Total Workforce Management Services (TWMS) Quick User Guide

Introduction to TWMS

Periodic updates to TMWS may not be reflected in this document.

TWMS Summary

Total Workforce Management Service (TWMS) is a web-based Government Off-the-Shelf application which gathers information from official Programs of Record (PoR) or their systems such as:

- Defense Civilian Personnel Data System (DCPDS)
- Bureau of Navy Personnel (BUPERS)
- Defense Manpower Data Center (DMDC)
- Navy Manpower Analysis Center (NAVMAC)
- Defense Finance & Accounting Service (DFAS)
- Navy e-Learning (NeL)

TWMS combines all of this data to allow the user to manage their TOTAL WORKFORCE via one easy-to-use web interface. The total workforce includes data on Civilians (APF, NAF, Foreign Nationals), Military, Reservists, Contractors, and even Non-Navy Personnel. TWMS also includes data related to required and authorized billets. Approximately 90% of the data in TWMS comes from Navy PoR systems and cannot be modified.

Among many other capabilities TWMS allows the user to:

- view demographics and generate reports and metrics
- track prospective gains and losses
- perform daily musters of personnel
- assign personnel to billets
- track various workforce information (i.e. CyberSecurity, DAWIA, etc.)
- create training requirements and add completed training for personnel
- add competencies, training, skills, and certifications to positions

Information within TWMS is controlled by a series of access levels and functional privileges, all requiring approval. Furthermore, all data is NOT visible to all personnel.

TWMS also allows each employee to view their own record via the Self-service tool. Here they can update non-POR information such as work phone, cell phone, and building number as well as perform a daily self-muster if required by their command. In addition, civilian employees have the ability to view and print their SF50s.
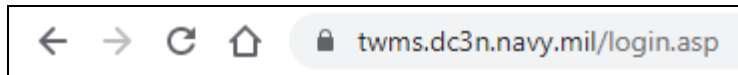
TWMS Program of Record Data Sources

Authoritative Source/ Program of Record (PoR)	Employee Type								Billet Data	Incoming Update Schedule	Outgoing Update Schedule/Data
Database or System Name	Active Duty	Reservists	Civilian-APF	Civilian-FND	Civilian-NAF	Civilian-FNI	Contractors	Interns			
Bureau of Navy Personnel (BUPERS)											
Navy Standard Integrated Personnel System (NSIPS)	X	X								Weekly	
Defense Finance & Accounting Service (DFAS)											
Defense MilPay Office (DMO)	X									Monthly	
Defense Civilian Pay System (DCPS) - Civilian Labor/Pay Data			X	X						Twice Monthly	
Navy Manpower Analysis Center (NAVMAC)											
Total Force Manpower Management System (TFMMS)									X	Weekly	
United States Marine Corps (USMC)											
Marine Corps Total Force System (MCTFS)*	X	X								Weekly	
Total Force Structure Management System (TFSMS)*									X	Weekly	
Defense Civilian Personnel Data System (DCPDS)											
HRLink			X	X						Three Times Weekly	Weekly/Completed Employee Training, Billet Assignment Data
Request for Personnel Action (RPA) Data			X	X						Daily	
Systems, Application, and Products - Human Resouces (SAPHR)											
NAFHR - NV52					X					Twice weekly	
PeopleSoft											
Navy Exchange (NEXCOM) - NV23					X					Weekly	
USMC NAF - NV27*					X					Weekly	
Defense Manpower Data Center (DMDC)											
Defense Enrollment Eligibility Reporting System (DEERS)	X	X	X	X	X		X			Daily	
Navy e-Learning (NeL)											
Navy Training Management & Planning System (NTMPS)	X	X	X	X	X	X	X	X		Daily	Daily/Completed Employee Training
Naval Acquisition Development Program (NADP)											
Intern Data								X		Weekly	

*USMC Only

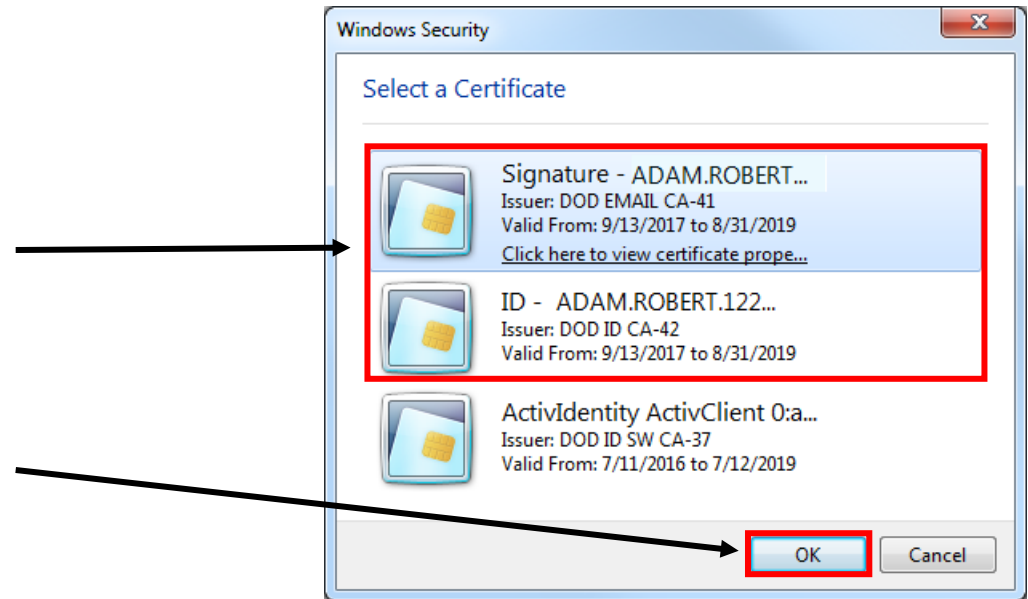# Applying for a TWMS Account

To apply for a TWMS account*:

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

twms.dc3n.navy.mil/login.asp

2. Select one of the certificates from your CAC.

3. Click **OK**.

Windows Security — Select a Certificate

Signature - ADAM.ROBERT...
Issuer: DOD EMAIL CA-41
Valid From: 9/13/2017 to 8/31/2019
Click here to view certificate prope...

ID - ADAM.ROBERT.122...
Issuer: DOD ID CA-42
Valid From: 9/13/2017 to 8/31/2019

ActivIdentity ActivClient 0:a...
Issuer: DOD ID SW CA-37
Valid From: 7/11/2016 to 7/12/2019

OK   Cancel

* You must already have a record within the TWMS database to be able to apply for an account.

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Applying for a TWMS Account

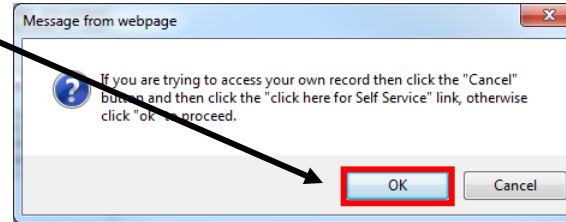4. If prompted, enter the PIN of your CAC and click **OK**.
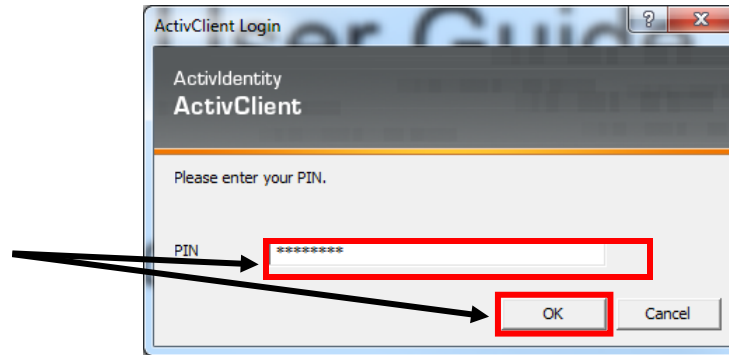
5. Click the link labeled **Click here for an Account Application**.
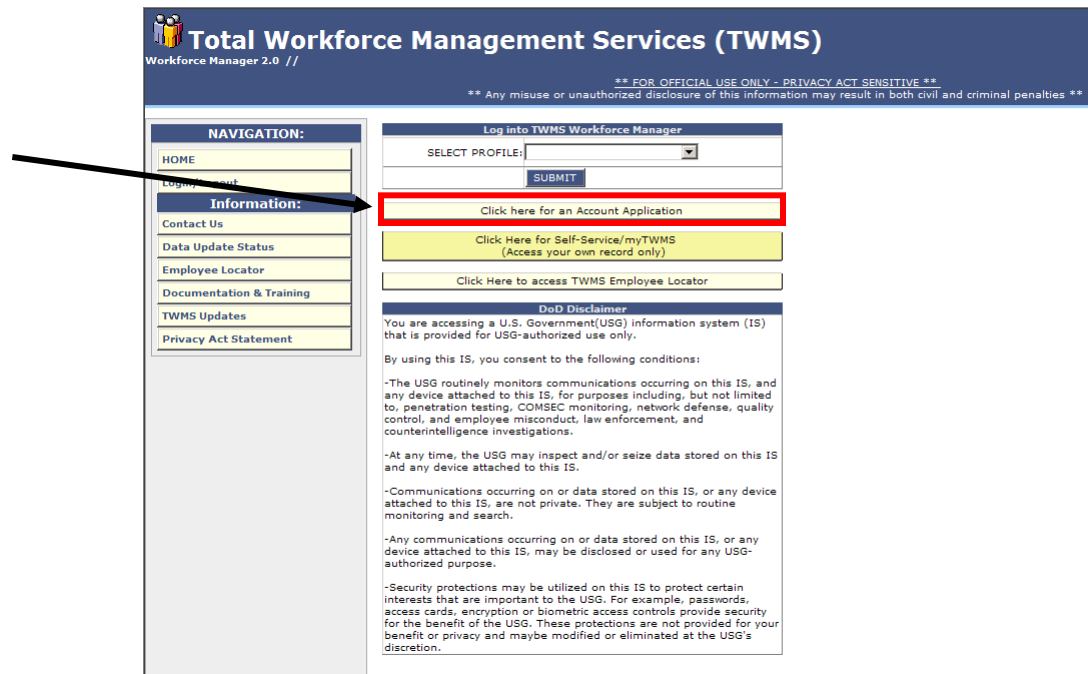
Applying for a TWMS Account

6.   Click OK.

7.   If your name is found in the TWMS database then it will appear here. Click the **Select** hyperlink next to your name to open the account application form.

Note: If your name is not found then please contact your local TWMS Administrator or the CNIC Government Enterprise Help Desk by emailing TWMS_Administrator@navy.mil or calling (888) 264-4255.

You must complete the required DoD Personally Identifiable Information (PII) training before applying for a TWMS account. This note will display if you have not completed this training. Click the link to begin the training. After completion, restart the application process from step 1.

Message from webpage

❓ If you are trying to access your own record then click the "Cancel" button and then click the "click here for Self Service" link, otherwise click "ok" to proceed.

OK   Cancel

Application for TWMS Account

Step 1: Select Your Record

	Last Name	First Name	Employee Type
Select	ADAM	ROBERT	ACTIVE DUTY

Before you can apply for a TWMS account, you must first complete the mandatory DOD Personally Identifiable Information (PII) training. You may complete the training in TWMS self service or via NKO. To take the training via TWMS self service, go to https://MyTWMS.nmci.navy.mil, then click on the "Online Training & Notices" button. Once in click on the "Available Training" tab to find the course.

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Applying for a TWMS Account

Many of the fields will be pre-populated with information from your TWMS record.

8. Enter and/or correct all required fields. Enter the UIC(s)/Org Code(s) according to the format explained in the note.

9. After choosing your desired access level, select from the available functional privileges that you may also require (e.g. Link Employees to Billets, Document Uploading, etc.).

10. Click the **Submit Application** button. Your application will be sent to your TWMS Admin POC. You will be notified via email upon approval or disapproval.

Note: You will need to submit a separate application for each Access Level you may need.

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

Step 2: Complete Form

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

*First Name	ADAM
*Last Name	ROBERT
*Email Address	robert.adam999@navy.mil
*Work Phone	(619) 365-2145
*Command Code you are currently assigned to	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAN
*Your Current Assigned org code:	N3
*Supervisor's Full Name	BLANK [Select]
*Supervisor's Telephone Number	
*Which Access Level are you requesting?	COMMAND CYBER IT-CSWF PM/SECURITY COORDINATOR ▼ Details

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

DEMO1~N6*, DEMO2~N6*

Enter as UIC ~ CODE,UIC ~ CODE
- *Example 1:*
  *00052 ~ * = all org codes within UIC 00052*
- *Example 2*
  00242 ~ N1, 00245 ~ N62130M = all org codes beginning with N1 in UIC 00242 and only one org code (N62130M) within UIC 00245

Enter Comment or Remarks (optional)

Which of the following additional Privileges are you also requesting?
- [ ] Muster Coordinator   UIC(s) [ ]   Org Code(s) [ ]
- [ ] Muster Certifier UIC(s) [ ]
- [ ] RPA Tracker
- [✓] Link Employees to Billets
- Do you need to view SSN? No ▼
- [ ] Awards Admin
- [✓] Training Requirements
- [✓] Document Uploading
- [ ] SF-182 Workflow
- [ ] Security Notification Tool
- [ ] Adhoc - Employee Information
- [✓] Adhoc - IA Workforce

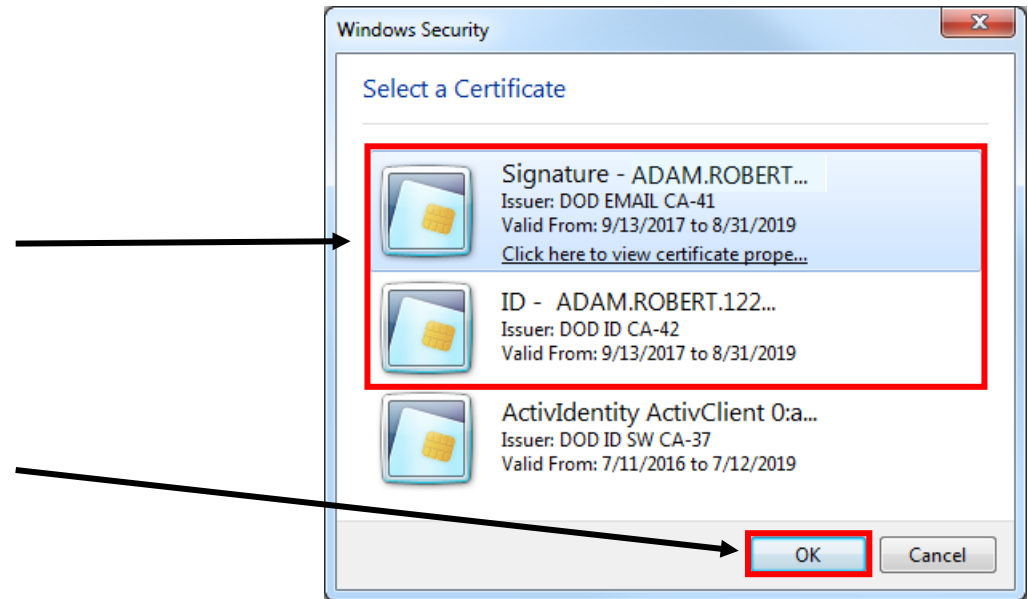[Submit Application]

Logging in to TWMS

To log in to your TWMS account:

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

   ← → C ⌂ 🔒 twms.dc3n.navy.mil/login.asp
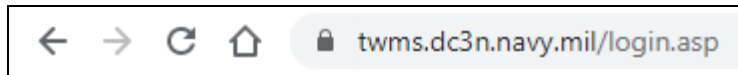
2. Select one of the certificates from your CAC.

3. Click **OK**.

Logging in to TWMS

4. If prompted, enter the PIN of your CAC and click **OK**.
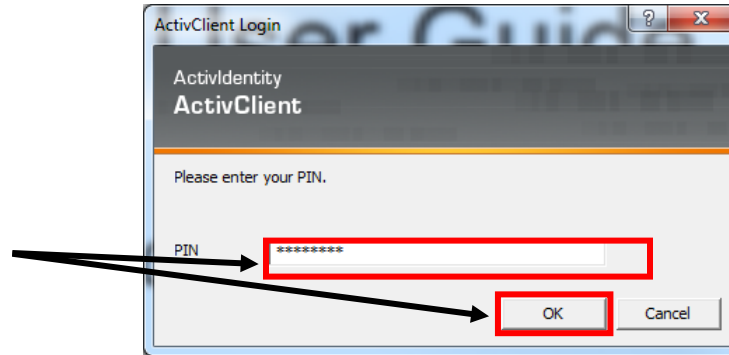
5. Select your profile from the dropdown and then click **Submit** or press "Enter" on your keyboard. If you only have one TWMS account then you will only see one profile listed.
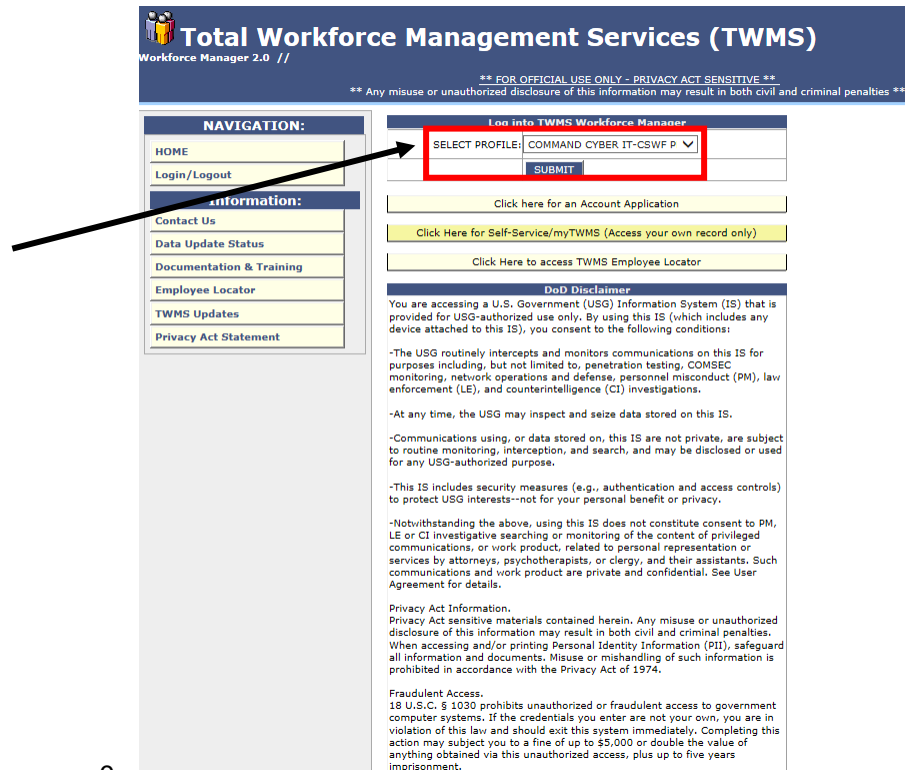
Note: *If you have more than one TWMS account you will need to choose which profile you would like to log in to.*

TWMS Home Screen

The Home screen is displayed below. On left side of the screen are the Navigation, Information, and Actions Menus each containing several buttons. Each button allows you access to various TWMS forms and modules and are available to you based upon your access level and granted permissions. The default display for the remainder of the screen is the alphabetical listing of records by last name of the active, on-board employees you have access to. This display will change as you filter, search, and sort these records.

Filters/Search/Sort
Using the drop down arrows and/or entering data here will return only those records matching your selection(s).

Navigation Menu
Information Menu
Actions Menu
The buttons shown here may be different than the ones you have access to.

Advance Search
Click here to expand the view displaying additional search fields.

Totals
Totals for each employee type are shown here. These totals will change to reflect what records you choose to display.

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Navigation Menu

To help you become familiar with the Navigation Menu of TWMS, the numbers below correspond to a brief description of each button. Your user access level and approved privileges determine which buttons you have access to.

1. *Home* – Will return you to the Home Screen.

2. *Login/Logout* – Allows you to begin another or end your current TWMS session.

3. *General Information* – Displays basic information about the selected employee.

4. *Assignment/Position Information* – Displays information related to the position of the employee.

5. *Perm/Retained Grade Info* – Displays the relevant information for employees who are on a temporary promotion or detail and also for employees who are in a retained grade.

6. *Benefits/Pay/Leave Info* – Displays the benefits, pay, and leave information of the selected employee as well as VSIP, severance pay amounts, and projected retirement dates.

7. *Training/Educ/Cert & Skills* – Displays the training, education, certifications and skills of the selected employee.
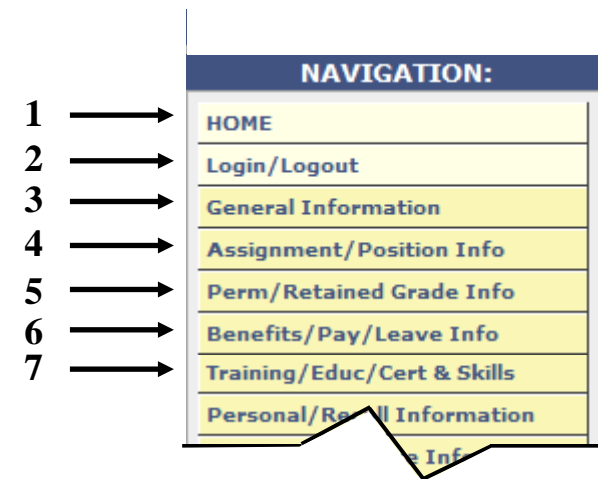
NAVIGATION:

1 → HOME
2 → Login/Logout
3 → General Information
4 → Assignment/Position Info
5 → Perm/Retained Grade Info
6 → Benefits/Pay/Leave Info
7 → Training/Educ/Cert & Skills
Personal/Recall Information

Navigation Menu

To help you become familiar with the Navigation Menu of TWMS, the numbers below correspond to a brief description of each button. Your user access level and approved privileges determine which buttons you have access to.

8. *Personal/Recall Information* – Displays the selected employee's home address, emergency contact information, etc.

9. *Security Clearance Info* – Displays the clearance information of the selected employee.

10. *Work History* – Displays the SF-50's of the selected employee as well as their change history . For Civilian APF and NAF employees.

11. *Awards Info* – Displays the awards and performance ratings received for the selected employee. For Civilian APF employees only.

12. *Military Information* – Displays any past military experience of the selected employee. For Civilian APF employees only.

13. *Disciplinary Information* – Displays any disciplinary information about the selected employee. For Civilian APF employees only.

14. *Acquisition Workforce Info* – Displays acquisition information related to the employee's position such as warrants, training, etc.

15. *CSWF/CyberIT Info* – Displays information related for those employees required to have the appropriate Information Assurance (IA) certifications including IA Level, certification type, certification date, etc.
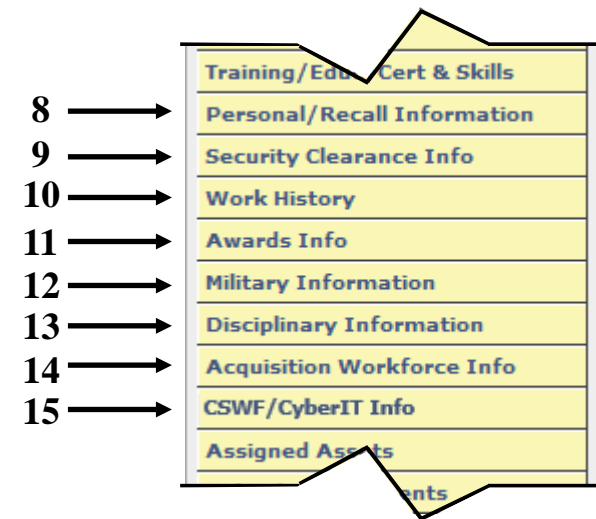
Navigation Menu

To help you become familiar with the Navigation Menu of TWMS, the numbers below correspond to a brief description of each button. Your user access level and approved privileges determine which buttons you have access to.

16. *Assigned Assets* – Allows government-issued assets (keys, cell phones, etc.) to be entered and tracked. For all employee types.

17. *Uploaded Documents* – Allows for uploading and managing of specific employee-related documents such as privileged user agreements and SAAR-N forms.

18. *DFWP* – Displays Drug Free Workplace Policy information about the selected employee such as drug testing results. For Civilian APF/FND and NAF employees. The availability of this information is restricted.

19. *Data Exceptions/Changes* – Allows the user to view selected changes to an employee record, who changed it, and when it changed.

20. *IA/Deployment/TAD Info* – Displays IA, Deployment and TAD information for military employees.

21. *IA Prescreening* – Allows the user to view the Deployment Eligibility Questionnaire for each military personnel.

22. *Awards/Quals Info* – Displays the awards and qualifications for the selected employee. For military employees only.
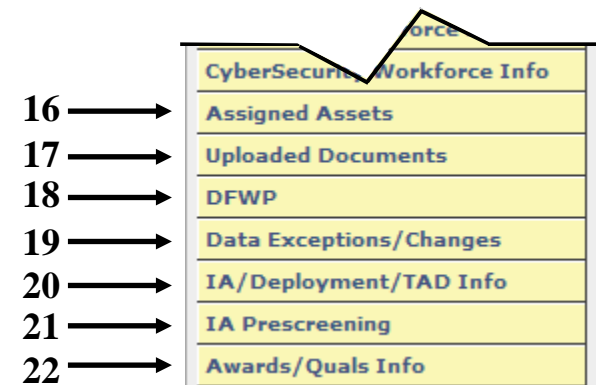
Information Menu

To help you become familiar with the Information Menu of TWMS, the numbers below correspond to a brief description of what each button will display. All access levels will display these buttons.

1. *Contact Us* – Will display contact information if you have any questions or comments about TWMS or suggestions for updates. There is also the ability to generate your own trouble ticket which will be sent to the CNIC Government Enterprise Help Desk.

2. *Data Update Status* – Will display information regarding the most recent data updates to TWMS. See next page.

3. *Employee Locator* – Allows you to easily locate and view limited information about any employee who has a record in TWMS.

4. *Documentation & Training* – Displays the latest TWMS reference and support documents as well as the Quick User Guides.

5. *TWMS Updates* – Displays recent updates, corrections, enhancements, and known issues related to TWMS.

6. *Privacy Act Statement* – Displays the Privacy Act Statement as it relates to TWMS.

Data Update Status

Click the **Data Update Status** button on the Information Menu to view the latest downloads for each Program of Record feeding TWMS. The screen is organized by Employee Type, Manpower/Billets Data, and Reverse Data Feeds.

CURRENT DATA UPDATE STATUS

Civilian - Appropriated Funded (APF)/Foreign National Direct (FND) Data

Program of Record Data Sources:
- Defense Civilian Personnel Data System (DCPDS) – HRLink
- Defense Civilian Personnel Data System (DCPDS) – Request for Personnel Action (RPA) Data
- Defense Finance & Accounting Service (DFAS) – Defense Civilian Pay System (DCPS)
- Defense Manpower Data Center (DMDC) – Defense Enrollment Eligibility Reporting System (DEERS)
- Navy e-Learning (NeL) – Navy Training Management & Planning System (NTMPS)
- Skillsoft Completed Training

Update Schedule:
- DCPDS/HRLink Data – Three times weekly (Mondays, Tuesdays, and Thursdays)
- DCPDS/RPA, DMDC/DEERS, and NeL/NTMPS Data – Daily
- DFAS/DCPS Data – Two times monthly (usually Mondays after the end of the pay period)
- Skillsoft Completed Training Data – Weekly (usually on Mondays)

DCPDS Employee Data	2/5/2019	DCPDS DAWIA Data	1/31/2019
DCPDS Training Data	1/31/2019	DCPDS Disciplinary Data	1/31/2019
DCPDS Education Data	2/4/2019	DFAS Payroll/Labor/Leave as of Pay Period Ending	3/31/2018
DCPDS Work History/SF50 Data	2/4/2019	DMDC Data	2/5/2019
DCPDS RPA & Supv Hierarchy Data	2/5/2019	NeL Training Data	2/5/2019
DCPDS Awards & Performance Data	1/31/2019	Skillsoft Training Completions	1/16/2019

Civilian - Non-Appropriated Funded (NAF) Data

Program of Record Data Sources:
- Systems, Application, and Products - Human Resouces (SAPHR) – NAFHR
- PeopleSoft – Navy Exchange (NEXCOM) & USMC NAF
- Defense Manpower Data Center (DMDC) – Defense Enrollment Eligibility Reporting System (DEERS)
- Navy e-Learning (NeL) – Navy Training Management & Planning System (NTMPS)
- Skillsoft Completed Training

Update Schedule:
- SAPHR/NAFHR Data – Two times weekly (Wednesdays and Fridays)
- PeopleSoft/USMC NAF and Skillsoft Completed Training Data – Weekly (usually on Mondays)
- PeopleSoft/NEXCOM Data – Weekly (usually on Wednesdays)
- DMDC/DEERS and NeL/NTMPS Data – Daily

SAPHR Data (NV52 personnel)	1/28/2019	DMDC Data	2/5/2019
NEXCOM Data (NV23 personnel)	1/25/2019	NeL Training Data	2/5/2019
USMC Data (NV27 personnel)	1/28/2019	Skillsoft Training Completions	1/16/2019

Civilian - Foreign National Indirect (FNI) Data

Program of Record Data Sources:

Actions Menu

To help you become familiar with the Actions Menu of TWMS, the numbers below correspond to a brief description of each button. Your user access level and approved privileges determine which buttons you have access to.

1. *Add/Gain an Employee* – Allows you to easily add a skeleton record for any type of employee.

2. *Ad-Hoc Reporter* – Allows you to build your own reports using most of the fields displayed in TWMS.

3. *HRO Tools* – Allows access to specialized tools such as calculators and queries. For HRO and HRSC type access levels only.

4. *Manage Billets* – Allows you to easily view billet information for any employee type and see who is linked to a particular billet. Also allows you to maintain non-TFFMS billet data.

5. *Manage Non-Navy Personnel* – Allows you to view information related to non-navy personnel. Non-navy personnel are included in TWMS for mustering purposes.
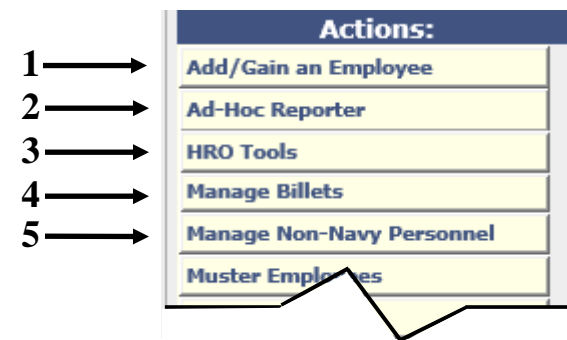
Actions Menu

To help you become familiar with the Actions Menu of TWMS, the numbers below correspond to a brief description of each button. Your user access level and approved privileges determine which buttons you have access to.

6. *Muster Employees* – Allows you to muster by org code and/or certify the muster by UIC.

7. *Report Services* – Access to reports that have been converted to Microsoft's Reporting Services software will be displayed here and removed from the "Reports" area.

8. *System Administration* – Enables access to manage accounts, UIC's, etc. For System Administration user access level only.

9. *Tools/Functions* – Displays a list of available tools and functions available to you based upon your access level and account attributes. See next page.

10. *View/Update Your Profile* – Allows you access to your own record for updates and/or corrections, and to change your password.

Tools/Functions

The Tools & Functions menu of TWMS allows you access to all of the tools, utilities, and workflows that will assist you to perform many administrative tasks. The numbers below beside each item correspond to a brief description which are found on the following slides. Your TWMS access level and/or approval of a requested privilege will determine the specific items that will be displayed.

WORKFORCE MANAGEMENT TOOLS

#	Tool
1	CIVILIAN-FNI SSAN CHANGE
2	CLEARANCE/PSI NOTICE TOOL
3	EMPLOYEE ASSOCIATION MGR
4	COMMAND CHECK IN/OUT
5	EVENT NOTIFICATION SERVICE
6	MASS SUPERVISOR CHANGE
7	MANAGE CONTRACTS
8	MASS EMPLOYEE AGREEMENTS
9	MASS SF50
10	TELEWORK REQUEST MANAGEMENT
11	MASS BIN UPLOAD
12	DPP MANAGEMENT
13	PRE-RECRUITMENT MANAGEMENT
14	SAAR REQUEST MANAGER
15	LEAP APPROVAL MANAGEMENT (NCIS)
16	FORMS
17	NAVY WOUNDED WARRIOR-SAFE HARBOR
18	HONORS TRACKER

TRAINING TOOLS

#	Tool
19	MANAGE COURSE TABLE
20	MANAGE TRAINING REQUIREMENTS
21	MASS TRAINING MANAGEMENT
22	SF182 ADMINISTRATION
23	IDP ADMINISTRATION
24	VOUCHER REQUESTS
25	MENTOR MANAGEMENT

HUMAN RESOURCE MGMT TOOLS

#	Tool
26	RPA TRACKING & BILLET ALIGNMENT
27	FECA CASE TRACKER
28	UNEMPLOYMENT & DISABILITY CLAIM TRACKER
29	PD LIBRARY/MANAGE PDs
30	IPMS MANAGER

UTILITIES

#	Tool
31	MANAGE USMC UIC CROSSWALK
32	USER MANAGER
33	MANAGE CNI CROSSWALK
34	UIC TABLE MANAGEMENT
35	MASS TWMS POC MANAGEMENT
36	MASS EMAIL NOTIFICATION

Tools/Functions

Workforce Management Tools

1. *Civilian-FNI SSAN Change* – Allows you to assign or change the SSANs of Foreign National Indirect (FNI) employees.

2. *Clearance/PSI Notice Tool* – Allows you to receive notifications of upcoming expirations of security clearances.

3. *Employee Association Mgr* – Allows you to associate or 'tag' employees outside of your organization without changing their official record. This association does not change any Program of Record (POR) information related to these employees.

4. *Command Check In/Out* – Allows you to generate check in and check out records for employees.

5. *Event Notification Service* – Provides you e-Mail notification of designated events as they occur in TWMS. These events are triggered by updates from the various POR feeds or by performed manually via the web interface of TWMS.

6. *Mass Supervisor Change* – Allows you to change a supervisor for several employees at once.

7. *Manage Contracts* – Allows you to enter and manage information regarding personnel contracts affecting contractor employees.

8. *Mass Employee Agreements* – Allows you to apply a required agreement to several employees at once.

9. *Mass SF50* – Allows you to view and print SF-50s for all or a select group of employees you have access to.

10. *Telework Request Management* – Allows you to generate a Telework Request for an employee and to administer their approvals.

Tools/Functions

Workforce Management Tools (continued)

11. *Mass BIN Upload* – Allows you to mass assign BINs to employees via an Excel spreadsheet. BINs are assigned by TWMSID.

12. *DPP Management* – Allows you to search current and past Developmental Program Participants (DPP) and view their information and history. Additional privileges allow you to add participants, manage temporary assignments and training completions, and graduate/terminate participants.

13. *Pre-Recruitment Management* – Allows you to view prospective recruitments, create a new recruitment worksheet. Additional privileges allow you to define the routing for who should be notified of a new recruitment request.

14. *SAAR Request Manager* – Allows you to generate a SAAR-N for employees within your scope and to create/administer routing chains used for approving SAAR-Ns.

15. *LEAP Approval Management (NCIS)* – Allows the user to manage approvers for certifying the Law Enforcement Availability Pay (LEAP) form. For NCIS (NV12, SMC53) users only.

16. *Forms* – Allows you to create, save, and route information using online versions of standard government forms. Forms currently available include the Employee Performance Appraisal (PARS) and the Employment Appointment/Termination (DD577).

17. *Navy Wounded Warrior – Safe Harbor* – Allows you to create and track cases for non-medical care of seriously wounded, ill, and injured sailors. For Safe Harbor program case managers only.

18. *Honors Tracker* – Allows you to assign, schedule, and track funeral honors for all current and previous members of the United States Navy.

Tools/Functions

Training Tools

19. *Manage Course Table* – Allows you to search for all training course titles in the TWMS database. Access to the Manage Course Catalog is available to most TWMS users.

20. *Manage Training Requirements* – Allows you to establish a training requirement for a group of employees.

21. *Mass Training Management* – Allows you to enter a training completion for more than one employee.

22. *SF182 Administration* – Allows you to initiate an electronic SF182 form for routing and approval.

23. *IDP Administration* – Allows you to create IDPs for employees within your scope of access.

24. *Voucher Requests* – Allows you to create and manage Navy voucher requests.

25. *Mentor Management* – Allows you to create a mentee/mentor profile and provides search capabilities to match other mentee/mentors based upon their profile information.

Human Resource Mgmt Tools

26. *RPA Tracking & Billet Alignment* – Allows you to manage your recruitment RPAs and associated billets through the recruitment process.

27. *FECA Case Tracker* – Allows you access to create and manage Federal Employees' Compensation Action (FECA) worksheets.

28. *Unemployment & Disability Claim Tracker* – Allows you to initiate and manage all unemployment and disability claims.

29. *PD Library/Manage PDs* – Allows you to create, view, and/or edit Position Descriptions (PDs).

30. *IPMS Manager* – Allows you to create and manage Interim Performance Management System (IPMS) worksheets.

Tools/Functions

Utilities

31. *Manage USMC UIC Crosswalk* – Allows you to manage the USMC crosswalk from RUC/MCC to UIC. For NV27 users only.

32. *User Manager* – Allows the user to approve TWMS account requests and manage TWMS accounts for others within their scope of access. Available only to TWMS Admin POCs.

33. *Manage CNI Crosswalk* – Allows you to manage CNI's standard org codes. For NV52 users only.

34. *UIC Table Management* – Allows you to view UIC data. Access to the UIC Table Management is available to most users. Additional privileges allow you to manage and administer UIC data.

35. *Mass TWMS POC Management* – Allows you to add, copy, and replace the UICs, en masse, for personnel who have been identified as a TWMS POC.

36. *Mass Email Notification* – Allows you to send a mass email notification to a selected group of employees.