Audit Log displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.

Figure 31: SM Assignment Audit Log**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.

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

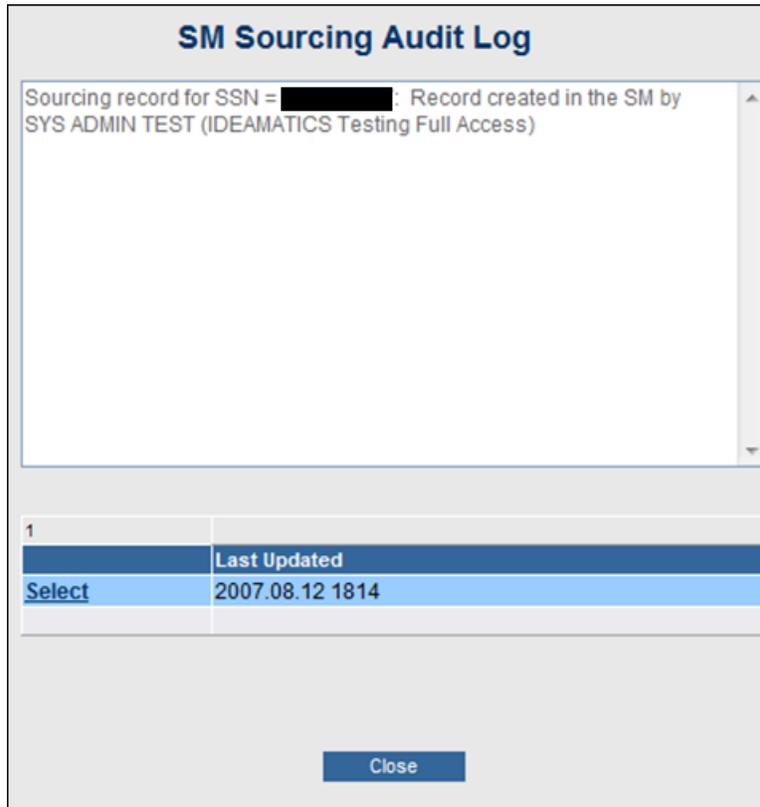
5.7.2 The Sourcing Audit Log

To view the Sourcing Audit Log:

- a. Select **Requirements** or **Sourcing** from one of the Sourcing Module Menus. The Browsing or Sourcing page displays.
- b. Perform a search as described in *Browsing Requirements* or *Browsing Sourced Records*.
- c. From the search results list, click on the **Select** hyperlink corresponding to the record you want to view. The Source page displays.

- d. On the Source page, click on the **Main Menu** button. Select **View** and then **Audit Log for this Sourcing Record**.
- e. The SM Sourcing Audit Log displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.

Figure 32: SM Sourcing Audit Log



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.

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

5.7.3 Audit Log Reports

The Sourcing Module contains two Audit Log reports that display information on either the Sourcing Record or the Requirement Record.

To View Audit Log Reports:

- a. Select **Requirements** or **Sourcing** from one of the Sourcing Module Menus. The Browsing or Sourcing page displays.
- b. Perform a search as described in *Browsing Requirements* or *Browsing Sourced Records*.
- c. From the search results list, click on the **Select** hyperlink corresponding to the record you want to view. The Source page displays.
- d. On the Source page, click on the **Main Menu** button. Select **View** and then **Audit Report for this Sourcing Record** or **Audit Report for this Requirement**.
- e. The appropriate Audit Log Report will display.

Figure 33: Audit Log Report**5.8 MEMBERS FROM REQUIREMENTS**

You can remove a Member from a requirement provided that the Member's mobilization orders have not been generated. To do this, you delete the Member's record from the **Source History** tab. Once you delete the sourcing record, the Member is no longer assigned to that requirement.

To Remove a Member from a Requirement:

- a. From the Requirement Browse page, find the requirement you want as described in *Searching for Requirements*. Requirements matching your search criteria display at the bottom of the Requirement Browse page.
- b. From the WebGrid at the bottom of the Requirement Browse page, click on the **Select** hyperlink corresponding to the requirement you want. The Source page displays.
- c. Click the **History** tab.

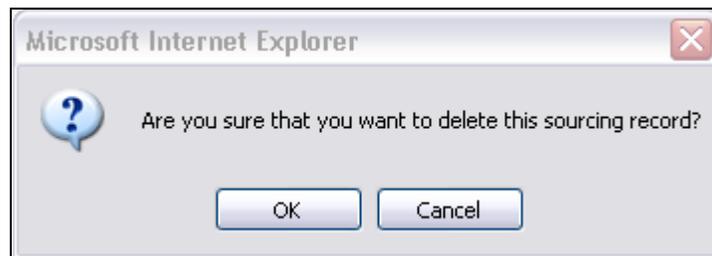
- d. Click the **Select** hyperlink corresponding to the Member whose record you want to delete. A message displays asking if you would like to navigate away from the page.

Figure 34: Navigation Message



- e. Click OK. The Sourcing Information for the Member displays. From the Main Menu, select **Delete**.
- f. A message displays asking if you want to continue to delete the record as shown in the following figure.

Figure 35: Confirm Delete Message



- g. Click **OK** to delete the record. A message displays confirming the deletion as shown in the following figure.

Figure 36: Delete Confirmation



- h. Click **OK** to continue.

SECTION 6: Creating Implementation Orders

6.1 IMPLEMENTATION ORDERS (IO) OVERVIEW

Once you source a Member, the next step is activating or “lighting” mobilization events to generate mobilization orders for selected service members. Before you can do this, you must enter an implementation event message or special instructions for display on the orders associated with a particular MOB event. You can search for existing implementation orders or create new ones.

6.2 SEARCHING FOR EXISTING IMPLEMENTATION ORDERS

To search for an existing implementation order, you must first enter your search criteria on the IO Main page. Once you enter search criteria and execute the search, your search results display in the results WebGrid. You can then select a record to display information about it. You can also edit the implementation order fields.

Note:

You can change the order in which records are displayed by clicking the appropriate hyperlink in the column heading. Click once to sort records in ascending order and click the column header a second time to sort in descending order. For example, to sort records numerically by mobilization event number, click on the **MobEvtNum** hyperlink column heading. To sort records in reverse order by mobilization event number, click the **MobEvtNum** hyperlink a second time.

The following figure displays the IO Main page.

Figure 37: IO Main Page

The screenshot shows the NMCMPs IO Main Page. At the top, there is a navigation bar with the NMCMPs logo and the text 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. Below the navigation bar, there is a search section titled 'Implementation Order Criteria' with fields for 'Mob Event #', 'MOB Type', 'Orig DTG', 'Refill DTG', and 'Description'. There are 'Search', 'Clear Fields', and 'Add' buttons. Below the search section, a message states '[Number of Records Found: 567. First 200 records retrieved.]'. A table titled 'Implementation Orders' is displayed with columns: 'Select', 'Mob Event Num', 'DTG', 'RDTG', 'Mob Type', and 'Description'. The table contains several rows of data, each with a 'Select' link and a 'Mob Event Num' value.

Select	Mob Event Num	DTG	RDTG	Mob Type	Description
Select	1418	211501Z MAR 08	211501Z MAR 03		IMPORT FROM LEGACY DATABASE. TEST FOR SIZE OF BOXES
Select	1419	241501Z MAR 03			Import from Legacy Database.
Select	1424	241500Z MAR 03			Import from Legacy Database.
Select	1423	241503Z MAR 03			Import from Legacy Database.
Select	1422	241502Z MAR 03			Import from Legacy Database.
Select	1405	171500Z MAR 03			Import from Legacy Database.
Select	1403	181500Z MAR 03			Import from Legacy Database.
Select	1410	191502Z MAR 03			Import from Legacy Database.

The following table describes the fields on the IO Main page.

Table IX: IO Main Fields

Field	Description
Mob Event #	Allows you to enter the unique, four-character mobilization event number assigned to the event.
Mob Type	Allows you to select a Mobilization Type.
Original DTG	Allows you to enter the Original Date Time Group for the implementation message.
Refill DTG	Allows you to enter the Refill Date Time Group for implementation message.
Description	Allows you to enter a description of the mobilization event.

The following table describes the buttons on the IO Main page.

Table X: IO Main Buttons

Field	Description
Search	Executes the search for existing implementation orders based on the criteria you enter in the Implementation Order Criteria fields. Search results display in the WebGrid at the bottom of the page.
Clear Fields	Removes data from all of the Implementation Order Criteria fields.
Add	Displays the Implement Orders page from which you can add a new implementation event message.

To Search for an Existing Implementation Order:

- a. From one of the Sourcing Module menus, click on the **Implementation Orders**. The IO Main page displays.
- b. Enter your search criteria in the **Implementation Order Search/Filter** fields. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields.

Note:

To start over again or to execute a new search, click on the **Clear Fields** button. This erases all characters in the Search/Filter fields.

- c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The implementation orders matching your search criteria display in the results WebGrid at the bottom of the page.
- d. Click on the **Select** hyperlink corresponding to an implementation order to display the Implement Orders page as shown in the following figure.

Figure 38: Implement Orders Page – Edit Mode

Module: Sourcing User: TST SR -x UIC: 68890 Role: Administrator

Original DTG: 241501Z MAR 03
 Refill DTG:
 Mobilize Evt Num: 1419 Non-Voluntary
 Mob Type:
 Originator: 36

Intermediate Stops

UIC	Alternate UIC	Report Date	Detach Date	GeoLoc
I-Stop 1:	<input type="text"/> ... <input type="button" value="Alt. UIC ..."/>	<input type="text"/>	<input type="text"/>	
I-Stop 2:	62980 ... <input type="button" value="Alt. UIC ..."/>	<input type="text"/>	<input type="text"/>	02110100 VA, ARLINGTON
I-Stop 3:	43665 ... <input type="button" value="Alt. UIC ..."/>	2007.03.15	<input type="text"/>	02371685 NC, FORT BRAGG
I-Stop 4:	57007 ... <input type="button" value="Alt. UIC ..."/>	2007.04.01	<input type="text"/>	A1BA3000 BAHRAIN, MANAMA
I-Stop 5:	<input type="text"/> ... <input type="button" value="Alt. UIC ..."/>	<input type="text"/>	<input type="text"/>	
I-Stop 6:	<input type="text"/> ... <input type="button" value="Alt. UIC ..."/>	<input type="text"/>	<input type="text"/>	

Return UIC Information

UIC	Alternate UIC	Report Date	Detach Date	GeoLoc
<input type="text"/>	<input type="text"/> ... <input type="button" value="Alt. UIC ..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Edit Save Cancel Audit Log Audit Log Report Close

- e. (Optional) To edit information on the Implement Orders page, click the **Edit** button. Enter your changes and click the **Save** button when you finish. Note that the **GeoLoc** field is read-only and is automatically populated when its respective UIC is updated by a user.

Note:

Order templates are created in the OWM. Only templates with a type equal to "Mobilization" are displayed in the **Template** drop-down list on the Implement Orders page.

- f. Click the **Close** button on the Implement Orders page when you finish.

6.3 ENTERING IMPLEMENTATION ORDERS

You can create new implementation orders to be included in the orders generation process. Add a new implementation order from the IO Main page.

To Add an Implementation Order:

- From one of the Sourcing Module menus, click on the **Implementation Orders**. The IO Main page displays.
- On the IO Main page, click the **Add** button. The Implement Orders page displays as shown in the following figure.

Figure 39: Implement Orders Page – Add Mode

The screenshot shows the 'Add Mode' form for the NCMCPS system. The header includes the system name and user information: 'Module: Sourcing User: TST SR -x UIC: 68890 Role: Administrator'. The form contains several input fields and a table.

Input Fields:

- Original DTG: [Text Box]
- Refill DTG: [Text Box]
- Mobilize Evt Num: [Text Box] Non-Voluntary
- Mob Type: [Dropdown Menu]
- Originator: [Text Box]

Intermediate Stops Table:

	UIC	Alternate UIC	Report Date	Detach Date
I-Stop 1:	[Text Box]	[Ellipsis] [Alt. UIC ...]	[Text Box] [Calendar Icon]	[Text Box] [Calendar Icon]
I-Stop 2:	[Text Box]	[Ellipsis] [Alt. UIC ...]	[Text Box] [Calendar Icon]	[Text Box] [Calendar Icon]
I-Stop 3:	[Text Box]	[Ellipsis] [Alt. UIC ...]	[Text Box] [Calendar Icon]	[Text Box] [Calendar Icon]
I-Stop 4:	[Text Box]	[Ellipsis] [Alt. UIC ...]	[Text Box] [Calendar Icon]	[Text Box] [Calendar Icon]
I-Stop 5:	[Text Box]	[Ellipsis] [Alt. UIC ...]	[Text Box] [Calendar Icon]	[Text Box] [Calendar Icon]
I-Stop 6:	[Text Box]	[Ellipsis] [Alt. UIC ...]	[Text Box] [Calendar Icon]	[Text Box] [Calendar Icon]

Return UIC Information Table:

UIC	Alternate UIC	Report Date	Detach Date
[Text Box]	[Text Box]	[Text Box]	[Text Box]

Buttons: Add, Cancel

- c. Enter information in the **Original DTG** and **Refill DTG** fields. Data must be in the following format: (dd)(hhmm)Z(MMM)(yy) (For example: 241500Z MAR 03). The Original DTG field is required.
- d. Enter a **Mobilize Event Number**. This field must contain a four-character, alphanumeric value.
- e. Click the **Non-Voluntary** checkbox if you want to indicate that the Reservist is recalled under involuntary orders.
- f. Select a Mobilization Type from the **Mob Type** drop-down field.
- g. Enter **Originator** in the field provided. This field is required and is limited to 50 characters.
- h. (Optional) Enter the UIC code for one or more **Intermediate Stops** or click the ellipsis button to search for a UIC code on the UIC Lookup window. Click on the **Alt. UIC ...** button to see a list of alternative UIC codes from which to choose. The alternative UIC codes provide the ability to use non-Navy UICs as I-Stops (i.e. Army UICs are not listed in the main UIC table, so Army UICs could be added as alternative UICs in order to use them as I-Stops). Enter a **Report Date** and a **Detach Date**.

- i. (Optional) Enter the UIC code for one or more **Return Intermediate Stops** or click the ellipsis button to search for a UIC code on the UIC Lookup window. Click on the **Alt. UIC ...** button to see a list of alternative UIC codes from which to choose. The alternative UIC codes provide the ability to use non-Navy UICs as I-Stops (i.e. Army UICs are not listed in the main UIC table, so Army UICs could be added as alternative UICs in order to use them as I-Stops). Enter a **Report Date** and a **Detach Date**.
- j. Choose a **Template** from the drop-down list.

Note:

Order templates are created in the OWM. Only templates with a type equal to “Mobilization” are displayed in the **Template** drop-down list on the Implement Orders page.

- k. Enter values in the **Special Instructions**, **Description**, and **Message** fields. Scroll to the bottom of the page if you cannot see these fields. The **Description** and **Message** fields are required.
- l. Click **Add**. A message displays confirming the implementation orders were added as shown in the following figure.

Figure 40: Implementation Orders Add Confirmation



IMPORTANT!

Original DTG, Mobilization Event Number, Originator, Description, and Message are required fields.

Note

Special Instructions are transferred from the **Implementation Order** to the **Order Request**.

SECTION 7: Mobilizing Members

Once a Member is directed to mobilize via an implementation order, you must mobilize the identified Member(s) by creating activation orders and tagging the member(s) to a mobilization event. This is accomplished using the Mobilize Members page. The Mobilize Members grid automatically lists all Members who have been sourced but not mobilized. You can mobilize Reserves or Active Duty Members by selecting the **Mobilize Reserves** or **Mobilize Active Duty** option from Site Map. You can also access this feature from the Mobilize Members secondary menu available within the Sourcing Module. The fields you see on the Mobilize Members page are the same for Reserves and Active Duty Members; however, at the bottom of the page you see a **Mobilize** button for Reserves and a **Request Orders** button for Active Duty Members.

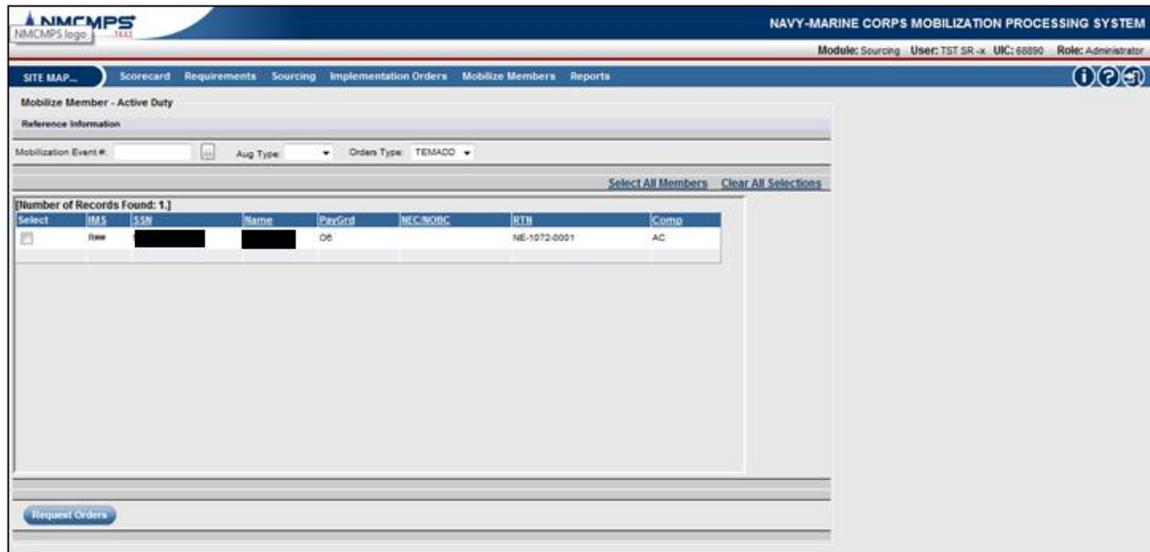
The following figure displays the Mobilize Members page for Reserve Members.

Figure 41: Mobilize Members Page – Reserve Members

The screenshot shows the 'Mobilize Member - Reserves' page in the NMCMPs system. The page header includes the NMCMPs logo and the system name 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. The user is logged in as 'User: TST SR -x' with the role of 'Administrator'. The page contains a navigation menu with options like 'SITE MAP...', 'Scorecard', 'Requirements', 'Sourcing', 'Implementation Orders', 'Mobilize Members', and 'Reports'. Below the navigation is a 'Reference Information' section with a 'Mobilization Event #' field and dropdown menus for 'Aug Type' (set to 'MOB') and 'Orders Type' (set to 'Mobilization'). A table displays 28 records with columns: 'Select', 'R#', 'SSN', 'Name', 'PayGrd', 'NCC#ODC', 'RTB', and 'Comp'. The table is partially obscured by black redaction boxes. A 'Mobilize' button is located at the bottom of the table area.

Select	R#	SSN	Name	PayGrd	NCC#ODC	RTB	Comp
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E5		EP-2808-0004	
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E2		AF-2806-0001	UK
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E4		JC-2901-0079	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E7		OM-2909-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E7		OM-2909-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E2		WX-2933-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E2		WX-2933-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E2		WX-2933-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E2		WX-2933-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	E2		WX-2933-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	O3		WX-2933-0001	SR
<input type="checkbox"/>	R#	[REDACTED]	[REDACTED]	F>		TT-3046-0012	RR

The following figure displays the Mobilize Members page for Active Duty Members.

Figure 42: Mobilize Members Page – Active Duty Members**To Mobilize Members:**

- From the Site Map menu, click either on **Mobilize Reserves** or **Mobilize Active Duty**. You can also access these features from the Mobilize Members secondary menu available within the Sourcing Module. The Mobilize Members page displays listing all Members who have been sourced but not mobilized.
- Enter data in the **Reference Information** fields. You must enter a **Mobilization Event Number** or click on the ellipsis button to select an event number from the Mobilization Event lookup box. Select an **Aug Type** and **Orders Type** from the drop down menus.
- Click on the Select box or boxes corresponding to the Members you want to mobilize. A check mark appears in the box when a Member is selected.

-OR-Click the **Select All Members** hyperlink to select all Members on the list.**Note:**You can use the **Clear All Selections** hyperlink to deselect all the Members on the list.

- If you selected Reserves, click the **Mobilize** button to generate the orders request(s). If you selected Active Duty, click the **Request Orders** button. If successful, a message displays, as shown below, confirming the orders request(s) was generated. The Members whose order requests were successfully created will disappear from the list.

Figure 43: Mobilize Members Page – Reserve Order Request Created



SECTION 8: Generating Ad-Hoc Reports

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

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

SECTION 9: Reporting

Use the Reporting page to run reports on data found within the Sourcing Module. The Reports contains all the search fields from both the Requirements and Sourcing pages.

The following figure displays the Reporting page.

Figure 44: Reports Page

The screenshot shows the 'Sourcing Module Reporting Tool' interface. At the top, there is a header with the NCMCPS logo and the text 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. Below this, a navigation bar contains 'Sourcing' as the active tab. The main content area is titled 'Sourcing Module Reporting Tool'. It includes a 'Report:' dropdown menu, a list of expandable categories (Requirement Criteria, Requirement Sourcing Criteria, Additional Tasking, Member Sourcing Criteria, Subordinate Manpower Claimant Criteria), and two buttons: 'Run Report' and 'Clear Fields'.

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 45: Reporting Page with Available Search Fields

The screenshot displays the NCMCMPS Reporting Page. At the top, the system name 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM' is visible, along with user information: 'Module: Sourcing', 'User: TST SR -x', 'UIC: 68890', and 'Role: Administrator'. The main navigation bar includes 'SITE MAP...', 'Scorecard', 'Requirements', 'Sourcing', 'Implementation Orders', 'Mobilize Members', and 'Reports'. The 'Reports' section is active, showing a 'Report:' dropdown menu. Below this are several expandable sections for search criteria:

- General Search Criteria:** Includes fields for SSN, Last4, Name (Partial), and RTN.
- Requirement Criteria:** Includes fields for Rqmt Begin Date, Rqmt App Thru Date, NEC / NOBC, Rating/Desig, Pay Grade, Component, Reserve Authority, Dest. UIC, OPNAV Event, OPNAV Descriptor, Clearance, Show Only Current Requirements, Status, Mission Name, Mission Type, FTN, RFF, EXORD, MOD, and eJMAPS.
- Requirement Sourcing Criteria:** Includes Search Date Field, Search Start Date, and Search Finish Date.
- Additional Tasking:** Includes Manpower Claimant and UIC.
- Member Sourcing Criteria:** Includes IMS Code, Component Code, Sourcing Type, VTU, Gender, and Parent UIC.
- Subordinate Manpower Claimant Criteria:** Includes Sub-Claimant Type, Sub-Claimant Code/UIC, TYCOM Type, and TYCOM Code/UIC.

At the bottom of the form are two buttons: 'Run Report' and 'Clear Fields'.

To run a Report, you must first enter your search criteria on the browse page.

To Run a Report:

- To display the **Reporting Tool**, click **Reporting** on of the Sourcing Module menus.
- Enter your search criteria in either some or all of the fields in the collapsible **Requirement Criteria**, **Requirement Sourcing Criteria**, **Additional Tasking**, **Member Sourcing Criteria**, and/or **Subordinate Manpower Claimant Criteria** sections. You can enter search criteria in one or more fields. You do not need to enter data in all of the fields. Refer to *Browsing Requirements* and *Browsing Sourced Records* for field descriptions.

Note:

To start over again or to execute a new search, click on the **Clear Fields** button. This erases all characters in the Search/Filter fields.

- After you enter your search criteria, click on the **Run Reports** button or strike the **Enter** key.

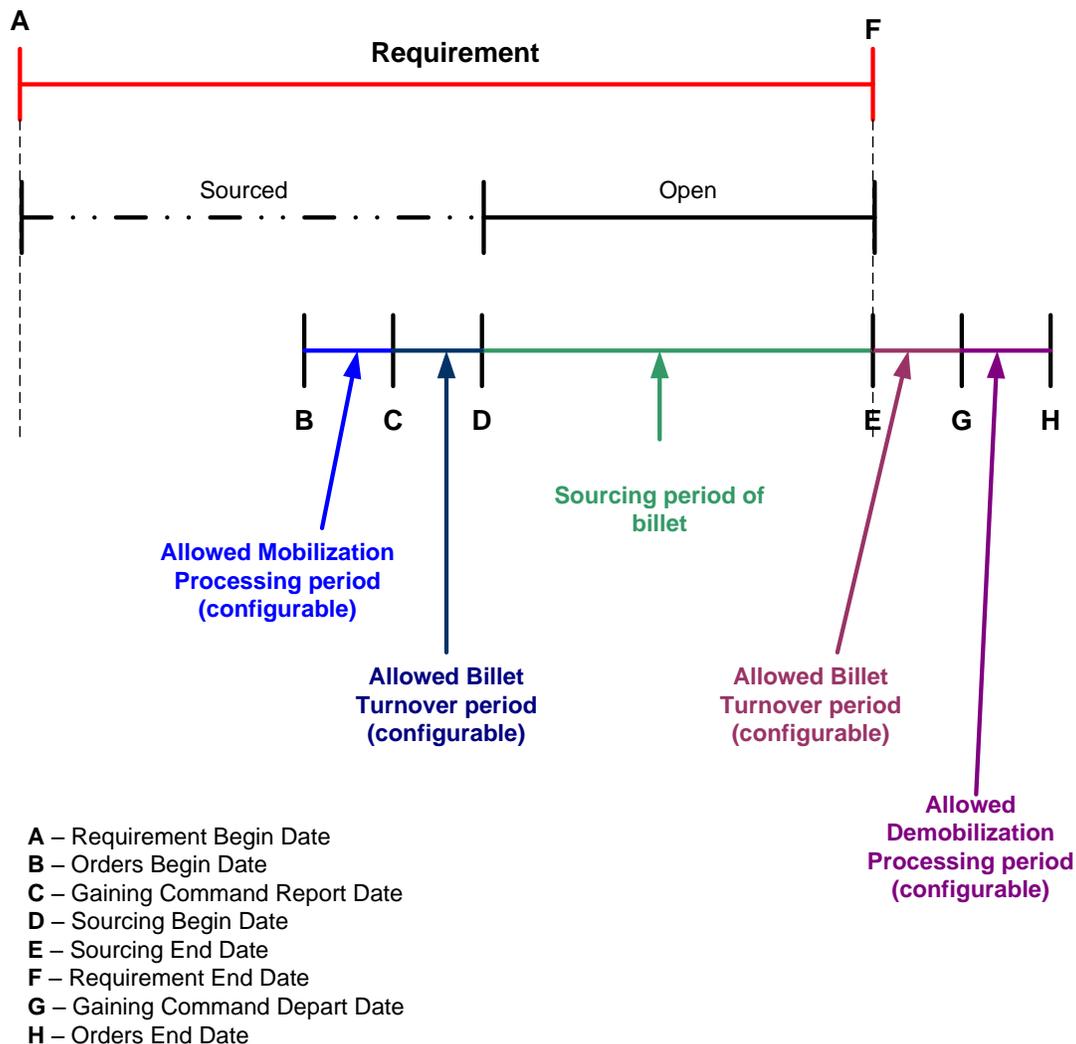
SECTION 10: Order Writing to Sourcing Interaction

10.1 OWM TO SOURCING MODULE INTERACTION OVERVIEW

This section provides the required OWM interactions with the Sourcing Module for maintaining the appropriate requirement status and sourcing availability based on the order type being processed.

10.2 BUSINESS RULE OVERVIEW

This section outlines the required business rules for sourcing a requirement.



The applicable business rules are as follows:

1. No Member can source more than one requirement during the same time period.

2. No requirement can be 'double filled' for more than the configured allowed turnover period (SrcOverlap).
3. The Date business rules are as follows:
 - a. Sourcing Begin Date (D) \geq Requirement Begin Date (A)
 - b. Sourcing Begin Date (D) \leq Sourcing End Date (E)
 - c. Orders Begin Date (B) \geq Gaining Command Report Date (C) – Allowed Mobilization Process period
 - d. Gaining Command Report Date (C) \leq Sourcing Begin Date (D)
 - e. Gaining Command Report Date (C) \geq Sourcing Begin Date (D) – Allowed Turnover Period
 - f. Order Begin Date (B) \leq Requirement Begin Date (A)
 - g. Sourcing End Date (E) \geq Gaining Command Report Date (C)
 - h. Gaining Command Depart Date (G) \geq Gaining Command Report Date (C)
 - i. Sourcing End Date (E) \leq Requirement End Date (F)
 - j. Gaining Command Depart Date (G) \geq Sourcing End Date (E) + Allowed Turnover Period
 - k. Orders End Date (H) \geq Gaining Command Depart Date (G) + Allowed demobilization process period

10.3 MOBILIZATION ORDERS

All mobilization orders must have a record in the SM for the associated SSN based on the RTN of the requirement being filled prior to the order request creation. These order requests must meet all the business rules for requirement sourcing as defined above.

- When a mobilization order request is generated from the SM, this functionality is provided by the SM during the Member assignment.
 - If a ServiceMember record does not exist for the Member, one must be created.
 - Auto populate the Orders Begin Date with the Sourcing Begin Date – Allowed Turnover period – Allowed Mobilization Process period
 - Auto populate the Orders End Date with the Sourcing End Date + Allowed Turnover period + Allowed Demobilization Process period
 - The Order Begin and Order end dates can be modified in the Order Request screen accordingly.
- When mobilization orders are generated via the DTS job a sourcing record must be inserted for each order request generated.
 - If a ServiceMember record does not exist for the Member, one must be created.
 - Auto populate the Orders Begin Date with the RLD
 - Auto populate the Order End Date with the RLD + 1 year
 - The Order Begin and Order end dates can be modified in the Order Request screen accordingly.
- When manual mobilization order is created a sourcing record must be inserted into the Source table.

- If a ServiceMember record does not exist for the Member, one must be created.
- The Orders Begin Date and Orders End Date will be initialized as blank in the ServiceMember record. And require values to be manually entered in through the Order Request Screen.
- Once a mobilization order has been written for a Member, the Source table record for that order request must be updated to signify that the Member will officially source that requirement. This is accomplished by updating the SourcingStatus flag to 'S'.

10.4 EXTENSION ORDERS

The sourcing information for a Member being extended must be modified for all extension orders that are generated.

- If a ServiceMember record does not exist for the Member, one must be created.
- The Orders Begin and Orders End date should be pre-populated with the current dates from the ServiceMember record.
- The Orders Begin Date should be read-only
- The Orders End date should be editable
- All Sourcing business rules must be satisfied prior to fulfilling extension order
- Once an extension order has been generated:
 - The Orders End date in the ServiceMember record must be updated.
 - The End date of the sourcing record must be modified to represent the new sourcing period.
 - The sourcing record will need to be re-exported to the SIPRNET to reflect the new sourcing period for the Member. This is accomplished by setting the ExtractDate of the sourcing record to NULL.

10.5 TRANSFER ORDERS

The sourcing information for a Member being transferred must be modified for all transfer orders that are generated.

- If a ServiceMember record does not exist for the Member, one must be created.
- The Orders Begin and Orders End date should be pre-populated with the current dates from the ServiceMember record.
- The Orders Begin Date should be editable
- The Orders End date should be editable
- All Sourcing business rules must be satisfied based on the new RTN prior to fulfilling the transfer order
- Once an transfer order has been generated:
 - The Orders Begin and Orders End dates in the ServiceMember record must be updated.
 - The End date of the current sourcing record must be modified to equal the new Orders Begin date.

- A new sourcing record will need to be inserted into the Source table for the new RTN the Member is being transferred into. Sourcing Begin Date = new Orders Begin Date. Sourcing End Date = Orders End Date.
- The old sourcing record must be flagged for re-export to the SIPRNET. This is accomplished by setting the ExtractDate in the Source table to NULL.
- Once a transfer order has been generated for a Member, the new Source table record for that order request must be updated to signify that the Member will officially source that requirement. This is accomplished by updating the SourcingStatus flag to 'S'.

10.6 MOBILIZATION CANCELLATION/TERMINATION ORDERS

The sourcing information for the Member whose mobilization is cancelled or terminated must be deleted.

Once a cancellation or termination order for a Member's mobilization has been generated:

- The Sourcing record associated with the order request RTN will need to be modified to set the Sourcing End Date = Sourcing Begin Date.
- The Sourcing record will need to be flagged for re-export to the SIPRNET. This is accomplished by setting the ExtractDate in the Source table to NULL.
- Once the sourcing extract DTS job is executed on the NIPRNET, it will delete all sourcing records with a Sourcing Begin Date = Sourcing End Date.
- Once the sourcing import DTS job is executed on the SIPRNET, it will delete all sourcing records with a Sourcing Begin Date = Sourcing End Date.

10.7 DEMOBILIZATION ORDERS

The sourcing information for a Member having demobilization orders generated, in particular early demobilization orders, must be updated.

- Orders Begin and Orders End dates must be pre-populated with the current dates from the ServiceMember record.
- The Orders Begin date must be read-only
- The Orders End date must be editable
- Run sourcing business rules applicable to the Orders End date.
- Once the demobilization order is generated:
 - The Orders End date must be updated appropriately
 - The Source End date must be updated appropriately
 - The Sourcing record will need to be flagged for re-export to the SIPRNET. This is accomplished by setting the ExtractDate in the Source table to NULL.

10.8 DEMOBILIZATION CANCELLATION ORDERS

The sourcing information for a Member having demobilization cancellation orders generated must be updated.

- Orders Begin and Orders End dates must be pre-populated with the current dates from the ServiceMember record.
- The Orders Begin date must be read-only
- The Orders End date must be editable
- All Sourcing business rules must be satisfied based on the new Orders End date prior to fulfilling the demobilization cancellation order
- Once the demobilization cancellation order is generated:
 - The Orders End date must be updated appropriately
 - The Source End date must be updated appropriately
 - The Sourcing record will need to be flagged for re-export to the SIPRNET. This is accomplished by setting the ExtractDate in the Source table to NULL.

10.9 MODIFICATION ORDERS

The sourcing information for a Member having a modification order generated must be updated as applicable.

- Orders Begin and Orders End dates must be pre-populated with the current dates from the ServiceMember record.
- The Orders Begin date must be editable
- The Orders End date must be editable
- All Sourcing business rules must be satisfied based on the new Orders End date or Orders Begin date prior to fulfilling the modification order
- Once the modification order is generated:
 - The Orders Begin date must be updated appropriately
 - The Orders End date must be updated appropriately
 - The Source Begin date must be update appropriately
 - The Source End date must be updated appropriately
 - The Sourcing record will need to be flagged for re-export to the SIPRNET. This is accomplished by setting the ExtractDate in the Source table to NULL.

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