

# United States Navy Order Writing Module (OWM)

OWM  
Version 2.5.3.3



01 January 2010

**TABLE OF CONTENTS**

<b>SECTION 1: General</b> .....	<b>1</b>
1.1 OWM Background.....	1
1.2 Order Generation .....	1
1.2.1 Overview.....	1
1.2.2 Processing Mode Selection .....	2
1.2.3 Mobilization Order Pre-Processing.....	3
1.2.4 Template Selection.....	3
1.2.5 Orders Released for Generation.....	3
1.2.6 Order Validation .....	3
1.2.7 PLAD Translation.....	3
1.2.8 Manual Review .....	3
1.2.9 Release of Validated and Reviewed Orders.....	4
1.2.10 DTG Generated.....	4
1.2.11 Orders Generated .....	4
<b>SECTION 2: Getting Started with the Order Writing Module</b> .....	<b>5</b>
2.1 Accessing the Order writing Module (OWM).....	5
2.1.1 Entering the Order Writing Module.....	5
2.1.2 Order Writing Module Menu Options .....	6
<b>SECTION 3: Managing Contact Information</b> .....	<b>8</b>
3.1 Managing Contact Information Overview .....	8
3.2 Searching for a Contact.....	8
3.3 Selecting a Member .....	11
3.4 Using the OWM Contact Page.....	11
3.4.1 Understanding the Contact Page.....	11
3.4.2 Viewing Contact Comments .....	13
3.4.2.1 Viewing Comments .....	14
3.4.2.2 Adding Comments .....	15
3.4.2.3 Editing Comments .....	16
3.4.3 Member Information Tab.....	16
3.4.4 Address Tab .....	17
3.4.5 Command Tab.....	19
3.4.6 Preferences Tab.....	19
3.4.7 Activities Tab.....	21
3.4.8 Order History Tab.....	21
<b>SECTION 4: Managing Contact Activity</b> .....	<b>23</b>
4.1 Contact Activity Overview .....	23
4.2 Searching for Contact Activities.....	23
4.3 Adding an Activity.....	27
4.4 Editing an Activity.....	29
4.5 Updating an Activity Status .....	29
<b>SECTION 5: Using the Order Request Browse Page</b> .....	<b>31</b>
5.1 Order Request Browse Page Overview.....	31
5.2 Searching for Order Requests .....	31

5.3	Adding an Order Request.....	37
5.4	The Order Request Page .....	39
5.4.1	Order Request Overview.....	39
5.4.2	Understanding the Main Menu .....	40
5.4.3	Order Request Page - General Tab .....	41
5.4.4	Order Request Page – Base Info Tab .....	45
5.4.4.1	Reviewing the Accounting Information Lines.....	50
5.4.5	I-Stops Tab.....	51
5.4.6	Entering Order Information .....	53
5.4.7	Message Details Tab .....	56
5.4.8	Additional Info Tab.....	58
5.4.9	Validation Tab .....	58
5.4.10	Generated Orders Tab .....	60
5.5	Comments .....	61
5.6	Viewing the Audit Log .....	61
5.7	Viewing the Audit Log Report .....	63
5.8	Validating an Order Request.....	63
5.9	Bypassing Orders Validation .....	65
5.10	Placing an Order Request on Hold.....	65
5.11	Creating a Call-Back Tickler .....	66
5.12	Generating an Order Request.....	66
5.13	Editing an Order Request.....	68
5.14	Closing and Unclosing Order Requests .....	68
5.15	Creating a Modification .....	68
5.16	Creating a Corrected copy .....	68
5.17	Creating a Cancelation .....	69
5.18	Creating a Demobilization .....	69
5.19	Creating a Termination .....	69
5.20	Creating an Extension .....	69
5.21	Creating Transfer Order .....	69
5.22	Overriding an NMPS Maximum Flow .....	70
<b>SECTION 6: Group Processing Orders.....</b>		<b>74</b>
6.1	Group Processing Overview .....	74
6.2	Using Global Create.....	74
6.3	Adding Members .....	76
6.4	Using Global Update.....	76
6.4.1	Viewing Message Details .....	79
6.4.2	Entering and Viewing Additional Information .....	79
6.4.3	Viewing Validation Messages .....	80
6.5	Copying Fields from the Global Update Page .....	81
6.6	Updating the Reference DTG .....	83
<b>SECTION 7: Batch Processing Orders .....</b>		<b>86</b>
7.1	Batch Processing Overview .....	86
7.2	Processing Orders in a Batch .....	86
7.3	Reviewing Batch Statistics and Messages .....	89
7.3.1	Batch Statistics and Messages Overview .....	89

7.3.2	Reviewing Batch Information.....	90
7.3.3	Displaying Validation Messages.....	91
7.3.4	Viewing Generated Orders .....	92
7.3.5	Viewing Aborted Orders.....	92
<b>SECTION 8: Viewing Orders and Swapping RTNs.....</b>		<b>94</b>
8.1	Viewing Orders.....	94
8.2	Swapping RTNs.....	95
<b>SECTION 9: Managing Templates and Elements .....</b>		<b>98</b>
9.1	Managing Order Templates .....	98
9.2	Managing Elements .....	103
<b>SECTION 10: OWM Reporting .....</b>		<b>106</b>
10.1	Generating Standard Reports .....	106
10.1.1	Reporting Engine .....	106
10.1.2	Printing a Standard Report.....	106
10.2	Standard Reports List.....	109
10.2.1	Standard Reports List Overview .....	109
10.2.2	Generated Orders by Month and Year .....	109
10.2.3	Listing of Members on Hold in Contact Management .....	109
10.2.4	Listing of MOB Orders Written in Last 30 Days .....	110
10.2.5	Listing of Orders for Intelligence Service Members .....	111
10.2.6	Orders by ULDUSTA Name .....	111
10.2.7	Projected Demobs by Claimant .....	111
<b>SECTION 11: Generating Ad-Hoc Reports .....</b>		<b>113</b>
<b>SECTION 12: OWM to Sourcing Module Interaction.....</b>		<b>114</b>
12.1	OWM to SM Interaction Overview .....	114
12.2	Business Rule Overview .....	114
12.3	Mobilization Orders .....	115
12.4	Extension Orders.....	116
12.5	Transfer Orders .....	116
12.6	Mobilization Cancellation/Termination Orders .....	117
12.7	Demobilization Orders.....	117
12.8	Demobilization Cancellation Orders.....	117
12.9	Modification Orders.....	118
<b>INDEX.....</b>		<b>119</b>

## LIST OF FIGURES

<b>Figure 1:</b>	<b>Order Writing Processing Flow.....</b>	<b>2</b>
<b>Figure 2:</b>	<b>Order Writing Home Page.....</b>	<b>5</b>
<b>Figure 3:</b>	<b>Order Writing Module Menu .....</b>	<b>6</b>
<b>Figure 4:</b>	<b>Contact Browse Page .....</b>	<b>9</b>
<b>Figure 5:</b>	<b>OWM Contact Page Tabs .....</b>	<b>11</b>
<b>Figure 6:</b>	<b>OWM Contact Page – Edit Mode.....</b>	<b>12</b>
<b>Figure 7:</b>	<b>Contact Page Buttons – With Comment.....</b>	<b>13</b>
<b>Figure 8:</b>	<b>Comments Page.....</b>	<b>14</b>
<b>Figure 9:</b>	<b>OWM Contact Page - Member Information Tab .....</b>	<b>17</b>
<b>Figure 10:</b>	<b>OWM Contact Page – Address Tab .....</b>	<b>18</b>
<b>Figure 11:</b>	<b>OWM Contact Page – Command Tab .....</b>	<b>19</b>
<b>Figure 12:</b>	<b>OWM Contact Page – Preferences Tab .....</b>	<b>20</b>
<b>Figure 13:</b>	<b>Location Grid in Edit Mode.....</b>	<b>21</b>
<b>Figure 14:</b>	<b>OWM Contact Page – Activities Tab .....</b>	<b>21</b>
<b>Figure 15:</b>	<b>OWM Contact Page - Order History Tab .....</b>	<b>22</b>
<b>Figure 16:</b>	<b>Activity Browse Page before Executing a Search .....</b>	<b>24</b>
<b>Figure 17:</b>	<b>Activity Browse Page Displaying Search Results.....</b>	<b>26</b>
<b>Figure 18:</b>	<b>Activity Page.....</b>	<b>27</b>
<b>Figure 19:</b>	<b>Activity Page – Add Activity .....</b>	<b>28</b>
<b>Figure 20:</b>	<b>Order Request Browse Page before Executing a Search .....</b>	<b>32</b>
<b>Figure 21:</b>	<b>Order Browse Page Displaying Search Results.....</b>	<b>36</b>
<b>Figure 22:</b>	<b>Order Request Page .....</b>	<b>37</b>
<b>Figure 23:</b>	<b>Order Request Create Page .....</b>	<b>38</b>
<b>Figure 24:</b>	<b>Order Request Main Menu .....</b>	<b>40</b>
<b>Figure 25:</b>	<b>Order Request Page – General Tab .....</b>	<b>42</b>
<b>Figure 26:</b>	<b>Order Request ADSW Page – General Tab .....</b>	<b>44</b>
<b>Figure 27:</b>	<b>Order Request Page – Base Info Tab.....</b>	<b>46</b>
<b>Figure 28:</b>	<b>Order Request ADSW Page – Base Information Tab .....</b>	<b>48</b>
<b>Figure 29:</b>	<b>Accounting Information Lines.....</b>	<b>50</b>
<b>Figure 30:</b>	<b>Accounting Information Lines – Modification/Extension Order Types</b>	<b>50</b>
<b>Figure 31:</b>	<b>Accounting Information Lines – ADSW Order Types.....</b>	<b>51</b>
<b>Figure 32:</b>	<b>Order Request Page – I-Stops Tab.....</b>	<b>52</b>
<b>Figure 33:</b>	<b>Order Request Page – Message Details Tab.....</b>	<b>57</b>
<b>Figure 34:</b>	<b>Order Request Page – Additional Info Tab.....</b>	<b>58</b>
<b>Figure 35:</b>	<b>Order Request Page – Validation Tab .....</b>	<b>59</b>
<b>Figure 36:</b>	<b>Order Request Page – Generated Orders Tab for Created Order ....</b>	<b>60</b>
<b>Figure 37:</b>	<b>Order Request Page – Generated Orders Tab for Sent Order .....</b>	<b>61</b>
<b>Figure 38:</b>	<b>Audit Log Page.....</b>	<b>62</b>
<b>Figure 39:</b>	<b>Audit Log Report .....</b>	<b>63</b>
<b>Figure 40:</b>	<b>Generated Order Tab with Success Message .....</b>	<b>67</b>
<b>Figure 41:</b>	<b>Corrected Copy Order Message .....</b>	<b>69</b>
<b>Figure 42:</b>	<b>NMPS Flow Page.....</b>	<b>71</b>

<b>Figure 43:</b>	<b>NMPS Flow Page with Week Hyperlinks .....</b>	<b>72</b>
<b>Figure 44:</b>	<b>NMPS Flow Page After NMPS and Week Are Selected .....</b>	<b>73</b>
<b>Figure 45:</b>	<b>Order Request Global Create Page, Selected Members Tab.....</b>	<b>75</b>
<b>Figure 46:</b>	<b>Adding Members to the Order Request Global Create Page .....</b>	<b>76</b>
<b>Figure 47:</b>	<b>Order Request Global Update Page.....</b>	<b>78</b>
<b>Figure 48:</b>	<b>Order Request Global Update Page – Message Details Tab.....</b>	<b>79</b>
<b>Figure 49:</b>	<b>Order Request Global Update Page – Additional Info Tab.....</b>	<b>80</b>
<b>Figure 50:</b>	<b>Order Request Global Update Page - Validation Tab.....</b>	<b>81</b>
<b>Figure 51:</b>	<b>Group Copy Fields.....</b>	<b>82</b>
<b>Figure 52:</b>	<b>Group Copy Fields Confirmation .....</b>	<b>83</b>
<b>Figure 53:</b>	<b>Fields Copied Message.....</b>	<b>83</b>
<b>Figure 54:</b>	<b>DTG Selector Window.....</b>	<b>84</b>
<b>Figure 55:</b>	<b>DTG Selector Window – Edit Mode.....</b>	<b>84</b>
<b>Figure 56:</b>	<b>Reference DTG Confirmation Message .....</b>	<b>85</b>
<b>Figure 57:</b>	<b>Batch Processing Page before Executing a Search .....</b>	<b>87</b>
<b>Figure 58:</b>	<b>Batch Processing Page after Executing Search .....</b>	<b>88</b>
<b>Figure 59:</b>	<b>Batch Processing Page with Selected Records.....</b>	<b>89</b>
<b>Figure 60:</b>	<b>Batch Processing Run Page.....</b>	<b>90</b>
<b>Figure 61:</b>	<b>Batch Processing Run – Batch Information Tab .....</b>	<b>91</b>
<b>Figure 62:</b>	<b>Batch Processing Run – Validation Messages Tab .....</b>	<b>91</b>
<b>Figure 63:</b>	<b>Validation Messages Tab with Errors Displayed.....</b>	<b>92</b>
<b>Figure 64:</b>	<b>Batch Processing Run – Aborted Orders Tab.....</b>	<b>93</b>
<b>Figure 65:</b>	<b>View Orders Page before Entering SSN .....</b>	<b>94</b>
<b>Figure 66:</b>	<b>View Orders Page with Generated Orders List .....</b>	<b>94</b>
<b>Figure 67:</b>	<b>View Orders Page with Orders Selected.....</b>	<b>94</b>
<b>Figure 68:</b>	<b>Blank RTN Swap Page .....</b>	<b>96</b>
<b>Figure 69:</b>	<b>Step 1 Group Box BEFORE Selecting an SSN/RTN .....</b>	<b>96</b>
<b>Figure 70:</b>	<b>Step 1 Group Box AFTER Selecting an SSN/RTN .....</b>	<b>97</b>
<b>Figure 71:</b>	<b>RTN Swap Confirmation Message .....</b>	<b>97</b>
<b>Figure 72:</b>	<b>List of Templates – Reserves.....</b>	<b>98</b>
<b>Figure 73:</b>	<b>List Templates Page – Active Duty.....</b>	<b>99</b>
<b>Figure 74:</b>	<b>Edit Template Page.....</b>	<b>99</b>
<b>Figure 75:</b>	<b>Edit Template Page in Edit Mode .....</b>	<b>101</b>
<b>Figure 76:</b>	<b>Template Audit Log Page.....</b>	<b>103</b>
<b>Figure 77:</b>	<b>Edit Fields Page.....</b>	<b>104</b>
<b>Figure 78:</b>	<b>Edit Fields Page in Edit Mode .....</b>	<b>104</b>
<b>Figure 79:</b>	<b>Reporting Page .....</b>	<b>106</b>
<b>Figure 80:</b>	<b>Generated Orders by Month and Year Report.....</b>	<b>109</b>
<b>Figure 81:</b>	<b>Members on Hold in Contact Management .....</b>	<b>110</b>
<b>Figure 82:</b>	<b>Listing of MOB Orders Written in Last 30 Days Report.....</b>	<b>110</b>
<b>Figure 83:</b>	<b>Listing of Orders for Intelligence Service Members Report .....</b>	<b>111</b>
<b>Figure 84:</b>	<b>Orders by ULDUSTA Name Report .....</b>	<b>111</b>
<b>Figure 85:</b>	<b>Projected Demobs by Claimant .....</b>	<b>112</b>

**LIST OF TABLES**

<b>Table I:</b>	<b>Order Writing Menu Options.....</b>	<b>6</b>
<b>Table II:</b>	<b>Contact Browse Fields .....</b>	<b>9</b>
<b>Table III:</b>	<b>Contact Browse Buttons .....</b>	<b>10</b>
<b>Table IV:</b>	<b>OWM Contact Page Buttons.....</b>	<b>13</b>
<b>Table V:</b>	<b>Activity Browse Page Fields.....</b>	<b>24</b>
<b>Table VI:</b>	<b>Activity Browse Buttons .....</b>	<b>25</b>
<b>Table VII:</b>	<b>Order Request Browse Page Fields .....</b>	<b>32</b>
<b>Table VIII:</b>	<b>Order Request Browse Buttons .....</b>	<b>34</b>
<b>Table IX:</b>	<b>Order Request Page - Main Menu Options.....</b>	<b>41</b>
<b>Table X:</b>	<b>Order Request Page – General Tab Fields.....</b>	<b>42</b>
<b>Table XI:</b>	<b>Order Request ADSW Page – General Tab Fields .....</b>	<b>44</b>
<b>Table XII:</b>	<b>Order Request Page – Base Info Tab Fields.....</b>	<b>46</b>
<b>Table XIII:</b>	<b>Order Request ADSW Page – Base Information Tab Fields.....</b>	<b>49</b>
<b>Table XIV:</b>	<b>Order Request Page – I-Stops Tab Fields.....</b>	<b>52</b>
<b>Table XV:</b>	<b>Control Options.....</b>	<b>59</b>
<b>Table XVI:</b>	<b>Processing To Perform Radio Buttons.....</b>	<b>86</b>
<b>Table XVII:</b>	<b>Edit Template Page Fields.....</b>	<b>100</b>
<b>Table XVIII:</b>	<b>Edit Template Page Buttons .....</b>	<b>100</b>
<b>Table XIX:</b>	<b>Set Report Criteria Fields .....</b>	<b>107</b>

**RECORD OF CHANGES**

<b>Change Number</b>	<b>Date of Change</b>			<b>Signature of Person Entering Change</b>
1.4	2004.04.05			Original Issue
4.0	2004.08.05			Reissued in entirety
4.3	2004.12.17			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	2007.10.19			Reissued in entirety
5.3.1	2007.12.11			Reissued in entirety
2.5.3.2	2008.08.15			Reissued in entirety
2.5.3.3	2010.01.01			Reissued in entirety
2.5.3.3	2010.12.15			Reviewed for PII

## SECTION 1: General

### 1.1 OWM BACKGROUND

The OWM provides a web-based solution for the process of Service Member order generation during mobilization events and contact management for mobilized sailor advocacy. Prior to the existence of the OWM in NCMCMPS, this process was accomplished through the use of voice messages, fax, and e-mail managed by an MS-Access database. The OWM was designed to replace that process by providing a scalable web-based application with a central repository to store mobilization events and order information.

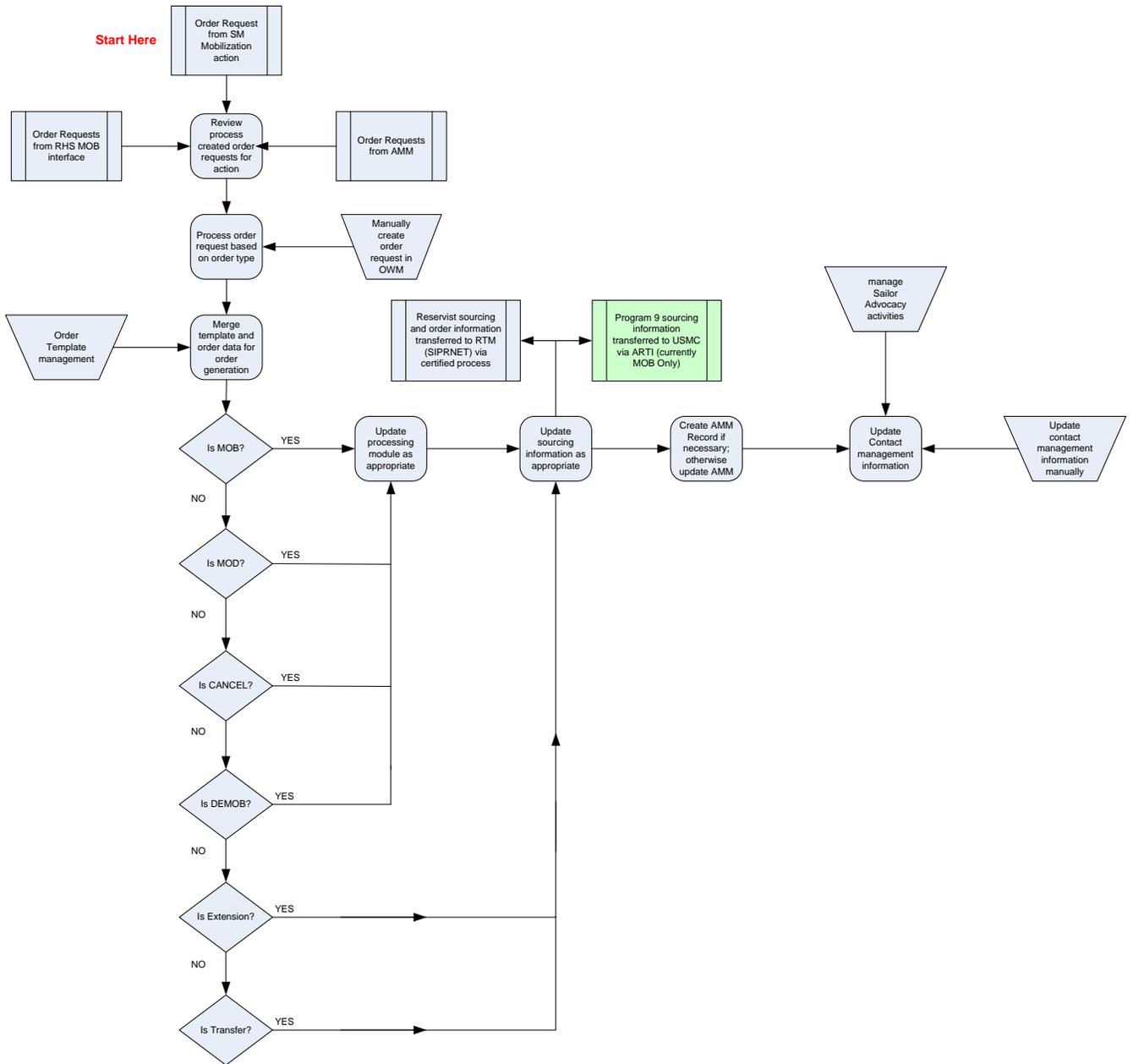
The OWM provides a centralized management tool for managing orders as well as the processes behind order generation. In addition, the OWM provides the ability to trace all orders generated for mobilized Service Members as a part the NCMCMPS application. This critical integration within NCMCMPS makes vital UIC and arrival period information visible to gaining commands, Naval Mobilization Processing Sites (NMPS) and Naval Reserve Activities (NRA). Additionally, the OWM provides essential management for maintaining direct lines of communication with mobilized Service Members by tracking contact information, command information, and conversation logging.

### 1.2 ORDER GENERATION

#### 1.2.1 Overview

The following figure depicts the order generation and validation.

**Figure 1: Order Writing Processing Flow**



### 1.2.2 Processing Mode Selection

The Order Writing Engine processes Mobilization, Demobilization, Modification, Transfer, and Cancellation Orders. In addition, a generic non-template pass-through text option is available for all other types of orders. Once the order type is selected, the Member(s) being processed must be identified and tagged. Identification of Members for mobilization order is performed through the Mobilization Order Pre-Processing described below.

### 1.2.3 Mobilization Order Pre-Processing

Before mobilization orders are generated, eligible Members must be identified through the NPDB synchronization process. Additionally, before a mobilization order is generated, an Implementation Event must occur and the identified Members tagged and validated for processing (accomplished through the Sourcing Module).

### 1.2.4 Template Selection

With the exception of pass-through orders, you must select an order template through the on-line interface to properly generate the desired type of orders. These templates are constructed and stored in a template library to provide high reusability for orders that are similar and generated on a common basis. After the template is selected, you can submit the order for generation.

### 1.2.5 Orders Released for Generation

Orders that have been submitted for generation can be released for validation individually or by batch processing through the on-line interface.

### 1.2.6 Order Validation

Once the template is selected and the order is released for generation, the order is sent through the order-writing engine for validation. Validation occurs through the examination of the data contained in the order against defined business rules. Each order will be marked valid or invalid based on the results of the validation phase. Validation will be included for Mobilization orders (regular, pass-thru, VTU/IRR, modifications, transfer, and cancellations) and Demobilization orders (extension, modifications, cancellations, and pass-thru). After the order has been validated, the order-writing engine will mark the order as valid and is authorized for release. All invalid orders will be placed on hold, requiring manual adjustments prior to being released. Orders identified as “pass-through orders” are not validated.

### 1.2.7 PLAD Translation

Every UIC that is specified will be matched against an associated, manually maintained, lookup table to check if the PLAD address needs to be translated to another address. This translation will apply to future orders only and will not be retrofitted to previous or old orders.

### 1.2.8 Manual Review

The Manual Review is provided as a check-off step for Quality Assurance and as a step for rectifying any invalid orders. Once any adjustments are made to an order, it will be sent back through the validation phase unless authorized users perform a manual validation override.

### 1.2.9 Release of Validated and Reviewed Orders

Orders that have been marked as authorized for release can be released for generation individually or by batch processing through the on-line interface.

### 1.2.10 DTG Generated

Once orders are released for generation, the Order Writing Engine generates a Date-Time Group (DTG) for each order in that particular batch. This enables the tracking of orders processed together.

### 1.2.11 Orders Generated

Once a DTG is assigned, the orders released for generation are constructed from the selected template. Once the orders within the batch are constructed, the order text file is generated. If the order type selected is not the pass-through, the order-writing engine updates the NCMCPS database and Member contact information appropriately.

## SECTION 2: Getting Started with the Order Writing Module

### 2.1 ACCESSING THE ORDER WRITING MODULE (OWM)

#### 2.1.1 Entering the Order Writing Module

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

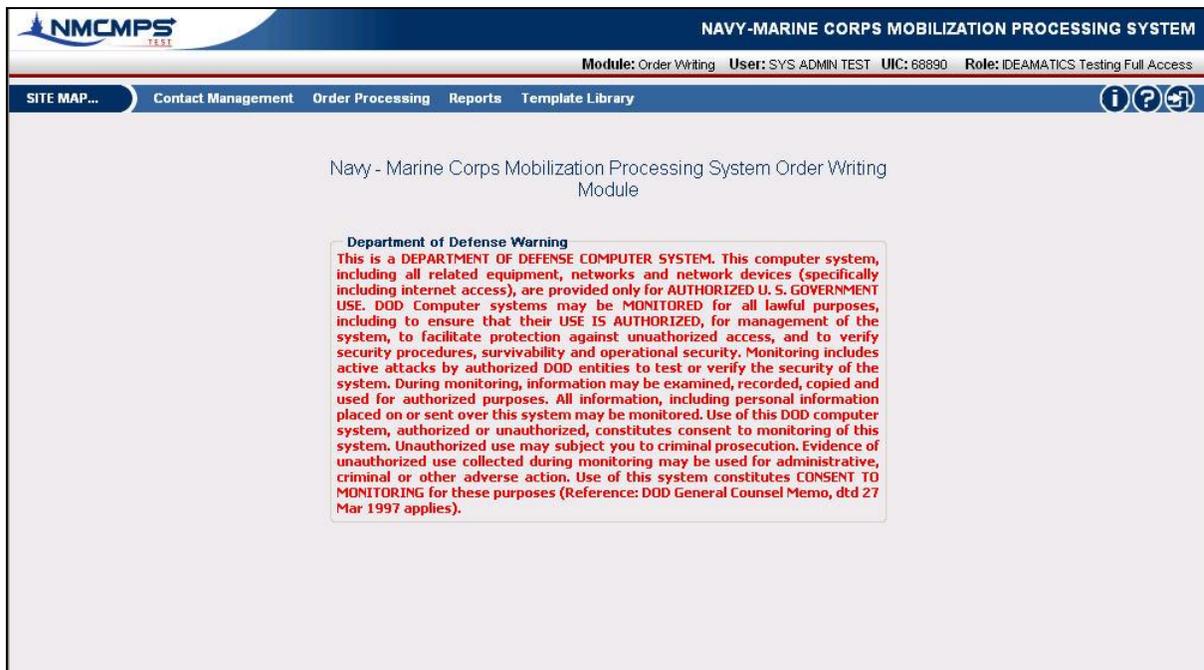
For information on accessing BOL, please refer to *Accessing NMCMPS* in the *NMCMPS Overview and Common Features*.

Select **Site Map** from the NMCMPS Main Menu and then select **OWM** 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 Order Writing Module, click on the Site Map and select **OWM** (Order Writing Module). The Order Writing home page displays as shown in the following figure.

**Figure 2: Order Writing 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 NCMCPS 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 *NCMCPS Overview and Common Features* for more information.

### 2.1.2 Order Writing Module Menu Options

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

**Figure 3: Order Writing Module Menu**



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

**Table I: Order Writing Menu Options**

Role	Description
NMCMPs Main Menu	Returns to the NMCMPs main menu.
Contact Management	Displays information about a Member and allows you to enter and manage information about contacts between the Navy and the Member. Contact Browse – Allows you to view and edit information about the Member including address, command, and preferences information. You can also view a summary of contacts with the Member as well as view the Member's order history. Activity Browse – Allows you to add information regarding contact made with a Member. You can also search for, review, and edit prior contacts.
Order Processing	Order Request Browse – Allows you to search for and view order requests. You can also add new order requests for Members found in the NPDB database. Group Processing – Allows you to create and update a group of order requests for multiple Members. Batch Processing – Allows you to process multiple order requests at one time. View Orders – Allows you to enter an SSN to display all orders associated with the Member. RTN Swap – Allows you to swap requirements for Members that are sourced during similar time frames.
Reports	Displays the Reporting page from which you can generate reports. This option is accessible by all user roles. Note: Standard reports are not yet available.

<b>Role</b>	<b>Description</b>
Template Library	Template Management – Allows you to search for, display, and edit existing order templates or create new order templates for Reserves and Active Duty. Element Management – Allows you to create new or edit existing fields for use in the order templates.
About	Displays information about the NCMCPS including version and contact information.
Help	Displays the online help.
Logout Out	Logs you out of the OWM application.

## SECTION 3: Managing Contact Information

### 3.1 MANAGING CONTACT INFORMATION OVERVIEW

The Contact Browse feature enables you to view information such as address information, command information, and personal preferences for Members for whom order requests have been generated. You can also search for and view all contact information pertaining to an individual Member. You can also view the Member's order history.

The OWM tracks contacts between the Navy and Members whether received by mail, phone, e-mail, fax, etc. The Activity Browse feature allows you to add and edit contact information.

The OWM maintains information about Members for whom orders have been generated. Contact information for a Member can be updated in two ways:

- **Update through Orders** – The order generated for a Member will be the authoritative source for updating contact information. The orders data will always update the Member's contact information for the appropriate data.
- **Update through OWM** – You can enter search criteria on the Member Browse page to generate a Member List. You can then manually update the contact information associated with the selected.

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#### **IMPORTANT!**

Members only appear on the Contact List if orders have been generated for them. You cannot manually add a Member to the Contact List.

---

### 3.2 SEARCHING FOR A CONTACT

The Browse Contacts function is used to search for Members by personal identification information such as SSN, Name, E-mail address, and phone number. You can also search for Members by UIC Type, UIC Code, RTN, and BIN.

---

#### **Note:**

You can add a contact from the Contact Browse page by clicking on the **Add Contact** button. This displays the Contact Create window from which you can enter the SSN for the contact you want to add. Once you enter an SSN that is not already in the OWM, the OWM Contact page opens.

---

**Note:**

Search results display by default in numeric order by **SSN**. You can change the order in which records are displayed by clicking the appropriate column heading. Click once to display records in ascending order and click the column header a second time to sort in descending order. For example, to sort records chronologically by the date last updated, click on the **Last Updated** column heading. To sort records in reverse chronological order by date last updated, click the **Last Updated** column heading a second time.

The following figure displays the Contact Browse page.

**Figure 4: Contact Browse Page**

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

**Table II: Contact Browse Fields**

Field	Description
SSN	Allows you to search by social security number.
Last 4	Allows you to search by the last four digits of the social security number.
Name (Partial)	Allows you to search on a complete or partial name.
RTN	Searches by the Requirement Tracking Number. This system-generated field uniquely identifies the requirement.
E-mail	Allows you to search on a Member's e-mail address.
Phone #	Allows you to search on a Member's phone number.
ACC	Allows you to search on ACC code. This code is used in the calculation that sets orders to a Closed status.
UIC Type	Allows you to search on the type of UIC including: [ALL], NRA, NMPS, UDUSTA, and Detach.
UIC Code	Allows you to search on the specified UIC code. Click on the ellipse button to display the UIC Lookup page from which you can search for UICs.
BIN	Allows you to search by Billet Identification Number.

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

**Table III: Contact Browse Buttons**

Field	Description
Search	Executes the search for Members based on the criteria you enter in the Search Criteria fields. Search results display in the grid at the bottom of the page.
Clear Fields	Removes data from all of the Search Criteria fields.
Add Contact	Allows you to add a Contact. This button opens the Contact Create Frame page.
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> .

---

**Note:**

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

To execute a search on a (Partial) field, you do not need to use the “%” character. For example, to search for all Members whose name begins with “SM”, type “SM” and click **Search**.

---

**To Execute a Search:**

- a. From the **Site Map**, select **Contact Browse** under the OWM options. The Contact Browse page displays.
- b. Enter your search criteria in the **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 Members matching your search criteria display in the Contact List at the bottom of the page.
- d. Click on the **Select** hyperlink corresponding to a Member to display the Member’s information.

### 3.3 SELECTING A MEMBER

Once you perform a search for Members using the Member Browse page, you select a Member by clicking on the corresponding **Select** hyperlink in the Member List. The OWM Contact page displays as described in the following section.

### 3.4 USING THE OWM CONTACT PAGE

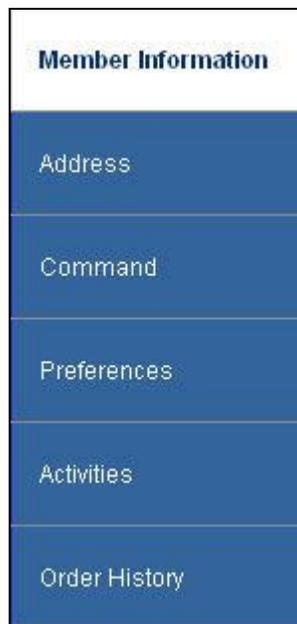
#### 3.4.1 Understanding the Contact Page

Use the OWM Contact page to view or modify specific information regarding a Member. The OWM page is divided into three sections: (1) contact header information, (2) tabular entry form, and (3) contact command bar.

**Contact Header Information** – The header displays descriptive information about the Member. This information includes the SSN, Name, Service, Pay Grade, Gain Date, Current Location, Last Contacted, and Activities Completed. You cannot edit this information.

**Tabular Entry Form** – The tabular entry form consists of six tabs and enables you to view and edit data associated with a Member. You can enter information into the tabs in any order. Select the various tabs to view each corresponding screen. The following figure displays the available tabs.

**Figure 5: OWM Contact Page Tabs**



**OWM Contact Page Command Bar** – Use the requirement command buttons to enable the edit mode, save data, edit the record status, edit/view comments, view the audit log, close the record, add an Order Request, or view the Audit Log Report.

There are two modes on the OWM Contact page: view and edit. When you initially select a tab after choosing a requirement, you see the tab contents in view mode. You are able to view the record but you cannot edit the record. Click the **Edit** button to switch to edit mode and begin entering data into the fields.

---

### IMPORTANT!

Once you enter information into any of the data fields, the system validates the information as you attempt to save the record. Several fields require data in order for you to save the record. See *Saving Contact Information* for more details.

---

When you enter data into the fields, the system automatically performs field validation. You will see a red asterisk to the right of any field that does not pass the validation rules. If you attempt to save a record containing validation errors, you will see an “Errors on Tabs” section at the bottom of the OWM Contact page. The Errors on Tabs section lists the tabs on which an error has occurred as well as the specific error message.

---

### IMPORTANT!

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

The following figure displays the OWM Contact page.

**Figure 6: OWM Contact Page – Edit Mode**

NMCMPs 2.5.3		NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM					
		Module: Order Writing User: TEST USER -x UIC: 68890 Role: Administrator					
SSN:	[REDACTED]	Name:	[REDACTED]	Service:	N	Paygrade:	E4
Gain Date:	2001.10.01	Current Location:	At NMPS: NMPS SAN DIEGO CA	Last Contacted:	2007.10.08	Activities Complete:	▼
Mob. Date:	2001.10.27	Billet Exp. Date:		Rating:		Designator:	
<b>Member Information</b>		NOBC:					
<b>Address</b>		NEC:					
<b>Command</b>		IMS Code:	R##	IMS Date:			
<b>Preferences</b>		ACC:		SPC:	GLI:		
<b>Activities</b>		DOB:	1966.07.04				
<b>Order History</b>		Marital Status:					
		Children:					
		Anniversary Date:	2002.10.27				
		<input type="checkbox"/> Order Hold					
		Signed Extension Agreement: (Not Selected) ▼					
		<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Audit Log"/> <input type="button" value="Edit Comments"/> <input type="button" value="Close"/>					
		<input type="button" value="Add Order Request"/> <input type="button" value="Audit Log Report"/>					

The following table describes the buttons found on the OWM Contact page.

**Table IV: OWM Contact Page Buttons**

Button	Function
Edit	Switches the OWM Contact page from view mode to edit mode. You must click on the <b>Edit</b> button in order to enter data in any fields or to add or edit a comment. Once you click on <b>Edit</b> , the button is disabled until you click on <b>Save</b> or <b>Cancel</b> to return to view mode.
Save	Saves all changes and returns the Requirement page to view mode. You must click on the <b>Edit</b> button to enter any additional changes.
Cancel	Cancel your changes and returns the Requirement page to view mode.
Audit Log	Displays the OWM Contact Audit Log from which you can view a history of which fields have been changed, by whom, and when.
View Comments/Edit Comments	Displays as "View Comments" unless you click on <b>Edit</b> to switch to edit mode. In edit mode, displays as "Edit Comments". Refer to the <i>Comments Module</i> help section for more details.  <i>View Comments</i> – Enables you to view the comments associated with the selected tab.  <i>Edit Comments</i> – Enables you to add new comments or edit existing comments associated with the selected tab.
Close	Closes the OWM Contacts page.
Add Order Request	Displays the Order Request Create page from which you can create new orders for a specified Member. See <i>Adding an Order Request</i> for more information.
View Audit Log Report	Displays the Audit Log Report window. This report will display audit log information for all of the Audit Logs within the module.
Help	Displays the online help.

### 3.4.2 Viewing Contact Comments

You can view, add, and edit comments on the Contact page. If there are comments associated with a contact, a comment icon displays to the right of the **Close** button on the Contact page.

**Figure 7: Contact Page Buttons – With Comment**



The Comments feature provides the ability for you to add comments to the tabs on the OWM Contact page. The Comments page user interface is comprised of two major

components: the edit component and the annotation grid. Both components appear in the Comments page. The edit component is a large text box that allows you to view, add, modify, or save comments based on your desired operation and your user privileges. The annotation component displays the name of the user who entered a comment and the date and time the comment was last updated. The list is sorted in descending date and time order.

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 a comment once it has been saved.

---

**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.

---

**Figure 8: Comments Page**

The screenshot shows a window titled "Contact Comments". At the top, there is a text input field containing the text "called with question on demob". Below the input field is a toolbar with five buttons: "Add", "Edit", "Save", "Cancel", and "Close". Below the toolbar is a table with three columns: "Last Updated", "User", and an unlabeled column containing "Select" links. The table has three rows of data.

	Last Updated	User
<a href="#">Select</a>	2003.05.27 1414	Luce
<a href="#">Select</a>	2003.05.21 0832	Arnold
<a href="#">Select</a>	2003.05.12 1812	Shirer

#### 3.4.2.1 Viewing Comments

The Contact Comments page displays a list of all comments associated with the selected OWM Contact page tab.

**To View a Request Comment:**

- a. From the **Site Map**, select **Contact Browse** under the OWM options. The Contact Browse page displays.
- b. Search for a contact as described in Searching for a Contact. Once you select a contact, the OWM Contact page displays.
- c. From the OWM Contact page, select the tab associated with a comment(s).
- d. Click the View Comments button. The Contact Comments page displays.
- e. Click on the Select hyperlink corresponding to the comment you want to view. The comment displays in the edit box at the top of the page.
- f. Click Close when you are finished to close the Contact Comments page.

---

**Note:**

Four comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

---

**3.4.2.2 Adding Comments**

In order to add a comment, you must click on the **Edit** button in order to switch to edit mode. Once you are in edit mode, the comments button changes from **View Comments** to **Edit Comments**. Click on **Edit Comments** to display the Comments page and add a comment.

**To Add a New Comment:**

- a. Open the Comments page. (See the steps in *Viewing Comments* for more details). If one or more comments already exist for the record, the most recent displays in the edit text box.

---

**IMPORTANT!**

Before you can add a comment, you must switch to edit mode. You must click on the **Edit** button on the OWM Contact page to change the Comment button from **View Comments** to **Edit Comments**.

---

- b. From the Comments page, click the **Add** button. The edit text box clears (if one or more comments already existed).
- c. Enter your comment in the edit text box.

- d. When you finish, click **Save** to save your changes and **Close** to close the Comments page.

#### 3.4.2.3 Editing Comments

You can edit comments that you create. You cannot edit comments created by another user. Note that you cannot delete a comment once it is saved.

#### To Edit an Existing Comment:

- a. Open the Comments page. (See the steps in *Viewing Comments* for more details). If one or more comments already exist for the record, the most recent displays in the edit text box.

---

#### **IMPORTANT!**

Before you can edit a requirement comment, you must switch to edit mode. You must click on the **Edit** button on the OWM Contact page to change the Comment button from **View Comments** to **Edit Comments**.

---

- b. Click on the **Select** hyperlink corresponding to the comment you want to edit. The comment displays in the edit box at the top of the page.

---

#### **Note:**

Four comments are displayed in the annotation grid at once. If more than four comments are associated with the record, you will see number hyperlinks directly above the annotation grid. Click on a number to go to a different page of comments.

---

- c. From the Comments page, click the **Edit** button.
- d. Enter your comment in the edit text box.
- e. When you finish, click **Save** to save your changes and **Close** to close the Comments page.

#### 3.4.3 Member Information Tab

The **Member Information** tab displays basic information about the Member. This includes displaying the **NOBC** or **NEC**, **IMS Code**, **IMS Date**, **ACC**, **SPC**, **GLI**, **DOB**, **Marital Status**, **Children**, **Anniversary Date**, and **Order Hold** fields. You can also select the appropriate option from the **Signed Extension Agreement** and **Signed Transfer Agreement** fields. You cannot edit all of the information on this tab; however, you can edit the anniversary, hold, transfer, and extension fields. If you click the **Order Hold** checkbox to place the Member on hold, you must also select a reason for the hold (e.g. legal hold, medical hold, sanctuary) from the drop-down list.

**Figure 9: OWM Contact Page - Member Information Tab**



NOBC:

NEC:

IMS Code: IMS Date:

ACC: SPC: GLI:

DOB:

Marital Status:

Children:

Anniversary Date: 2003.11.27

Order Hold

Signed Extension Agreement: (Not Selected)

Signed Transfer Agreement: (Not Selected)

### 3.4.4 Address Tab

The **Address** tab displays information regarding the Member's home of record and mailing address information. The home of record information is pulled from the NPDB. You cannot edit the home of record information; however, you can edit the mailing address.

**Figure 10: OWM Contact Page – Address Tab**

**Home of Record**

Street Address:  **Refresh from NPDB**

City:  Last Refresh:

State/Province:

Zip Code:

Country/Region:

Phone:

Cell Phone:

---

**Mailing Address**

Street Address Line 1:

Street Address Line 2:

City:

State/Province:

Zip Code:

Country/Region:

Phone #1:  Extension:

Phone #2:  Extension:

Cell Phone:

E-mail:  **Send To**

**To Enter Address Information:**

- a. From the OWM Contacts page, click on the **Address** tab.
- b. Click on the **Edit** button to begin entering data on the **Address** tab. Note that the **Edit** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit** button again if you want to edit any data.
- c. Enter information into any fields in the **Mailing Address** box.
- d. Click **Save** to save the record.

### 3.4.5 Command Tab

Enter information regarding the Member's work contact information on the **Command** tab.

**Figure 11: OWM Contact Page – Command Tab**

<b>Current Reserve Billet</b>		
RUIC: 0614G	RBSC:	AUIC:
RTN: NE-0975-0005		
<b>UIC Information</b>		
	<u>UIC</u>	<u>UIC Description</u>
NRA:	61894	NAVMARCORESCEN WASH DC
NMPS:	3244A	NMPS WASHINGTON DC
ULDUSTA:	32050	MSC HDQTRS RPN
		<u>PLAD</u>
		NAVMARCORESCEN WASHINGTON DC//N1
		COMNAVDIST WASHINGTON DC//N1
		PERSUPP DET WASHINGTON DC//N1
<b>Member's Work Contact</b>		
DSN Phone:	<input type="text"/>	
Commercial Phone:	<input type="text"/>	Extension: <input type="text"/>
<b>Current Reserve Billet</b>		
RUIC: 0614G	RBSC:	AUIC:

#### To Enter Command Information:

- From the OWM Contact page, click on the **Command** tab.
- Click on the **Edit** button to begin entering data on the **Command** tab. Note that the **Edit** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit** button again if you want to edit any data.
- Enter information into the **Member's Work Contact** fields, as necessary.
- Click **Save** to save the record.

### 3.4.6 Preferences Tab

Enter extension or remobilization information on the **Preferences** tab.

**Figure 12: OWM Contact Page – Preferences Tab**

Demob Volunteer: No ▾ Hardship: No ▾

**Extension Information**

Extend: No ▾ Extend to Other Location: Yes ▾

Preferred Location: ▾ Geographical Area: ▾ **Add**

	Preferred Location	Geographical Area
<b>Delete</b>	overseas-afloat	overseas
<b>Delete</b>	overseas-afloat	overseas
<b>Delete</b>	overseas-afloat	overseas

**Remobilization Information**

Remob Volunteer: No ▾

Element Name:  Value:  **Add**

Element Name	Element Value
--------------	---------------

**To Enter Preferences Information:**

- From the OWM Contact page, click on the **Preferences** tab.
- Click on the **Edit** button to begin entering data on the **Preferences** tab. Note that the **Edit** button is disabled if you are already in edit mode. Once you save the record, you will need to click on the **Edit** button again if you want to edit any data.
- Select Yes or No from the **Demob Volunteer** and **Hardship** drop-down lists to indicate whether or not intermediate stops are required prior to reaching gaining command.
- In the **Extension Information** box, choose Yes or No from the **Extend** and **Extend to Other Location** drop-down lists.
- If you want to specify a preferred duty location, select a value from the **Preferred Location** drop-down list and a value from the **Geographical Area** drop-down list. Click the **Add** button. A row is added to the location preferences grid.

**Figure 13: Location Grid in Edit Mode**

	Preferred Location	Geographical Area
Delete	overseas-afloat	overseas
Delete	overseas-afloat	overseas
Delete	overseas-afloat	overseas

- f. (Optional) If you want to delete a row in the location preferences grid, click the **Delete** button corresponding to the row you want to delete.
- g. Select Yes or No from the **Remob Volunteer** drop-down list in the **Remobilization Information** box.
- h. If you want to enter other elements, enter an **Element Name** and a **Value**, then click the **Add** button. A row containing your element name and value appears in the grid. You can delete the element row by clicking on the **Delete** button
- i. Click **Save** to save the record.

### 3.4.7 Activities Tab

The **Activities** tab displays all activities associated with a Member. You can add activities by clicking the **Add Activity** button. For more information on how to add an activity, see *Adding an Activity*. You can also view or edit information about the activity by clicking the **Select** hyperlink corresponding to an activity. For more information on how to edit an activity, see *Editing an Activity*. The following figure displays the **Activities** tab.

**Figure 14: OWM Contact Page – Activities Tab**

Add Activity						
	Case #	Activity Date	Status	Description	Last Updated	
Select	76873	2006.03.14	I	Contact Member within 7 days of order generation.	2006.03.07 1122	Select

### 3.4.8 Order History Tab

The **Order History** tab lists all orders associated with the selected Member. You cannot edit this information. Click the **Select** hyperlink associated with an order to display

detailed information about the order on the Order Request page. The following figure displays the **Order History** tab.

**Figure 15: OWM Contact Page - Order History Tab**

	<u>Status</u>	<u>Sent</u>	<u>Type</u>	<u>DTG</u>	<u>Cancelled</u>	<u>Last Updated</u>	
<a href="#">Select</a>	Sent	2003.05.21 1000	MOD	210039Z MAY 03		8/5/2004 1:39:00 PM	<a href="#">Select</a>
<a href="#">Select</a>	Sent	2003.05.08 1500	DEM	080022Z MAY 03		8/5/2004 1:38:00 PM	<a href="#">Select</a>
<a href="#">Select</a>	Sent		EXT			8/5/2004 1:33:00 PM	<a href="#">Select</a>

## SECTION 4: Managing Contact Activity

### 4.1 CONTACT ACTIVITY OVERVIEW

The OWM helps you to manage communication activity conducted between the Navy and a Member to whom orders are assigned. A communication activity can occur via a phone call, e-mail, fax, or mail. You can enter information about a new activity and assign the activity to a call center representative. Notes about the activity are recorded, such as the phone conversation overview, e-mail contents, or fax contents, for example.

Once an activity is created and saved, the OWM assigns an Activity Identification Number to track the activity in the future. The call center representative uses this number as a reference number for future communication as well as for activity review.

In addition to standard and ad hoc reporting tools available to report on call center activities, you can visually see which activities are outstanding. The contact activity list is color-coded to easily differentiate activity status. All activities with an incomplete status are colored gold. Overdue activities display in red. Completed or pending activities are black.

### 4.2 SEARCHING FOR CONTACT ACTIVITIES

To search for a Member, you must first enter any desired search criteria on the Activity Browse page. The OWM allows you to search for activities by Member SSN or name in order to view or add communication activities. You can also search for Members who have activity records. You can search by activity type (such as e-mail, phone, etc.) or by activity status (completed, overdue, etc.). In addition, you can search by call center representative or call center group. A Member can have more than one activity. If a Member has more than one activity, each appears as a separate line item when you conduct a search.

---

#### **IMPORTANT!**

In order to easily identify which records require action, all activity records are color-coded. Records assigned a status of “Incomplete” are highlighted in gold. “Overdue” items are highlighted in red. “Completed” and “Pending” actions are black.

#### **IMPORTANT!**

The DTS job automatically sets an activity to an “Overdue” status if it is 30 days or older. However, you can manually set the status of an activity to “Overdue” prior to the 30-day marker.

---

**Figure 16: Activity Browse Page before Executing a Search**

The screenshot shows the 'Activity Browse' page in the NCMCPS system. The page is titled 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM' and includes a user header with 'Module: Order Writing', 'User: TST SR -x', 'UIC: 68890', and 'Role: Administrator'. The main content area is divided into two sections: 'General Search Criteria' and 'Activity SearchFilter'. The 'General Search Criteria' section contains input fields for 'SSN', 'Last4', and 'Name (Partial)'. The 'Activity SearchFilter' section contains a 'Case #' field, a dropdown for 'Activity Type', a dropdown for 'Activity Status', and date pickers for 'Activity Date Begin' and 'Activity Date End'. There are also text input fields for 'Description', 'Call Center Representative', and a dropdown for 'Call Center Group'. Below the filters are three buttons: 'Search', 'Clear Fields', and 'Add Activity'. A legend indicates that yellow represents 'Incomplete', red represents 'Overdue', and black represents 'Completed or Pending Action'. At the bottom of the page, there is a 'Grid Template' dropdown set to 'Standard Template', an 'Export' dropdown set to '<select>', and a 'Record Count' dropdown set to '200'. The main table area is currently empty, displaying 'No records to display.'

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

**Table V: Activity Browse Page Fields**

Field	Description
SSN	Searches on Social Security Number.
Last 4	Searches on the last four digits of the social security number.
Name (Partial)	Searches on full or partial name.
Case #	Allows you to enter the unique, system-generated case number assigned to an activity.
Activity Type	Allows you to select the mechanism via which the communication was received. Values include: e-mail, fax, mail, mobilized, and phone.
Activity Status	Allows you to search for Members based on the status assigned to the activity. Values include: completed, incomplete, overdue, and pending action.
Activity Begin Date	Allows you to search for activities created AFTER this date and before the Activity End Date. If you enter an Activity Begin Date, you must enter an Activity End Date. These two fields enable you to find all activities created in the specified date range.
Activity End Date	Allows you to search for activities created BEFORE this date and after the Activity Begin Date. If you enter an Activity End Date, you must enter an Activity Begin Date. These two fields enable you to find all activities created in the specified date range.
Description	Searches for activities matching the specified description.
Call Center Representative	Allows you to search for activities assigned to a call center representative.
Call Center Group	Allows you to search for all activities associated with a pre-

Field	Description
	defined call center group.

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

**Table VI: Activity Browse Buttons**

Field	Description
Search	Executes the search for Members based on the criteria you enter in the Search Criteria fields. Search results display in the grid at the bottom of the page.
Clear Fields	Removes data from all of the Search Criteria fields.
Add Activity	Opens the Add Activity page.

### To Execute a Search:

- a. From the **Site Map**, select **Activity Browse** under the OWM options. The Activity Browse page displays.
- b. Enter your search criteria in the **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.
- c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The activities matching your search criteria display in the grid at the bottom of the page. The activities in the grid are color coded as gold for incomplete, red for overdue, and black for completed or pending.

---

### Note:

Search results display by default in numeric order by **SSN**. You can change the order in which records are displayed by clicking the appropriate hyperlink in the column heading. Click once to display records in ascending order and click the column header a second time to sort in descending order. For example, to sort records chronologically by the date last updated, click on the **Last Updated** column heading. To sort records in reverse chronological order by date last updated, click the **Last Updated** column heading a second time.

---

**Figure 17: Activity Browse Page Displaying Search Results**

The screenshot shows the NCMCPS Activity Browse page. At the top, the system name 'NMCMPs' and 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM' are visible. The user is logged in as 'User: TST SR - UC: 6880' with the role of 'Administrator'. The page includes a navigation menu with 'Contact Management', 'Order Processing', 'Reports', and 'Template Library'. Below this is a search interface with two sections: 'General Search Criteria' and 'Activity SearchFilter'. The 'General Search Criteria' section has input fields for SSN, Last, and Name (Partial). The 'Activity SearchFilter' section has dropdown menus for Case #, Activity Type, and Activity Status, along with date pickers for Activity Date Begin and End, and a text field for Description. There are buttons for 'Search', 'Clear Fields', and 'Add Activity'. A legend indicates that yellow squares represent 'Incomplete', red squares represent 'Overdue', and black squares represent 'Completed or Pending Action'. Below the search filters, it states 'Activities : 826 records found'. There are options for 'Grid Template: Standard Template' and 'Export: select'. The main part of the page is a data table with columns: Select, SSN - Last 4, Name, Activity Date, Status, CC Rep, CC Group, Description, and Last Updated. The table contains 12 rows of data, all with a status of 'Complete' and a description of 'Contact Member within 7 days of order generation.' The dates range from 2004.08.12 to 2004.09.10. At the bottom, it says 'Change page: 1 2' and 'Displaying page 1 of 2, items 1 to 100 of 200.'

- e. Click on the Select hyperlink corresponding to a Member if you want to display the activity. The following figure displays the Activity page.

**Figure 18: Activity Page**

The screenshot displays the 'Activity Page' within the 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. The user is logged in as 'TST SR -x' with the role of 'Administrator'. The form contains the following data:

- Case #: 76680
- SSN: [Redacted]
- Activity Type: Phone
- Activity Status: Completed
- Date: 2004.09.06
- Time: 1243
- Representative: [Empty]
- Group: [Empty]
- Description: Contact Member within 7 days of order generation.
- Notes: [Empty]

At the bottom of the form, there are four buttons: Edit, Save, Cancel, and Close.

### 4.3 ADDING AN ACTIVITY

When you receive communication from a Member, you create an activity record and enter information about the contact. You must enter an SSN, activity type, activity status, and description in order to save an activity record. Once the record is saved, the system assigns a unique case number to the activity.

#### To Add an Activity:

- From the **Site Map**, select **Activity Browse** under the OWM options. The Activity Browse page displays.
- Click the **Add Activity** button. The Activity page displays as shown in the following figure.

**Figure 19: Activity Page – Add Activity**

The screenshot shows the 'Add Activity' form in the NMCMPs system. The header includes the NMCMPs logo and the text 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. Below the header, the user's session information is displayed: 'Module: Order Writing User: TST SR -x UIC: 68890 Role: Administrator'. The form fields are as follows:

- Case #: (empty text field)
- SSN: (empty text field)
- Activity Type: (drop-down menu)
- Activity Status: (drop-down menu)
- Date: (text field containing '2009.09.22' with a calendar icon)
- Time: (text field containing '0539')
- Representative: (empty text field)
- Group: (drop-down menu)
- Description: (empty text field)
- Notes: (empty text area)

At the bottom of the form are two buttons: 'Add' and 'Cancel'.

- c. Enter the Member's SSN in the appropriate field. This is a required field.
- d. Select the method by which contact was made by choosing an Activity Type from the drop-down list. This is a required field.
- e. Choose an Activity Status from the drop-down list. Choose Completed when no further action is required; Incomplete when the action has passed the time allotment but the action has not been closed; Overdue when action is past due; and Pending Action the action has not been closed but is still within the time allotment. This is a required field.
- f. Enter the Date and Time of the contact activity. Date must be in YYYY.MM.DD format and date must be in military time, e.g. 1300.
- g. Enter your name or the name of the call center representative.
- h. (Optional) Select a pre-defined group from the Group drop-down list.
- i. Enter a Description in the appropriate box. This should be an abbreviated description of the activity as it will appear in the Activity hit list at the bottom of the Activity Browse page. This is a required field.

- j. Enter a detailed description of the activity as well as actions to be taken in the Notes text box.
- k. Click the Add button to save the activity.

#### 4.4 EDITING AN ACTIVITY

You can edit all of the fields on the Activity page. You can edit records you created as well as those created by other users.

##### To Edit an Activity:

- a. From the **Site Map**, select **Activity Browse** under the OWM options. The Activity Browse page displays.
- b. Conduct a search as described in Searching for Contact Activities.
- c. Choose an activity from the hit list by clicking on the Select hyperlink corresponding to the record you want to edit. The Activity page displays.
- d. Click on the Edit button to switch to edit mode. Note that the Edit button is disabled if you are already in edit mode. Once you save the record, you will need to click on the Edit button again if you want to edit any data.
- e. When you finish editing, click Save.
- f. Click Close to close the Activity page.

#### 4.5 UPDATING AN ACTIVITY STATUS

When you add or updated an activity, you assign a status code. The status codes include: Incomplete, Completed, Pending Action, and Overdue. If you assign an activity a status code of Incomplete or Pending Action, the activity is highlighted in red on the activity hit list when you conduct a search. You can change the activity status at any time by editing the activity and choosing a different value from the **Activity Status** drop-down list.

##### To Update an Activity Status:

- a. From the **Site Map**, select **Activity Browse** under the OWM options. The Activity Browse page displays.
- b. Conduct a search as described in Searching for Contact Activities.
- c. Choose an activity from the hit list by clicking on the Select hyperlink corresponding to the record you want to edit. The Activity page displays.
- d. Click on the Edit button to switch to edit mode. Note that the Edit button is disabled if you are already in edit mode. Once you save the record, you will

need to click on the Edit button again if you want to edit any data.

- e. Choose a status from the Activity Status drop-down list.
- f. When you finish editing, click Save.
- g. Click Close to close the Activity page.

## SECTION 5: Using the Order Request Browse Page

### 5.1 ORDER REQUEST BROWSE PAGE OVERVIEW

The Order Processing component of the OWM enables you to create, validate, and submit order requests. You can also view and edit existing order requests. Once you submit an order request, you can view the information but you cannot edit it. To *create* a single order request or search for and edit order requests, use the **Order Request Browse** option on the Order Processing menu. To *create and update* a group of order requests, use the **Group Processing** option (see *Group Processing Orders* for more information). To *process* multiple order requests at one time, use the **Batch Processing** option (see *Batch Processing Orders* for more information). Instructions for using the **Order Request Browse** option are described in this section. Also, note that you can now process Active Duty orders from the OWM.

---

#### **IMPORTANT!**

Before you can submit an order request for a Member, you **MUST** submit a requirement in the Requirement Tracking Module (see the *Requirement Tracking Module User Guide*) **AND** you must source the requirement using the Sourcing Module (see *Sourcing User Guide*).

---

### 5.2 SEARCHING FOR ORDER REQUESTS

In order to view orders, you search for Members who have active orders assigned to them. To search for a Member, you must first enter any desired search criteria on the Order Browse page. The OWM allows you to search for orders by Member SSN or name. You can also search for Members by other criteria such as billet criteria, orders criteria, and event criteria. A Member can have more than one order of different order types. If a Member has more than one order, each appears as a separate line item when you conduct a search.

---

#### **Hint**

Enter an IMS Code of “\*\*M” to display all Mobilization IMS records or “\*\*A” to display all order requests auto-created by the OWM.

---

You use the Order Browse page to conduct a search on order request. The following figure displays the Order Browse page.

**Figure 20: Order Request Browse Page before Executing a Search**

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

**Table VII: Order Request Browse Page Fields**

Field	Description
SSN	Searches on Social Security Number.
Last 4	Searches on the last four digits of the social security number.
Name (Partial)	Searches on full or partial name.
RTN	Searches by the Requirement Tracking Number. This system-generated field uniquely identifies the requirement.
Aug Type	Allows you to search by Aug Type (Augmentation Type)
UIC Type	Allows you to search on the type of UIC including: [ALL], NRA, NMPS, UDUSTA, and Detach.
UIC Code	Allows you to search on the specified UIC code. Click on the ellipse button to display the UIC Lookup page from which you can search for UICs.
BIN	Allows you to enter a Billet Identification Number.
Billet Category	Allows you to select a category of related billets.
Orders Type	Allows you to select the type of orders you want to view. Values include: ADSW, Cancellation, Demobilization, EXT, ITDY, MAP, Mobilization, Modification, TEMADD, Termination, and Transfer.
DTG	Allows you to search by Date-Time Group.

Field	Description
Orders Generated Date Range	These two fields enable you to find all orders that were generated in the specified date range. The first field allows you to search for orders generated AFTER this date; the second field allows you to search for orders generated BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
Orders Status Equal To/ Not Equal To	Allows you to select either "Equal To" or "Not Equal To" for displaying orders by Order Status. For example, you could select all orders with a status "Equal To" on hold and the system only displays records on hold. In contrast, you could select "Not Equal To" on hold and the system displays all records with a status of created, sent, and validated.
Order Status	<p>Allows you to search for Members based on the status of the order request. The status is assigned by the system and cannot be changed manually except to place the order request on hold. The status displays in the upper right hand corner of a Member's Order Request page. In addition, the status is displayed by code (e.g. C, H, S, V) in the Status column of the Order Browse page.</p> <p><i>Created (C)</i> – The order request has been created and saved but has not been submitted for validation nor generated.</p> <p><i>On Hold (H)</i> – The order has been placed on hold.</p> <p><i>Sent (S)</i> – The order request has passed validation and the order has been generated and stored for transmission.</p> <p><i>Validated (V)</i> – The order request has been submitted for validated, has passed all validation criteria but has not yet but generated. A validated order can also be on hold.</p> <p><i>Closed (X)</i> - When a MOB is finished, all associated orders are closed via a nightly DTS job.</p>
Orders Begin Date Range	These two fields enable you to find all orders that begin in the specified date range. The first field allows you to search for orders beginning AFTER this date; the second field allows you to search for orders beginning BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
Component	Allows you to choose the "Active Duty", "Reserve – IRR", "Reserve – SELRES", or "Reserves" component from the drop-down list.
Orders End Date Range	These two fields enable you to find all orders that end in the specified date range. The first field allows you to search for orders ending AFTER this date; the second field allows you to search for orders ending BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
VTU	Indicates whether a member is part of a volunteer training unit (i.e. drilling as a reservist without pay)
ITDY	Indeterminate Temporary Tour of Duty

Field	Description
NRA EDA Range	These two fields enable you to search for NRA Reports within a specified date range. The first field allows you to search for a NRA EDA Date starting AFTER this date; the second field allows you to search for a NRA EDA Date ending BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
Select a Field Date Range	These three fields enable you to search on various fields within a specified date range.  The first field allows you to select the field name for which you would like you conduct your search. Options include: Orders Detach Date, Est. Return Date, NMPS EDA, Parent EDA, I-Stops 1-6, Return I-Stops 1-6, ULDUSTA EDA and Order Sent.  The second field allows you to search for a Date starting AFTER this date; the third field allows you to search for a Date ending BEFORE this date.  If you enter a value into the first field, you must enter a value into the second and third fields.
IMS Code	Allows you to enter an Individual Mobilization Status (IMS) Code. Use an IMS Code of "***M" to filter by all Mobilization IMS Codes; use "***A" to filter by all order requests auto-created by the OWM.
Mob Event	Allows you to search by the numeric code representing the Mobilization Event.
CJCS Project Code	Allows you to enter CJCS Project Code (crisis code).
FTN	Allows you to search by FTN (Force Tracking Number).
RFF	Allows you to search by RFF number (Request for Forces).
EXORD	Allows you to search by EXORD number (Executive Order).
MOD	Allows you to search by MOD number (Modification to Executive Order).
eJMAPS	Allows you to search by eJMAPS number (Electronic Joint Manpower and Personnel System).

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

**Table VIII: Order Request Browse Buttons**

Field	Description
Search	Executes the search for Members based on the criteria you enter in the Search Criteria fields. Search results display in the grid at the bottom of the page.
Clear Fields	Removes data from all of the Search Criteria fields.
Add Request	Allows you to create an Order Request. This button opens the Order Request Create page.
Global Create	Allows you to create new order requests for multiple

Field	Description
	Members at one time. This button opens the Order Request Global Create page.
Global Update	Allows you to update information for multiple Members at the same time. This button opens the Order Request Global Update page.

**To Execute a Search:**

- a. From the **Site Map**, select **Order Request Browse** under the OWM options. The Order Browse page displays.
- b. Enter your search criteria in the **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.
- c. After you enter your search criteria, click on the **Search** button or strike the **Enter** key. The orders matching your search criteria display in the WebGrid at the bottom of the page.

**Figure 21: Order Browse Page Displaying Search Results**

The screenshot displays the NMCMPs Order Browse Page. The page header includes the NMCMPs logo and the text "NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM". The user is logged in as "User: TST SR-x" with "Role: Administrator". The page is divided into several sections for search criteria:

- General Search Criteria:** Fields for SSN, Last4, Name (Partial), RTN, and Aug Type.
- Billet And Orders Criteria:** Fields for UIC Type (set to ALL), UIC Code, BIN, and Billet Category. It also includes date range pickers for Orders Generated, Orders Begin, and Orders End.
- Event Criteria:** Fields for IMS Code, Mob Event, and CJCS Project Code.
- Requirement Criteria:** Fields for FTN, RFF, EXORD, MOD, and eJMAPS.

Below the search criteria are buttons for "Search", "Clear Fields", "Add Request", "Global Create", and "Global Update". The search results section shows "Order Requests : 25347 records found". A table of results is displayed with columns: Select, SSN, Name, UL DUSTA RTN, UL DUSTA Rotation, DTG, Order Status, Order Type, Template Name, NRA UIC, NMP S UIC, UL DUS... UIC, Detach UIC, Mob Event, and Date Se. The table contains several rows of data, with the first two columns (SSN and Name) redacted with black boxes. Each row has a "Select" hyperlink in the first column.

At the bottom of the page, there is a "Change page:" indicator showing "1 2" and a "Displaying page 1 of 2, Items 1 to 100 of 200." message.

**Note:**

You may see more than one order request records for a single Member if more than one order request has been created for that Member. A Member could have multiple orders of different order types.

- d. Click on the **Select** hyperlink corresponding to a Member if you want to display the order request. The following figure displays the Order Request page. See *Using the Order Request Page* for a description of the various tabs on the Order Request page.

**Figure 22: Order Request Page**
**Note:**

Search results display by default in numeric order by **SSN**. You can change the order in which records are displayed by clicking the appropriate hyperlink in the column heading. Click once to display records in ascending order and click the column header a second time to sort in descending order. For example, to sort records chronologically by the date last updated, click on the **Last Updated** hyperlink column heading. To sort records in reverse chronological order by date last updated, click the **Last Updated** hyperlink a second time.

**5.3 ADDING AN ORDER REQUEST**

In order to create an order request, you must enter basic information about the Member. After you add the request, enter information about the order request (see *Using the Order Request Page* for details). You can then validate the order request (see *Validating an Order Request* for more details) and then send the order request (see *Generating an Order Request*). You can only add order requests for Members who currently exist in the NPDB.

**To Add an Order Request:**

- a. From the **Site Map**, select **Order Request Browse** under the OWM options. The Order Browse page displays.
- b. Click on the **Add Request** button. The Order Request Create page displays as shown in the following figure.

**Figure 23: Order Request Create Page**

- c. Enter the SSN of the Member for whom you will create an order request.
- d. Select an order type from the **Aug Type** drop-down list.
- e. Enter a **MOB event code** or click on the ellipse button to the right of the MOB Event field to display the **MOB Event Lookup** window.
- f. Enter an **Est. Orders Duration**, **Orders Begin Date** and **Orders End Date**.

**-OR-**

Click the **Load Orders Dates by SSN** button to automatically populate the **Orders Begin Date** and **Orders End Date**. This button loads the orders dates from the last sent, non-cancelled mobilization order.

**Note:**

If you only enter values into two of the following fields, the third field will auto-populate when the record is created: **Est. Orders Duration**, **Orders Begin Date** and **Orders End Date**.

- g. Select an order type from the **Order Type** drop-down list.

- h. Select values from the **Funding Type** and **Tour Length Indicator** drop-down lists.
- i. Click on the **Create Order Request** button. If the Member does not exist in the NPDB, an error message appears and you cannot continue. If the Member does exist in the NPDB, the Order Request page displays.
- j. Enter information into the first three tabs as described in *Entering Order Request Information*.
- k. Once you click the Save button, the order request is saved with a status of “Created”. See *Validating an Order Request* for instructions on how to submit your data to validation checks or to bypass the validation step.

## 5.4 THE ORDER REQUEST PAGE

### 5.4.1 Order Request Overview

The Order Request page allows you to view and enter information about the order request. The Order Request page is divided into seven tabs:

- **General Tab** – This tab displays descriptive information about the Member for whom the order request was created. It also provides an area to enter or edit information about the Order.
- **Base Info Tab** – This tab allows you to view and edit the Originator and Mobilization Information associated with an order. You can also view Corporate Flags and Accounting Information.
- **I-Stops Tab** - This tab allows you to view and edit the UIC and I-Stop POC Information associated with an order.
- **Message Details Tab** – This tab allows you to view and edit the Message Details associated with an Order. This tab includes areas to input Receiver, Description, Special Instructions and Reporting Instructions.
- **Additional Information Tab** – This tab provides an area for Additional Information about the Order.
- **Validation Tab** – This tab display Validation messages associated with generating the Order. In addition, Control Options at the bottom of the screen allow you to place the record on hold, create a call-back tickler, and bypass validation. The checkboxes you see depend upon the Orders Type selected.
- **Generated Order Tab** – This tab allows you to preview the Generated Order.

There are two modes on the Order Request page: view and edit. When you initially open the Order Request page, the tab contents are displayed in view mode. View mode will allow you to view all contents of the record but it will not allow you to edit it. To switch into edit mode, you will need to select **Edit** from the main menu on this page. Once in Edit mode, you can begin entering data into the fields.

**IMPORTANT!**

Once you enter information into any of the data fields, the system validates the information as you attempt to save the record. Several fields require data in order for you to save the record. See *Validating an Order Request* for more details.

When you enter data into the fields, the system automatically performs some field validation. If you attempt to save a record containing validation errors, you will see the errors listed on the Validation Tab.

**IMPORTANT!**

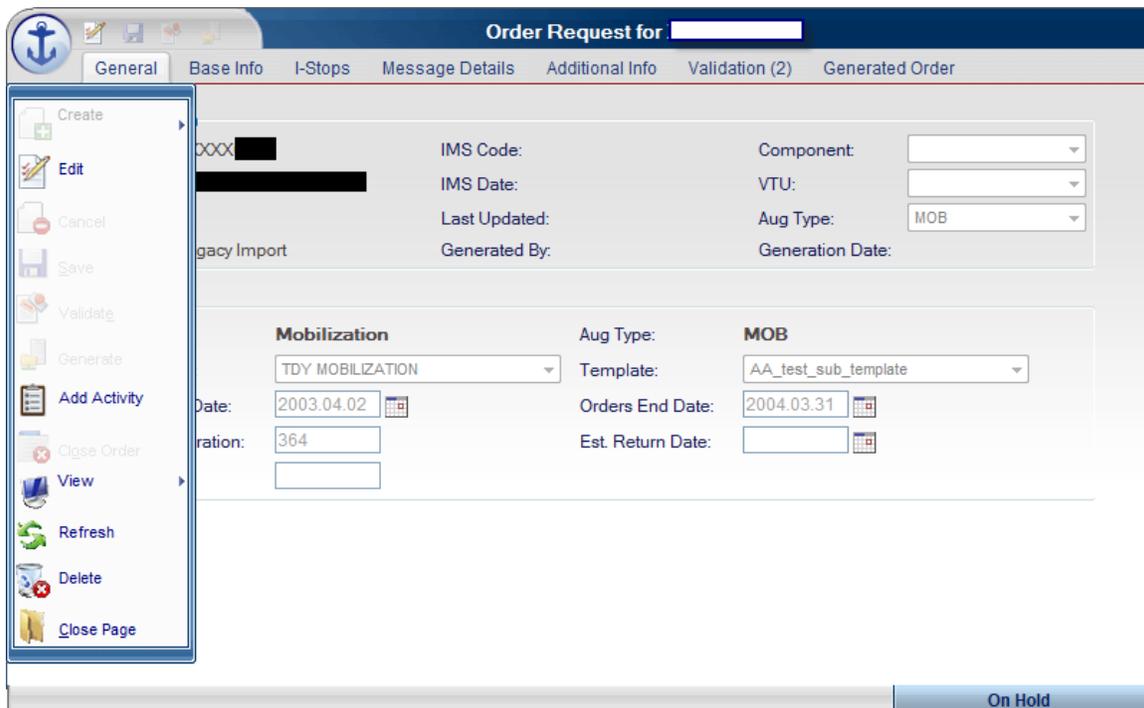
You must enter all dates in the following format: yyyy.mm.dd.

## 5.4.2 Understanding the Main Menu

The Order Request Page Main Menu changes depending upon the current values in the orders type and order status fields. Menu selections may or may not be available depending on the type and status of the Request.

The following image displays the Order Request Main Menu.

**Figure 24: Order Request Main Menu**



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

**Table IX: Order Request Page - Main Menu Options**

Field	Description
Create	Select the Type of Order Request to Create: Create Modification, Create Cancellation, Create Extension, Create Demobilization, Create Extension, Create Transfer This button is only available once an order has been successfully Validated.
Edit	This changes the Order Request to Edit Mode which allows you to update values in the record. After changes are made, click <b>Save</b> to save your changes or <b>Cancel</b> to erase any of your edits.
Cancel	Cancel changes that are made while in Edit Mode.
Save	Saves changes to the Order Request that are made in Edit Mode.
Validate	Validates the Order Request. The status changes to <b>Validated</b> if all values pass validation or <b>On Hold</b> if values fail validation. If the Order Request fails validation, the <b>Hold Request</b> box is checked and a list of validation errors appears on the <b>Validation</b> tab. This button is not available in Edit Mode.
Generate	Sends the Validated Order Request. The status changes to <b>Sent</b> . This button is only available once an order has been successfully Validated.
Add Activity	Adds an Activity to the Order Request. This button is not available in Edit Mode.
Close Order	Closes the screen. This button is not available in Edit Mode.
View	Reports and Other Information: <i>Audit Log</i> - Select to view the Audit Log. (For more information, refer to Viewing the Audit Log.) <i>Audit Log Report</i> - Select to view the Audit Log Report window. This report will display audit log information for all of the Audit Logs within the module. <i>View Contact Comments</i> - Select to view Contact Comments. <i>Order Comments</i> – Select to view Order comments. <i>NMPS Flow</i> - Select to display the NMPS Max Flow screen. <i>Preview Sourcing</i> - Select to preview Sourcing.
Refresh	Refreshes the screen to reflect your recent Edits. This button is not available in Edit Mode.
Delete	Deletes the Order Request. This button is not available in Edit Mode.
Close Page	Closes the current page.

### 5.4.3 Order Request Page - General Tab

After creating an order request, you will need to review the information on the General Tab. Once in edit mode, some fields on this tab can be changed if necessary.

The General tab for ADSW Orders is different than that of all other orders.

The following figure displays the **General** tab for all orders except ADSW Orders.

**Figure 25: Order Request Page – General Tab**

The following table describes the fields on the Order Request – General tab.

**Table X: Order Request Page – General Tab Fields**

Field	Description
SSN	Displays the member's Social Security Number.
Full Name	Displays the member's Full Name.
Rank/Rate	Displays the member's Rank or Rate.
Created By	Displays the name of the individual who created the Request.
IMS Code	Displays the IMS Code.
IMS Date	Displays the IMS Date.
Last Update	Displays when the record was last updated.
Generated By	Displays who generated the Request.
Component	Allows you to select a Component.
Aug Type	Displays the selected Aug Type (Augmentation Type) for this request. Change if necessary.
Generation Date	Displays the date the Order Request was generated.

Field	Description
Orders Type	Displays the orders type you selected when you added the order request (see <i>Adding an Order Request</i> for details). Values include: ADSW, Cancellation, Demobilization, Extension, ITDY, MAP, Mobilization, Modification, TEMADD, Termination, and Transfer.
Orders Reason	Allows you to choose from amongst pre-defined reasons for creating the order. These reasons vary depending upon the orders type selected.
Orders Begin Date	Allows you to select an Orders Begin Date. If you enter an Orders Begin Date and Orders End Date, the Est. Orders Duration field will auto-populate when saved. If you enter an Orders Begin Date and Est. Orders Duration, the Orders End Date will auto-populate when saved. If you enter an Orders End Date and Est. Orders Duration, the Orders Begin Date will auto-populate when saved.
Total Number of Days TAD	Allows you to enter the Total Number of Days TAD (Temporary Active Duty).
Sourcing Days	Displays the number of Sourcing Days.
Aug Type	Displays the Aug Type selected during Order Request creation.
Template	Allows you to select the orders template to use in writing the orders. The available templates vary depending upon the orders type selected and the templates created. This is a required field.
Orders End Date	Allows you to select an Orders End Date. If you enter an Orders Begin Date and Orders End Date, the Est. Orders Duration field will auto-populate when saved. If you enter an Orders Begin Date and Est. Orders Duration, the Orders End Date will auto-populate when saved. If you enter an Orders End Date and Est. Orders Duration, the Orders Begin Date will auto-populate when saved.
Estimated Return	The estimated return date for the member.

The following figure displays the **General Info** tab for ADSW Orders.

**Figure 26: Order Request ADSW Page – General Tab**

The following table describes the fields on the Order Request ADSW – General Information tab.

<b>Field</b>	<b>Description</b>
SSN	Displays the member's Social Security Number.
Full Name	Displays the member's Full Name.
Rank/Rate	Displays the member's Rank or Rate.
Created By	Displays the name of the individual who created the Request.
IMS Code	Displays the IMS Code.
Last Update	Displays when the record was last updated.
Generated By	Displays who generated the Request.
Component	Allows you to select a Component.
VTU	Allows you to indicate Volunteer Training Unit (i.e. drilling as a reservist without pay)
Aug Type	Displays the selected Aug Type when the Order was created.
Generation Date	Displays the date the Order Request was generated.

Field	Description
Orders Type	Displays the orders type you selected when you added the order request (see <i>Adding an Order Request</i> for details). Values include: ADSW, Cancellation, Demobilization, Extension, ITDY, MAP, Mobilization, Modification, TEMADD, Termination, and Transfer.
Orders Reason	Allows you to choose from amongst pre-defined reasons for creating the order. These reasons vary depending upon the orders type selected.
Orders Begin Date	Allows you to select an Orders Begin Date. If you enter an Orders Begin Date and Orders End Date, the Est. Orders Duration field will auto-populate when saved. If you enter an Orders Begin Date and Est. Orders Duration, the Orders End Date will auto-populate when saved. If you enter an Orders End Date and Est. Orders Duration, the Orders Begin Date will auto-populate when saved.
Est. Orders Duration	Enter the Estimated Order Duration (in days).
Cost	Displays the Cost.
Aug Type	Displays the Aug Type selected during Order Request creation.
Template	Allows you to select the orders template to use in writing the orders. The available templates vary depending upon the orders type selected and the templates created. This is a required field.
Orders End Date	Allows you to select an Orders End Date. If you enter an Orders Begin Date and Orders End Date, the Est. Orders Duration field will auto-populate when saved. If you enter an Orders Begin Date and Est. Orders Duration, the Orders End Date will auto-populate when saved. If you enter an Orders End Date and Est. Orders Duration, the Orders Begin Date will auto-populate when saved.
Estimated Return	The estimated return date for the member.
Sourcing Days	Displays the number of Sourcing Days.

#### 5.4.4 Order Request Page – Base Info Tab

After creating an order request, you will need to enter information under the General Info, Base Info and I-Stops Tabs. Once in edit mode, some fields on these tabs can be changed if necessary.

The Base Info tab for ADSW Orders is different than that of all other orders.

The following figure displays the **Base Info** tab for all orders except ADSW Orders.

**Figure 27: Order Request Page – Base Info Tab**

The screenshot displays the 'Base Info' tab of the 'Order Request' page. It features several sections with input fields:

- Originator Information:** Fields for Reference Originator, Reference DTG, and PERS Originator.
- Mobilization Information:** Fields for MOB Event, Paragraph, AMM POC, Clearance, Line, Joint Duty Credit, and Eligible.
- Corporate Flags:** A message stating 'Member does not possess any flags.'
- General Information:** A dropdown menu for TAD Reason.
- Cost Information:** A checkbox for ITDY, a text field for Household Goods, a 'Calculate Rate' button, and fields for Transportation, Per Diem, Misc. Exp., and Total (\$0).
- Accounting Information:** A table with columns 'Type' and 'Generated Lines of Accounting' containing rows for Accession/Separation, Per Diem, Pay and Allowance, and Customer Identification Code.

A 'Created' button is located at the bottom right of the form.

The following table describes the fields on the Order Request – Base Info tab.

**Table XII: Order Request Page – Base Info Tab Fields**

Field	Description
Reference Originator	Allows you to enter the name of the individual requesting the orders.
Reference DTG	Allows you to enter the date-time group. This is a required field. The two allowable formats are: (dd)(hhmm)Z(MMM)(yy) and yyyyMMdd.
PERS Originator	Value representing the PERS Originator.
Mob Event	Allows you to select from a pre-defined list of Mobilization Events.
Clearance	Displays the member's Clearance level.
Paragraph	Displays the Paragraph.

Field	Description
Line	Displays the Line.
AMM POC	Augmentation Management Module point of contact.
Joint Duty Credit Eligible	Joint Duty Credit Eligible indicator.
Corporate Flags	Displays all corporate flags for a Member. This is a read-only field that currently does NOT affect the order validation and generation.
TAD Reason	Allows you to select the reason for temporary active duty.
ITDY	Check if this is an Indeterminate Temporary Tour of Duty
Household Goods	Enter in a description of Household Goods. This is a required field when ITDY is checked.
Transportation	Enter the Transportation costs.
Per Diem	Enter the daily per diem rate to be provided to the reporting Service Member.
Misc. Exp.	Enter any miscellaneous expenses.
Total	Displays the total costs (Transportation, Per Diem, and Misc. Exp.)
Calculate Rate	Push to Calculate Rate. This button is not available when in Edit mode.
Accounting Information	Displays the system-generated lines of accounting. This information displays after you attempt (either successfully or unsuccessfully) to validate the order request. You cannot edit this information. See <i>Reviewing Accounting Information Lines</i> for more information.

The following figure displays the **Base Info** tab for ADSW Orders.

**Figure 28: Order Request ADSW Page – Base Information Tab**

Order Request for

General
Base Info
I-Stops
Message Details
Additional Info
Validation
Generated Order

**ADSW Information**

Warning: Changing the Funding Type or Tour Length Indicator will overwrite the ADSW LOA Information with the system-generated LOAs.

Funding Type:  Current Mob Duration: 173 Tour Length Indicator:

Ordered SPI:  ADSW Tracking Num:

**Originator Information**

Reference Originator:  Reference DTG:

PERS Originator:

**Mobilization Information**

Mob Authority:  CJCS Project:

MOB Event:  Clearance:

Paragraph:  Line:

AMM POC:  Joint Duty Credit Eligible:

**Corporate Flags**

Member does not possess any flags.

**General Information**

TAD Reason:

**Accounting Information**

Type	Generated Lines of Accounting
Accession/Separation:	
Accession/Separation 2:	
Per Diem:	
Per Diem 2:	
Pay and Allowance:	
Customer Identification Code:	
Customer Identification Code 2:	

**ADSW Accounting Information**

Type	Lines of Accounting	View LOA Defaults
Accessions 1:	NKA0 1701453 2250 B 068566 AV KA0/1/8/5 KA0XXX	<input type="button" value="View LOA Defaults"/>
Accessions 2:	NBA0 1701453 2250 B 068566 AV BA0/1/8/5 BA0XXX	<input type="button" value="View LOA Defaults"/>
Separations 1:	NNA0 1701453 2254 B 068566 AV NA0/1/9/W NA0XXX	<input type="button" value="View LOA Defaults"/>
Separations 2:	NEA0 1701453 2254 B 068566 AV EA0/1/9/W EA0XXX	<input type="button" value="View LOA Defaults"/>
Per Diem 1:	<input type="text"/>	
Per Diem 2:	<input type="text"/>	
Pay and Allowance 1:	AA 1701453 222A 011 11600 0 068566 2I 000000071148	
Pay and Allowance 2:	<input type="text"/>	

The following table describes the fields on the Base Information tab of the Order Request ADSW page.

**Table XIII: Order Request ADSW Page – Base Information Tab Fields**

Field	Description
Funding Type	The Funding Type for the ADSW member.
Current Mob Duration	Displays the current Mobilization Duration (in days).
Tour Length Indicator	The length of tour for the ADSW member.
Ordered SPI	Allows you to select from the available SPI codes. Available codes depend on the selected fund type. This is a required field.
ADSW Tracking Number	Allows you to enter an ADSW Tracking Number (must be greater than or equal to 14 characters).
Reference Originator	Allows you to enter the name of the individual requesting the orders.
Reference DTG	Allows you to enter the date-time group. This is a required field. The two allowable formats are: (dd)(hhmm)Z(MMM)(yy) and yyyyymmdd.
PERS Originator	Value representing the PERS Originator.
Mob Authority	Allows you to select the Mobilization Authority. This is a required field.
CJCS Project	Allows you to select from a list of pre-defined CJCS Project Codes.
Mob Event	Allows you to select from a pre-defined list of Mobilization Events.
Clearance	Displays the member's Clearance level.
Paragraph	Displays the Paragraph.
Line	Displays the Line.
AMM POC	Augmentation Management Module point of contact.
Joint Duty Credit Eligible	Joint Duty Credit Eligible indicator.
Corporate Flags	Displays all corporate flags for a Member. This is a read-only field that currently does NOT affect the order validation and generation.
TAD Reason	Allows you to select the reason for temporary active duty.
Accounting Information	Displays the system-generated lines of accounting. This information displays after you attempt (either successfully or unsuccessfully) to validate the order request. You cannot edit this information. See Reviewing Accounting Information Lines for more information.
ADSW Accounting Information	Displays the system-generated lines of accounting pertaining to ADSW. This information displays after you attempt (either successfully or unsuccessfully) to save the order request. You can edit this information. See Reviewing Accounting Information Lines for more information.

## 5.4.4.1 Reviewing the Accounting Information Lines

Accounting information does not display until after you attempt to validate the order request. Once you submit the request for validation, the OWM populates the accounting lines as shown in the following figure. Accounting information is generated and included on orders for TAD funding, travel costs, etc. You cannot edit the accounting lines. The following figure shows Accounting Information lines for order types other than ADSW, Modification and Extension.

**Figure 29: Accounting Information Lines**

Accounting Information	
Type	Generated Lines of Accounting
Accession/Separation:	N2D3 1731453.2250 068566 AE 2D3/1/S/T 2D [REDACTED]
Accession/Separation 2:	NSD3 1731453.2250 068566 AE SD3/1/S/T SD [REDACTED]
Per Diem:	FY03: N0002203TO09084 AA 1731804.22CA 000 00022 0 068566 2DO09084 000223TW211E
Per Diem 2:	FY04: N0002204TO09084 AA 1741804.22CA 000 00022 0 068566 2DO09084 000224TW211E
Pay and Allowance:	1731453.2201 011 11600 068566 2D 000000071110
Customer Identification Code:	3 3 09084 N00022 C7
Customer Identification Code 2:	3 4 09084 N00022 C7

For Modification and Extension order types, the system displays a Proposed FY and Proposed FY Month. You can override the proposed FY and FY Month values by entering values in the FY and FY Month fields. If you do not change the FY and FY Month fields, the system will use the proposed FY data when generating LOA. The following figure Accounting Information lines for Modification and Extension order types.

**Figure 30: Accounting Information Lines – Modification/Extension Order Types**

Accounting Information	
(Note: The Proposed FY data is used in generating the LOA if the entered FY data is left blank.)	
FY:	<input type="text" value="05"/> Proposed FY:
FY Month:	<input type="text" value="6-Jun"/> Proposed FY Month:
Type	Generated Lines of Accounting
Accession/Separation:	F55F5 F5999010054
Accession/Separation 2:	F55F5 F5999010054
Per Diem:	FY05: N0002205TO00263 AA 1751804.22CA 000 00022 0 068566 2DO00263 000225TW211E
Per Diem 2:	FY06: N0002206TO00263 AA 1761804.22CA 000 00022 0 068566 2DO00263 000226TW211E
Pay and Allowance:	1751453.2201 011 11600 068566 2D 000000071110
Customer Identification Code:	3 5 00263 N00022 C7
Customer Identification Code 2:	3 6 00263 N00022 C7

Accounting information for ADSW Orders is shown in a separate ADSW Accounting Information box and can be changed when in Edit mode. Click **View LOA Defaults** to view the system-recommended values for these lines. The Accounting Information box on ADSW Orders will NOT be filled out when validated or generated. You can edit the Accounting Information.

**Figure 31: Accounting Information Lines – ADSW Order Types**

ADSW Accounting Information	
Type	Lines of Accounting
Accessions 1:	NKA0 1701453.2250 B 068566 AV KA0/1/8/5 KA0XXX [REDACTED]
Accessions 2:	NBA0 1701453.2250 B 068566 AV BA0/1/8/5 BA0XXX [REDACTED]
Separations 1:	NNA0 1701453.2254 B 068566 AV NA0/1/9/W NA0XXX [REDACTED]
Separations 2:	NEA0 1701453.2254 B 068566 AV EA0/1/9/W EA0XXX [REDACTED]
Per Diem 1:	
Per Diem 2:	
Pay and Allowance 1:	AA 1701453 222A 011 11600 0 068566 2I 000000071148
Pay and Allowance 2:	

### 5.4.5 I-Stops Tab

After creating an order request, you will need to enter information into the I-Stops Tab.

The following figure displays the **I-Stops** tab.

**Figure 32: Order Request Page – I-Stops Tab**

The following table describes the fields on the Order Request – I-Stops tab.

**Table XIV: Order Request Page – I-Stops Tab Fields**

Field	Description
Override Maximum Flow Check	Check this checkbox in order to override the maximum number of Members assigned to an NMPS. If you check this box and an NMPS has reached its maximum flow or is no longer accepting Members, you can still assign a Member. This is available to authorized users only. See <i>Overriding an NMPS Maximum Flow</i> for more details.
Intermediate Stop UIC 1 - 6	Allows you to enter the Intermediate Stop UIC(s). Space is available to enter up to three stops. Note that I-Stops are pre-populated for demobilization orders based on the reverse order of the original mobilization order I-Stops.
Report Date/Time 1 - 6	Allows you to enter the date the Member is to report to the intermediate stop.

Field	Description
ULDUSTA	Allows you to enter the NRA UIC. This is a required field.
ULDUSTA Date	Allows you to enter the date the Member is to report to the ULDUSTA.
RTN	Allows you to enter the ULDUSTA Requirement Tracking Number (RTN) that you are filling with this order request. This is a required field.
Rotation	Allows you to select the Rotation.
POC	Allows you to enter the Point of Contact at the ULDUSTA. This is an optional field.
Detach UIC	Allows you to enter the DETACH UIC.
Detach Date	Allows you to enter the date the Member is to detach.
RTN	Allows you to enter the requirement tracking number of the requirement the Member is filling at the time of detachment.
Detach Date	Allows you to enter the date the Member is to detach.
RTN	Allows you to enter the requirement tracking number of the requirement the Member is filling at the time of detachment.
Rotation	Allows you to select the rotation.
Return Intermediate Stops UIC 1-6	Allows you to enter the Return Intermediate Stop UIC(s). Space is available to enter up to three stops. Note that I-Stops are pre-populated for demobilization orders based on the reverse order of the original mobilization order I-Stops.
UIC Description 1-6	Displays the description for the selected UIC.
Report Dates 1-6	Allows you to enter the return date from the intermediate stop.

#### 5.4.6 Entering Order Information

##### **To Enter Order Information (on all orders except ADSW orders):**

- a. From the **Site Map**, select **Order Request Browse** under the OWM options. The Order Browse page displays.
- b. Add an order request by following the steps described in Adding an Order Request. The Order Request page displays.
- c. From the Main Menu on the Order Request page, click on Edit. Note: The Edit button is disabled if you are already in edit mode. Once the record is saved, you will need to click on the Edit button again if you want to edit any data.

- d. From the General Information tab, select a pre-defined Order Reason and an Order Template from the drop-down lists.
- e. From the Base Information tab, enter the appropriate information into the fields located within the Originator Information section. Review the information displayed within the Mobilization Information section. Edit or add to the field information as necessary.
- f. From the I-Stops tab, enter the appropriate I-Stop UIC codes, Report Dates and Report Times. Click the ellipse buttons next to the UIC fields to display the UIC Lookup page.
- g. Select the appropriate ULDUSTA UIC and date. Enter the Requirement Tracking Number (RTN), Rotation and POC.
- h. Enter Return I-Stop information as necessary. Click the ellipse buttons next to the UIC fields to display the UIC Lookup page.
- i. Click the Save icon at the top of the screen.

Once you save a mobilization order request, you have the option of validating the request by clicking the **Validate Request** option from the Main Menu. The following fields are required in order to create a mobilization order request:

- Template
- ULDUSTA RTN
- ULDUSTA UIC
- NRA UIC
- Mob Authority
- Mob Event
- CJCS Project Code
- Reference DTG

---

**Note:**

The two allowable **Reference DTG** formats are: (dd)(hhmm)Z(MMM)(yy) and yyyyymmdd.

---

**To Enter Information on an ADSW Order:**

- a. From the **Site Map**, select **Order Request Browse** under the OWM options. The Order Browse page displays.
- b. Add an order request by following the steps described in Adding an Order Request. The Order Request ADSW page will display when ADSW information is entered on the Adding an Order Request page.

- c. From the Main Menu on the Order Request page, click on Edit. Note: The Edit button is disabled if you are already in edit mode. Once the record is saved, you will need to click on the Edit button again if you want to edit any data.
- d. From the General Information tab, select a pre-defined Order Reason and an Order Template from the drop-down lists.
- e. From the Base Information tab, enter the appropriate information into the fields located within the ADSW Information and Originator Information section. Review the information displayed within the Mobilization Information section. Edit or add to the field information as necessary.
- f. From the I-Stops tab, enter the appropriate I-Stop UIC codes, Report Dates and Report Times. Click the ellipse buttons next to the UIC fields to display the UIC Lookup page.
- g. Select the appropriate ULDUSTA UIC and date. Enter the Requirement Tracking Number (RTN), Rotation and POC.
- h. Enter Return I-Stop information as necessary. Click the ellipse buttons next to the UIC fields to display the UIC Lookup page.
- i. Click the Save icon at the top of the screen.

Once you save an ADSW order request, you have the option of validating the request by clicking the Validate Request option from the Main Menu. The following fields are required in order to create an ADSW order request:

- Template
- RTN
- REF Originator
- NRA UIC
- ULDUSTA UIC
- Mob Authority
- Mob Event
- CJCS Project Code
- Reference DTG
- NRA Report Date
- ULDUSTA Report Date
- Order Reason

---

**Note:**

The two allowable **Reference DTG** formats are: (dd)(hhmm)Z(MMM)(yy) and yyyyymmdd.

---

#### 5.4.7 Message Details Tab

The **Message Details** tab enables you to enter special message information that will appear on the orders once they are generated. You can edit this information before you send the order request.

---

**IMPORTANT!**

If you enter any text into the **Message Details** tab, the message overwrites the generated orders.

---

The following figure displays the **Message Details** tab.

**Figure 33: Order Request Page – Message Details Tab**

Order Request for XXXXX

General Base Info I-Stops **Message Details** Additional Info Validation Generated Order

Message DTG: Originator:  
SDN: Sequence:

**Receiver:**

**Description:**

**Special Instructions:**

**Reporting Instructions:**

Created

### 5.4.8 Additional Info Tab

The **Additional Information** tab enables you to enter information about the order request using pre-defined fields. Authorized users can define these fields. For example, you could implement a field to enter information about the mode of travel. Before the order request is saved you can edit and delete these fields by clicking on the **Edit** and **Delete** buttons on the row you want to delete. If you click **Edit**, you can change the element value and click the **Update** button. Once the order request is sent, you cannot edit these fields.

The following figure displays the **Additional Info** tab.

**Figure 34: Order Request Page – Additional Info Tab**

Element Name	Element Value
Cell Phone	999-999-9999

### 5.4.9 Validation Tab

You can review validation errors by clicking on the **Validation Messages** tab. The number in parenthesis on the **Validation Messages** tab indicates the number of validation errors that caused the order request not to pass validation. Specific error messages are listed on the tab by type. The type instructs you where to look for the error. Types are color-coded for easy recognition as follows: red is the Order Writing Module; blue is the Processing Module; and green is the Sourcing Module. Note that you can bypass the validation process. See *Validating an Order Request* for more details on the validation process.

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

**Figure 35: Order Request Page – Validation Tab**

Order Request for XXXXX

General Base Info I-Stops Message Details Additional Info Validation (2) Generated Order

Generated Error Types: ● =Order Writing Module, ● = Processing Module, ● = Sourcing Module (Validation CANNOT be Bypassed)

Bypass	Type	FieldName	Validation Message
	●	Description	(Message Details tab) Description cannot contain the following characters: < &
	●	Reference DTG	Reference DTG is not in proper format (dd)(hhmm)Z (MMM) (yy) or yyyyymmdd

**Control Options:**

Bypass Validation     Bypass Final Order Verification     Bypass Save Validation (NOT recommended)

Hold Request

Validation failed: Please correct the validation errors    Created

**Table XV: Control Options**

Field	Description
Bypass Validation	Check this box to <b>Bypass Validation</b> of the Order Request (not recommended). This checkbox is only available in Edit Mode.
Bypass Final Order Verification	Check this box to <b>Bypass the Final Order Verification</b> . This checkbox is only available in Edit Mode.
Bypass Save Validation (NOT recommended)	Check this box to <b>Bypass Save Validation</b> of the Order Request (not recommended). This checkbox is only available in Edit Mode.
Hold Request	Check this box to change the status to <b>On Hold</b> . This box is automatically checked if the Order Request fails validation. This checkbox is only available in Edit Mode.
Create a Call-Back Tickler for Activity	Check this box to <b>Create a Call-Back Tickler</b> for an activity. This checkbox is only available in Edit Mode. This checkbox is only available for Mobilization.

**IMPORTANT!**

The system automatically checks the **Hold Request** checkbox when validation errors are generated. You must correct the errors and uncheck the **Hold Request** checkbox before you can resubmit your order request.

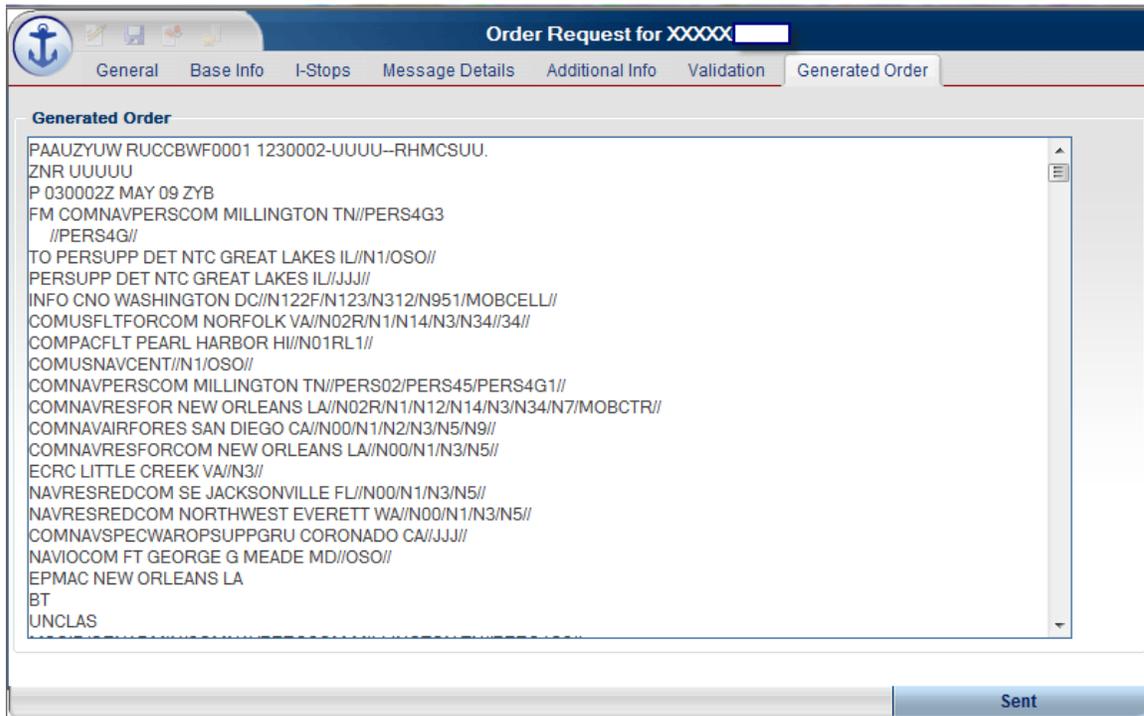
#### 5.4.10 Generated Orders Tab

Once you send an order request, you can view the exact generated text by clicking on the **Generated Orders** tab. You cannot edit the order after it is generated. The following figure displays the **Generated Order** tab after orders have been created. This tab will remain blank until the order request has been submitted.

**Figure 36: Order Request Page – Generated Orders Tab for Created Order**



Once an order is generated, the order request status changes to “Sent” and this tab will display the generated order.

**Figure 37: Order Request Page – Generated Orders Tab for Sent Order**

## 5.5 COMMENTS

You will be able to **Edit Contact Comments** and access **Order Comments** under the View option on the Order Request Main Menu.

The **Edit Contact Comments** option is available when an order request has NOT been generated or if a contact record exists for that Member in Contact Management. Note: The **Edit Contact Comments** button is only visible if a contact record is associated with the Member.

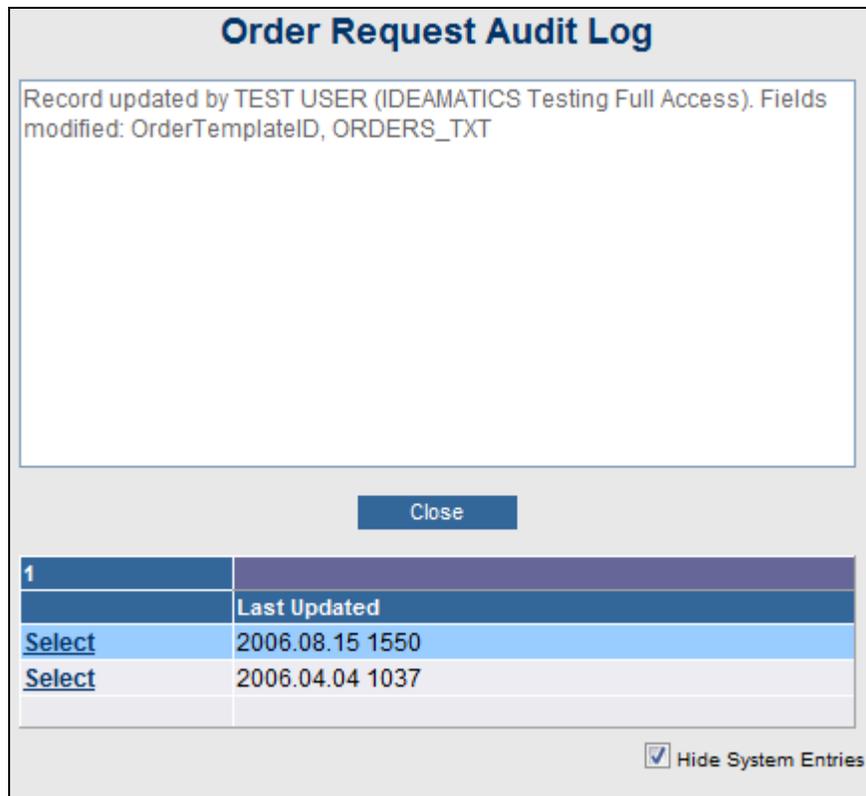
The **Order Comments** screen allows you to view, add, and edit comments for an order request. Use this screen to document why the record is not in a Sent status if the record is on Hold, Created, or Validated. All users can view comments; only authorized users can add and edit comments.

## 5.6 VIEWING THE AUDIT LOG

The NCMCMPS – OWM 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 ID of the user who changed the information, and the date and time of the change. You can view the audit log for an order request but you cannot edit it.

**To View the Audit Log:**

- a. From the **Site Map**, select **Order Request Browse** under the OWM options. The Order Browse page displays.
- b. Perform a search as described in *Searching for Order Requests*.
- c. From the search results list, click on the **Select** hyperlink corresponding to the record you want to view. The Order Request page displays.
- d. On the Order Request page, use the Main Menu to navigate to **View** and then **Audit Log**. The Order Request Audit Log displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.

**Figure 38: Audit Log Page****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.

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

## 5.7 VIEWING THE AUDIT LOG REPORT

The **Audit Log Report** displays all audit log information in the Order Writing Module. The Audit Log Report is not available in group processing.

### To View the Audit Log Report:

- a. From the **Site Map**, select **Order Request Browse** under the OWM options. The Order Browse page displays.
- b. Perform a search as described in *Searching for Order Requests*.
- c. From the search results list, click on the **Select** hyperlink corresponding to the record you want to view. The Order Request page displays.
- d. On the Order Request page, use the Main Menu to navigate to **View** and then **Audit Log Report**. The Order Request Audit Log Report displays as shown in the following figure.

**Figure 39: Audit Log Report**

**Audit Log Report**  
Current as of 09/16/2009 1013

**Name:** ██████████  
**SSN:** ██████████

**Audit Log History**

---

07/29/2007 1714 (SYSTEM): Record updated by SYS ADMIN TEST (IDEAMATICS Testing Full Access). Fields modified:

07/29/2007 1709 (SYSTEM): Record updated by SYS ADMIN TEST (IDEAMATICS Testing Full Access). Fields modified:

06/20/2007 1834 (SYSTEM): Record updated by Mark Moore (IDEAMATICS Testing Full Access). Fields modified: ValidOverride

04/03/2007 1411 (SYSTEM): Record updated by TEST USER (IDEAMATICS Testing Full Access). Fields modified: DetachDate

04/03/2007 1410 (SYSTEM): Record updated by TEST USER (IDEAMATICS Testing Full Access). Fields modified: OrderTemplateID, DetachDate, ORDERS\_TXT, ModType

04/03/2007 1409 (SYSTEM): Record updated by TEST USER (IDEAMATICS Testing Full Access). Fields modified: OrderReason, OrderTemplateID, REF\_ORIGINATOR, REF\_DTG, DetachDate, ModType

03/12/2007 1045 (SYSTEM): Record updated by TEST USER (IDEAMATICS Testing Full Access). Fields modified: CJCSProject

03/12/2007 1045 (SYSTEM): Record updated by TEST USER (IDEAMATICS Testing Full Access). Fields modified: OverrideMaxFlow

08/01/2006 1601 (SYSTEM): Record created by TEST USER (IDEAMATICS Testing Full Access).

## 5.8 VALIDATING AN ORDER REQUEST

Before submitting an order request, validate that the information entered on the Order Request page is correct. The OWM Order Request compares the fields you entered with validation criteria and provides error messages if one or more of the fields do not pass.

If the order request passes validation, the record status at the bottom of the screen changes to “Validated”. After the order request is validated, the OWM generates the appropriate accounting lines, which appear at the bottom of the **Base Info** tab. After

validation occurs, you can submit the order request. See *Generating an Orders* request for more details.

---

**IMPORTANT!**

After the order request passes validation in OWM, further validation against the Sourcing Module and Processing Module runs when you generate the order. You may see additional validation error messages on the **Validation** tab when you generate the order even if your order request passes validation in OWM.

---

If an order request fails the validation checks, a message appears at the bottom of the screen. The number of validation errors generated will also appear in parenthesis on the **Validation** tab. Click on the **Validation** tab to view the error messages. Error messages are color-coded based on the module: red is the Order Writing Module; blue is the Processing Module; and green is the Sourcing Module.

When an order request fails the validation checks, the order request is automatically placed on a hold status. When the order request is on hold, the **Validate** option from the Main Menu becomes inactive.

You must be in Edit mode to change information on the Order Request. When an Order Request is On Hold, navigate to the **Validate** tab and uncheck the **Hold Request** checkbox. Once the items on the Validate tab are addressed and the Order Request is saved, the **Validate** option will reappear on the Main Menu.

**To Validate an Order Request:**

- a. From the **Site Map**, select **Order Request Browse** under the OWM options. The Order Browse page displays.
- b. Add an order request by following the steps described in *Adding an Order Request* or search for an existing order request.
- c. From the Order Request page, select the **Validate** option from the Main Menu to initiate the Validation.
- d. If the order request passes validation, the status changes to “Validated”. See *Generating an Order Request* for information on how to submit the validated order request.

**-OR-**

If the order request does NOT pass validation, click on the **Validation** tab to view the errors. The order request is automatically placed on hold status and the **Hold Request** checkbox is checked. From edit mode, enter changes as necessary. When you are ready to retry validation, uncheck the **Hold Request** checkbox and click the **Save** icon. The **Validation** option will reappear in the Main Menu.

## 5.9 BYPASSING ORDERS VALIDATION

You can bypass validation by clicking on the **Bypass Validation** checkbox on the Validation tab on the Order Request page. Bypassing validation overrides the validation rules and expedites the transmission of a critical order.

---

### IMPORTANT!

Even if you bypass validation in the OWM, Sourcing Module validation is still run.

---

#### To Bypass Validation:

- a. Add an order request by following the steps described in *Adding an Order Request* or search for an existing order request.
- b. From the Order Request page, click on the **Edit** option located within the Main Menu. (The **Edit** button will be disabled if you are already in edit mode.) Once you save the record, click the **Edit** button to edit additional data.
- c. Click on the **Bypass Validation** checkbox on the **Validation** tab.
- d. Click **Save**.
- e. **Validate** the order. The **Generate** option should become available from within the Main Menu. See *Generating an Order Request* for information on how to send an order request.

## 5.10 PLACING AN ORDER REQUEST ON HOLD

You can place an order request on hold for as long as necessary provided that it has not already been sent. While on hold status, you can edit the order request but you cannot submit the record for validation. When you are ready to submit the order request for validation or orders generation, you must first remove the hold.

#### To Place an Order Request On Hold:

- a. Add an order request by following the steps described in *Adding an Order Request* or search for an existing order request.
- b. From the Order Request page, click on the Edit option located within the Main Menu. (The Edit button will be disabled if you are already in edit mode.) Once you save the record, click the Edit button to edit additional data.
- c. Place a check next to the **Hold Request** checkbox on the **Validation** tab.

- d. Click **Save**. The **Validate** option disappears from the Main Menu and you cannot submit the order request for validation or orders generation. The record status changes to “On Hold”.

---

**Note:**

A validated order request that has been placed on hold has a status of “On Hold”.

---

**To Remove an Order Request from Hold Status:**

- a. Select an order request as described in *Searching for an Order Request*.
- b. From the Order Request page, click on the **Edit** option located within the Main Menu. (The **Edit** button will be disabled if you are already in edit mode.) Once you save the record, click the **Edit** button to edit additional data.
- c. Click on the **Hold Request** checkbox on the Order Request Command Bar to remove the check mark.
- d. Click **Save**. The **Validate** button will reappear. You can submit the order request for validation or orders generation.

**5.11 CREATING A CALL-BACK TICKLER**

By checking the **Create a Call-Back Tickler for Activity** checkbox, you create an activity to confirm the Orders Cell receives a call from the Member verifying orders delivery. If a call is not received in 72 hours, the activity should be highlighted as urgent.

**To Create a Call-Back Tickler:**

- a. Add an order request by following the steps described in *Adding an Order Request* or search for an existing order request.
- b. From the Order Request page, click on the **Edit** option located within the Main Menu. (The **Edit** button will be disabled if you are already in edit mode.) Once you save the record, click the **Edit** button to edit additional data.
- c. Place a checkmark next to the **Create a Call-Back Ticker for Activity** checkbox on the **Validation** tab.
- d. Click the **Save** icon.

**5.12 GENERATING AN ORDER REQUEST**

Once your order request is complete, you are ready to submit the request to generate the orders. After you validate the request or bypass validation, the **Validate** button will become inactive and the **Generate** appears within the Main Menu.

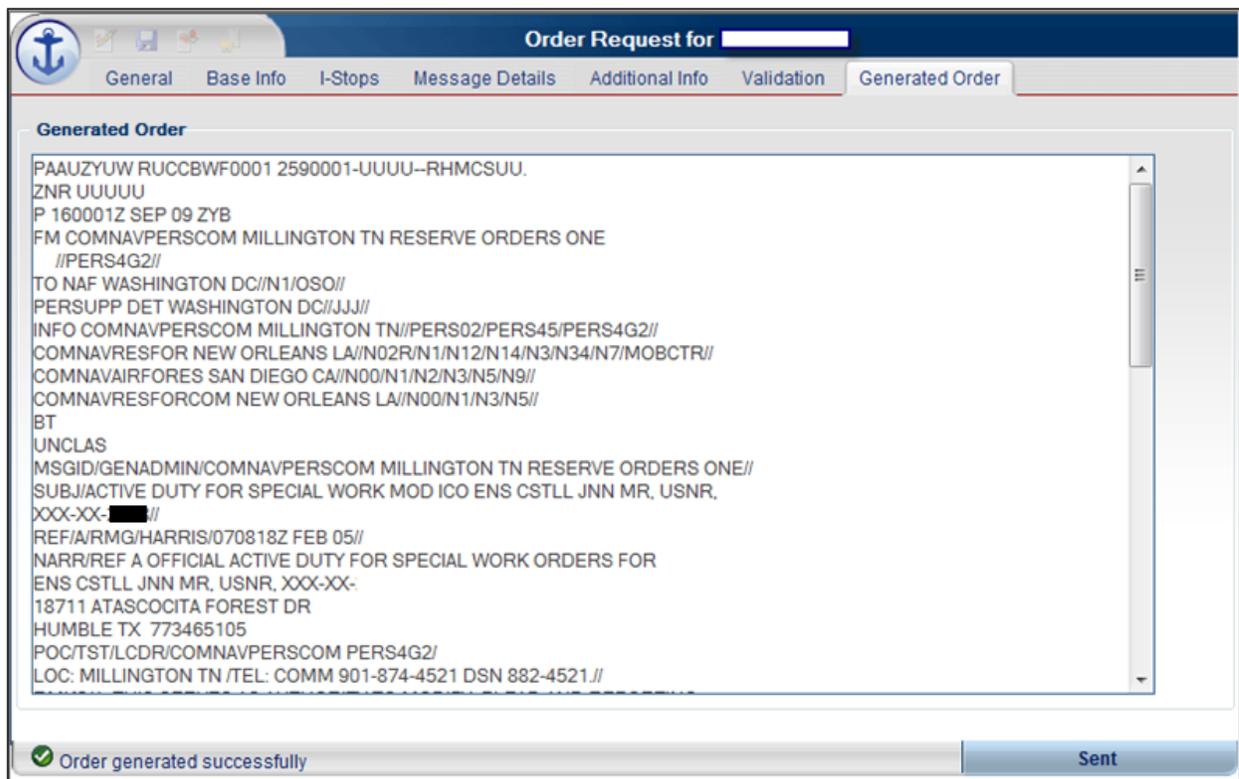
**Note:**

Order generation will not complete successfully if the generated DTG is blank or if there are other errors during DTG creation.

**To Generate an Order Request:**

- a. Add an order request by following the steps described in *Adding an Order Request* or search for an existing order request.
- b. From the Order Request page, select the Generate option from the Main Menu. The Generate option will not be available from this menu unless the order has been successfully validated and you are not in Edit mode.
- c. After the Order Request has been successfully generated, a message will appear on the bottom of the screen, the Generated Order tab will display the Generated Order, and the request status will change to “Sent”. You cannot edit a Generated Order.

**Figure 40: Generated Order Tab with Success Message**



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

**IMPORTANT!**

After the order request passes validation in OWM, further validation against the Sourcing Module and Processing Module runs when you generate the order. You may see additional validation error messages on the **Validation** tab when you generate the order even if your order request passes validation in OWM.

---

**5.13 EDITING AN ORDER REQUEST**

You can edit an order request by selecting the **Edit** option from within the Main Menu on the Order Request page. Once orders are generated, the **Edit** button is disabled and you cannot make any changes to the order request. To change a Member's orders, you must create a new order request with an Orders Type of "Modification" for that Member.

**5.14 CLOSING AND UNCLOSING ORDER REQUESTS**

You can manually close an order by selecting the **Close Order** option from the Main Menu of the Order Request screen. Once an Order is closed, a message will display at the bottom of the screen and the status will change to "Closed".

To "unclose" an order request or reset the status back to "Sent", select the **Un-Close Order** option from the Main Menu of the Order Request screen. Once an Order is unclosed, a message will display at the bottom of the screen and the status will change to "Sent".

Note: The **Close Order** and **Un-Close Order** options are only enabled for authorized users.

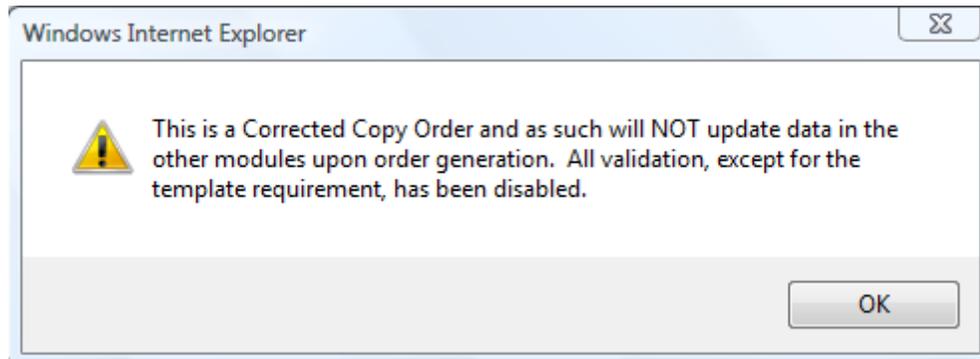
**5.15 CREATING A MODIFICATION**

Once an order request status changes to "Sent", the **Create** option on the Main Menu is enabled. Select the **Create Modification** option to quickly create a modification order request. The **Create Modification** option copies the contents of the current order request into a new order request with a type equal to "modification".

**5.16 CREATING A CORRECTED COPY**

Once an order request status changes to "Sent", the **Create** option on the Main Menu is enabled. Select the **Create Corrected Copy** option to quickly create a Corrected Copy Order. The **Create Corrected Copy** option copies the contents of the current order request into a new order request with a type equal to "modification".

The following message will display when this option is selected.

**Figure 41: Corrected Copy Order Message**

Click "OK" to view the Order Request screen.

### 5.17 CREATING A CANCELTION

You can cancel an order by creating a Cancellation order request. Follow the steps for *Adding an Order Request* and select Cancellation as the order type. When a Cancellation is generated, the order status is set to "Sent." If you cancel a Cancellation order, the Cancellation order becomes "uncancelled". Any Modification orders that reference the cancelled Cancellation order are also "uncancelled".

### 5.18 CREATING A DEMOBILIZATION

Once an order request status changes to "Sent", the **Create** option on the Main Menu is enabled. Select the **Create Demobilization** option to quickly create a demobilization order request. The **Create Demobilization** option copies the contents of the current order request into a new order request with a type equal to "demobilization".

### 5.19 CREATING A TERMINATION

This menu option is a place holder for future functionality.

### 5.20 CREATING AN EXTENSION

Once an order request status changes to "Sent", the **Create** option on the Main Menu is enabled. Select the **Create Extension** option to create an extension. When you create an Extension order request, a new sourcing record is created and the original sourcing record remains unchanged.

### 5.21 CREATING TRANSFER ORDER

Once an order request status changes to "Sent", the **Create** option on the Main Menu is enabled. Select the **Create Transfer** option to create an extension.

When you generate a Transfer order and the old sourcing exists in the future, the old sourcing is deleted and a note is recorded in the Requirement Audit Log indicating the SSN, Name, Sourcing Begin and End Dates, and RTN of the old sourcing record that was deleted. Information about the user generating the Transfer order is also recorded.

## 5.22 OVERRIDING AN NMPS MAXIMUM FLOW

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**Note:**

The NMPS Flow feature has been temporarily disabled.

---

Ordinarily, you cannot assign a Member to an NMPS that has already reached its maximum flow for the requested week or that has stopped processing. However, if you check the Override Maximum Flow Check checkbox on the Order Request – I-Stops tab, you can bypass this limitation and assign a Member.

The NMPS Flow page automatically displays when you attempt to assign a Member to an NMPS that has reached its maximum flow. If this occurs, you can select another NMPS or select another week. In addition, if you are authorized, you can override the maximum flow and assign the Member anyway.

The NMPS Flow page also displays if the NMPS Reported Date is invalid. This occurs if either the NMPS UIC field or NMPS Reported Date field is left blank. An NMPS Reported Date is also invalid if it is in the past. To view the NMPS Max Flow page, select **NMPS Flows** under the View option from the Main Menu on the Order Request page.

The NMPS UIC(s) contained in the order request are highlighted in yellow on the NMPS Max Flow page. In addition, AC order requests affect the NMPS flow counts. For AC orders, any valid NMPS UIC found in any of the six I-Stops will update the NMPS UIC flow count for its respective week.

The following figure displays the NMPS Flow page.

**Figure 42: NMPS Flow Page**

NMCMPS Application Version 5.2 (OWM) User: TEST USER UIC: 68890 Role: IDEAMATICS Testing Full Access [Help](#)

SSN:  Full Name:  Requested NMPS UIC: 3245A: NMPS CAMP LEJEUNE NC

Step 1: Select a NMPS

NMPS UIC	Wk of May08	Wk of May15	Wk of May22	Wk of May29	Wk of Jun05	Wk of Jun12	Wk of Jun19	Wk of Jun26	Wk of Jul03	Wk of Jul10	Wk of Jul17	Wk of Jul24	Wk of Jul31	Wk of Aug07	Wk of Aug14	Wk of Aug21	Wk of Aug28	Wk of Sep04	Wk of Sep11	Wk of Sep18
Select 3242A	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20
Select 3243A	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2
Select 3244A	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24
Select 3245A	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20
Select 3246A	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	27/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25
Select 3247A	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26
Select 3248A	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27
Select 3249A	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28
Select 3250A	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	1/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29
Select 3251A	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30
Select 3252A	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	1/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31
Select 3253A	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32
Select 3254A	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33
Select 3255A	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34
Select 3256A	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	1/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2

Step 2: Select a Week  
Selected NMPS:  Description:

Step 3: Confirm and Submit Selection  
Selected Week:  Updated Current Flow:  Maximum Flow:

The NMPS Flow page displays a WebGrid showing the number of Members scheduled / maximum flow at each NMPS over a twenty-week period beginning at the current week. If the NMPS UIC you selected has reached its maximum flow for the requested week or has stopped processing, the NMPS Flow page displays when you attempt to save your order request.

**To Modify the NMPS or Week:**

- a. Add an order request by following the steps described in *Adding an Order Request*. If you enter a NMPS that has reached its maximum flow for the requested week or that has stopped processing, the NMPS Flow page displays.
- b. Click on a different NMPS. The NMPS UIC code displays in the **Selected NMPS** field in Step 2 on the NMPS Flow page. After you select the NMPS, the NMPS Flow page displays hyperlinks for each week as shown in the following figure.

**Figure 43: NMPS Flow Page with Week Hyperlinks**

NMCMPS Application Version 5.2 (OWM) User: TEST USER UIC: 68890 Role: IDEAMATICS Testing Full Access [Help](#)

SSN:  Full Name:  Requested NMPS UIC: 3245A: NMPS CAMP LEJEUNE NC

**Step 1: Select a NMPS**

NMPS UIC	Wk of May08	Wk of May15	Wk of May22	Wk of May29	Wk of Jun05	Wk of Jun12	Wk of Jun19	Wk of Jun26	Wk of Jul03	Wk of Jul10	Wk of Jul17	Wk of Jul24	Wk of Jul31	Wk of Aug07	Wk of Aug14	Wk of Aug21	Wk of Aug28	Wk of Sep04	Wk of Sep11	Wk of Sep18
<a href="#">Select</a> 3242A	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20
<a href="#">Select</a> 3243A	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2
<a href="#">Select</a> 3244A	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24
<a href="#">Select</a> 3245A	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20
<a href="#">Select</a> 3246A	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25
<a href="#">Select</a> 3247A	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26
<a href="#">Select</a> 3248A	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27
<a href="#">Select</a> 3249A	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28
<a href="#">Select</a> 3250A	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29
<a href="#">Select</a> 3251A	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30
<a href="#">Select</a> 3252A	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31
<a href="#">Select</a> 3253A	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32
<a href="#">Select</a> 3254A	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33
<a href="#">Select</a> 3255A	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34
<a href="#">Select</a> 3256A	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2

**Step 2: Select a Week**

Selected NMPS: 3248A Description: NMPS CAMP PENDLETON CA

Wk of May08	Wk of May15	Wk of May22	Wk of May29	Wk of Jun05	Wk of Jun12	Wk of Jun19	Wk of Jun26	Wk of Jul03	Wk of Jul10	Wk of Jul17	Wk of Jul24	Wk of Jul31	Wk of Aug07	Wk of Aug14	Wk of Aug21	Wk of Aug28	Wk of Sep04	Wk of Sep11	Wk of Sep18
<a href="#">0/27</a>																			

**Step 3: Confirm and Submit Selection**

Selected Week: Updated Current Flow: Maximum Flow:

[Submit](#) [Close](#)

- c. Click on the hyperlink corresponding to the week you want. The new selected week displays in the **Selected Week** field in Step 3 on the NMPS Flow page.

**Figure 44: NMPS Flow Page After NMPS and Week Are Selected**

NMCMPS Application Version 5.2 (OWM) User: TEST USER UIC: 68890 Role: IDEAMATICS Testing Full Access [Help](#)

SSN:  Full Name:  Requested NMPS UIC: 3245A: NMPS CAMP LEJEUNE NC

**Step 1: Select a NMPS**

NMPS UIC	Wk of May08	Wk of May15	Wk of May22	Wk of May29	Wk of Jun05	Wk of Jun12	Wk of Jun19	Wk of Jun26	Wk of Jul03	Wk of Jul10	Wk of Jul17	Wk of Jul24	Wk of Jul31	Wk of Aug07	Wk of Aug14	Wk of Aug21	Wk of Aug28	Wk of Sep04	Wk of Sep11	Wk of Sep18
Select 3242A	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20
Select 3243A	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2
Select 3244A	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24	0/24
Select 3245A	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20	0/20
Select 3246A	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	27/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25	0/25
Select 3247A	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26	0/26
Select 3248A	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27
Select 3249A	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28	0/28
Select 3250A	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	1/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29	0/29
Select 3251A	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30	0/30
Select 3252A	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	1/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31	0/31
Select 3253A	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32	0/32
Select 3254A	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33	0/33
Select 3255A	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34	0/34
Select 3256A	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2

**Step 2: Select a Week**

Selected NMPS: 3248A Description: NMPS CAMP PENDLETON CA

Wk of May08	Wk of May15	Wk of May22	Wk of May29	Wk of Jun05	Wk of Jun12	Wk of Jun19	Wk of Jun26	Wk of Jul03	Wk of Jul10	Wk of Jul17	Wk of Jul24	Wk of Jul31	Wk of Aug07	Wk of Aug14	Wk of Aug21	Wk of Aug28	Wk of Sep04	Wk of Sep11	Wk of Sep18
0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27	0/27

**Step 3: Confirm and Submit Selection**

Selected Week: Wk of May29 Updated Current Flow: 1 Maximum Flow: 27

- d. Click the **Submit** button.

### To Override the Maximum Flow:

- a. From the Order Request page, add an order request by following the steps described in *Adding an Order Request* or select an existing order request as described in *Searching for an Order Request*.
- b. From the Order Request page, click on the **Edit** option located within the Main Menu. (The **Edit** button will be disabled if you are already in edit mode.) Once you save the record, click the **Edit** button to edit additional data.
- c. In the UIC Information group box on the **Base Info** tab, click the **Override Maximum Flow Check** checkbox.
- d. Click **Save** to save the record.

### Note:

You must have the appropriate access rights in order to override the maximum flow.

## SECTION 6: Group Processing Orders

### 6.1 GROUP PROCESSING OVERVIEW

The Group Processing functionality enables you to add or update more than one order request at a time for multiple Members. You can perform a search for Members and then create order requests for all matching records. You can also use the **Add Members** button to add social security numbers to a group and then create order requests for everyone in the group.

By using the Group Processing button, you can update information for multiple Members at once. You perform a search and then make global entries to data fields for all Members meeting your specified search criteria. For example, you could create a group including all Members associated with a specific RTN.

In order to update order requests using the Group Processing feature, you must adhere to the following rules:

- All selected order requests must be of the same Order Type
- Order requests cannot have an Order Status of “Sent” or “Closed”
- When selecting Modification order types, all must be of the same Modification Type

When you are updating records on the Group Processing page, tildes (~) appear in all data fields in which data is not the same for all Members. By replacing a tilde with data, you are entering that data into the specified field for all Members in the defined group.

---

#### **CAUTION!**

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

---

### 6.2 USING GLOBAL CREATE

You can create new order requests for multiple Members at once using the Global Create feature. First, perform a search as described in *Searching for Order Requests* and select the records for which you want to create an order request. You can also build a list of Members by entering social security numbers. See *Adding Members* for more details. Whether you perform a search and select Members or add members one at a time, your list displays on the Selected Members tab. Once your list of Members is complete, you select an Order Type and create the order requests for all Members on your Selected Members list.

#### **To Use Global Create to Create Order Requests:**

- a. Perform a search from the Order Browse page as described in *Searching for Order Requests*.

- b. Place checkmarks in the **Select** column corresponding to the Members you want to add to your Selected Member list. To select all the members within the WebGrid, place a checkmark in the box next to the **Select** column heading.

**Note:**

You may see more than one order request record for a single Member if more than one order request has been created for that Member. A Member could have multiple order requests of different order types.

- c. Click **Global Create**. The Order Request Global Create page displays with the Selected listed in alphabetical order on the Selected Members tab. The following figure displays the Order Request Global Create page, Selected Members tab.

**Figure 45: Order Request Global Create Page, Selected Members Tab**

The screenshot displays the 'Order Request Global Create Page, Selected Members Tab' within the NCMCPS system. The header includes the NCMCPS logo and the text 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. Below the header, the user information is shown: 'Module: Order Writing User: TST SR -x UIC: 68890 Role: Administrator'. The main content area features a summary bar with '3 Selected Members', '0 Successfully Processed', and '0 Validation Errors'. Below this, there is a text input field for adding members and an 'Add' button. The main table has the following structure:

SSN	Name	AugType	Mob Event	
[REDACTED]	[REDACTED]	MOB	1500	[Trash Icon]
[REDACTED]	[REDACTED]	MOB	0011	[Trash Icon]
[REDACTED]	[REDACTED]	IAMM	0011	[Trash Icon]

At the bottom of the page, there is an 'Order Type' dropdown menu, a checked checkbox for 'Open Processed Order Requests on Close', and two buttons: 'Create Order Request(s)' and 'Close'.

- d. (Optional) You can remove any unwanted Members by clicking the Trash icon button on the appropriate row on the Selected Members tab. Also, you can add more Members by entering one or more social security numbers into the top right portion of this screen and then clicking the “Add” button. (See *Adding Members* for more information).
- e. Select an **Orders Type** from the dropdown menu.
- f. Click the **Create Order Request(s)** button to create order requests of the specified Order Type for all Members displayed on your Selected Members tab. Orders that were successfully processed will display under the “Successfully

Processed” tab; orders that were not processed will show under the “Validation Errors” tab.

---

**Note:**

If the “Open Processed Order Requests on Close” checkbox is checked, the Order Request screen will display when this screen is closed. If the box is not checked, you will return to the Order Browse page.

---

### 6.3 ADDING MEMBERS

In addition to searching for and selecting order requests, you can add Members to your Selected Members list by entering them one at a time. Enter social security numbers in the top right hand portion of the screen on the Selected Members tab of the Order Request Global Create page. If the social security number entered is not found in the NPDB, an error message will appear. After adding the social security number, the Member is placed in alphabetical order in the Selected Members list.

The following figure displays where to Add Members on the Order Request Global Create page.

**Figure 46: Adding Members to the Order Request Global Create Page**



#### To Add Members:

- a. From the **Order Browse** page, click the **Global Create** button.
- b. From the Order Request Global Create page, enter a valid social security number in the top right hand portion of the screen and click the **Add** button. An error message displays if the SSN is not found in the NPDB. If the SSN is found in the NPDB, the Member’s name is added to the Selected Members list.

### 6.4 USING GLOBAL UPDATE

The Global Update button on the Order Browse page allows you to update information for multiple Members at the same time. After performing a search, you can make global entries to data fields for all Members you select from the search results WebGrid. For example, you could create a group including all Members associated with a specific RTN. You could then update the NMPS Report Date field for all Members with that RTN.

In order to update order requests using the Group Processing, you must adhere to the following rules:

- All selected order requests must be of the same Order Type

- Order requests cannot have an Order Status of “Sent” or “Cancelled” or “Closed”
- Order requests must all have the same Component Code

When you are updating records on the Group Processing page, tildes (~) appear in all data fields in which data is not the same for all Members. By replacing a tilde with data, you are entering that data into the specified field for all Members in the defined group.

#### **To Use Global Update to Edit Order Requests:**

- a. Perform a search from the Order Browse page as described in *Searching for Order Requests*. Confirm:
  - All selected order requests have the same Order Type
  - Order requests do not have an Order Status of “Sent” or “Cancelled” or “Closed”
  - Order requests have the same Component Code
- b. Place checkmarks in the **Select** column corresponding to the Members you want to add to your Selected Member list. To select all the members within the WebGrid, place a checkmark in the box next to the **Select** column heading.
- c. Click **Global Update**. If all the selected orders do not meet the criteria above, an error message will display. If all rules are followed, the Order Request Global Update page displays. A tilde (~) displays in all fields in which data is not the same for all selected Members. The following figure displays the Order Request Global Update page.

---

#### **CAUTION!**

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

---

**Figure 47: Order Request Global Update Page**

- c. From the Main Menu on the Order Request page, click on Edit. Note: The Edit button is disabled if you are already in edit mode. Once the record is saved, you will need to click on the Edit button again if you want to edit any data.
- d. Enter your changes to the General, Base Info, and/or I-Stop tabs.
- e. Click the **Save** icon.

**Note:**

The **DTG Selector** button displays the DTG Selector page from which you can update the Reference DTG of each order request in the group. See *Updating the Reference DTG* for more information.

**Note:**

By entering “PUIC” into any of the I-Stop fields, the field will automatically display the appropriate NRA UIC or Parent UIC when the record is saved.

If you are editing records that do not have the same NRA UIC or Parent UIC, a tilde will display in the field indicating that the records do not have common values. In this situation, by entering “PUIC” into any of the I-Stop fields, the I-Stop will update each individual record with the appropriate data but display a tilde when saved.

### 6.4.1 Viewing Message Details

The **Message Details** tab enables you to enter special message information that will appear on the orders once they are generated. You can edit this information before you send the order request. The following figure displays the **Message Details** tab.

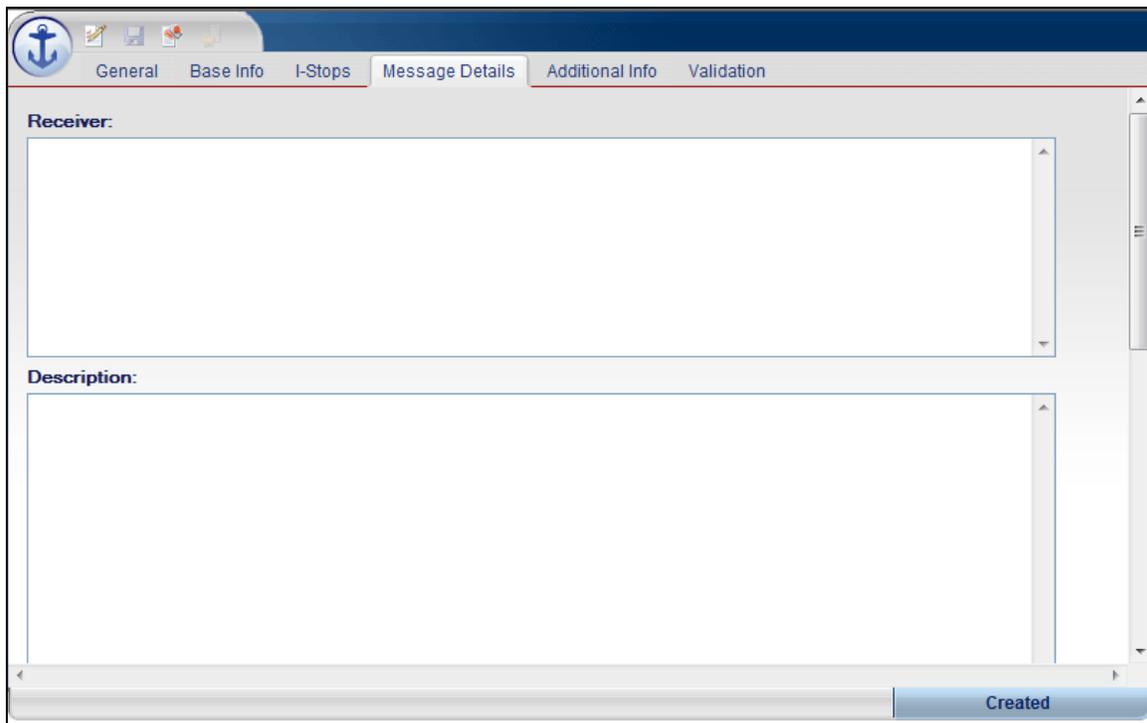
---

**IMPORTANT!**

If you enter any text into the **Message Details** tab, the message overwrites the generated orders.

---

**Figure 48: Order Request Global Update Page – Message Details Tab**



The screenshot displays a web application interface for the 'Message Details' tab. At the top, there is a navigation bar with several tabs: 'General', 'Base Info', 'I-Stops', 'Message Details' (which is currently selected and highlighted), 'Additional Info', and 'Validation'. Below the navigation bar, the main content area contains two large, empty text input fields. The first field is labeled 'Receiver:' and the second is labeled 'Description:'. Both fields have vertical scrollbars on their right sides. At the bottom right of the form area, there is a blue button labeled 'Created'. The overall layout is clean and professional, typical of a military or government software interface.

### 6.4.2 Entering and Viewing Additional Information

The **Additional Info** tab enables you to enter information about the order request using pre-defined fields. Authorized users can define these fields. For example, you could implement a field to enter information about the mode of travel. Before the order request is saved you can edit and delete these fields by clicking on the **Edit** and **Delete** buttons on the row you want to delete. If you click **Edit**, you can change the element value and click the **Update** button. Once the order request is sent, you cannot edit these fields. The following figure displays the **Additional Info** tab.

**Figure 49: Order Request Global Update Page – Additional Info Tab**

Order Request for XXXXX

General Base Info I-Stops Message Details **Additional Info** Validation Generated Order

**Additional Details**

Element Name: Testing Value: test Add

Element Name	Element Value
Cell Phone	777774341

Edit Delete

### 6.4.3 Viewing Validation Messages

If an order request fails the validation checks, a message appears at the bottom of the screen. The number of validation errors generated will also appear in parenthesis on the **Validation** tab. Click on the **Validation** tab to view the error messages. Error messages are color-coded based on the module: red is the Order Writing Module; blue is the Processing Module; and green is the Sourcing Module. See *Validating an Order Request* for more details on the validation process.

---

#### **IMPORTANT!**

The system automatically checks the **Hold Request** checkbox when validation errors are generated. You must correct the errors and uncheck the **Hold Request** checkbox before you can resubmit your order request.

---

**Figure 50: Order Request Global Update Page - Validation Tab**

Generated Error Types: ● = Order Writing Module, ● = Processing Module, ● = Sourcing Module (Validation CANNOT be Bypassed)

Type	SSN	FieldName	Validation Message
Open	██████████	General	General Error occurred during the validation of this request
Open	██████████	BIRTH_DT	This member does not have a Date of Birth value in NPDB. Please contact Technical Support
Open	██████████	General	General Error occurred during the validation of this request

**Control Options:**

Bypass Validation

Hold Request

Create a Call-Back Tickler for Activity

**On Hold**

## 6.5 COPYING FIELDS FROM THE GLOBAL UPDATE PAGE

You can replace the data in a **Destination** field with the data of a **Source** field for all order requests in a group. You can choose to skip rows with a blank **Source** to ensure that the respective **Destination** fields are not overwritten with blank **Source** values.

### To Copy Source Field Data to the Destination Field:

- a. Perform a search from the Order Browse page as described in *Searching for Order Requests*. Confirm:
  - All selected order requests have the same Order Type
  - Order requests do not have an Order Status of “Sent” or “Cancelled” or “Closed”
  - Order requests have the same Component Code
- b. Place checkmarks in the **Select** column corresponding to the Members you want to add to your Selected Member list. To select all the members within the WebGrid, place a checkmark in the box next to the **Select** column heading.

- c. Click **Global Update**. If all the selected orders do not meet the criteria above, an error message will display. If all rules are followed, the Order Request Global Update page displays. A tilde (~) displays in all fields in which data is not the same for all selected Members. The following figure displays the Order Request Global Update page.
- d. From the Order Request page, click on the **Edit** option located within the Main Menu. (The **Edit** button will be disabled if you are already in edit mode.) Once you save the record, click the **Edit** button to edit additional data.
- e. Click on the **Copy Fields** option from within the Main Menu. The Group Copy Fields window opens as shown in the following figure.

**Figure 51: Group Copy Fields**

**Instructions**

**Step 1:** Select a field from the *Source* drop-down, then select a field from the *Destination* drop-down.

**Step 2:** Check *Skip rows with blank 'Source'* if you would like to ensure that the respective *Destination* fields do not get overwritten with blank *Source* values.

**Step 3:** Click *Copy* to replace the data in each *Destination* field with the data in its respective *Source* field.

**Field to Copy**

**Source:** Int. Stop 1 UIC    **Destination:** Int. Stop 1 UIC     Skip rows with blank 'Source'       

**Selected Members**

SSN	Name	Int. Stop 1 UIC	Int. Stop 2 UIC	Int. Stop 3 UIC	Int. Stop 4 UIC	Int. Stop 5 UIC	Int. Stop 6 UIC	Parent UIC
[REDACTED]	[REDACTED]							
[REDACTED]	[REDACTED]	04638	01597	0431A	01886	01935	01932	04620

- f. From the Group Copy Fields window, choose a value from the **Source** drop-down list and choose a value from the **Destination** drop-down list.
- g. Click the **Copy** button. A message displays prompting you to confirm the copy as shown in the following figure.

**Figure 52: Group Copy Fields Confirmation**

- j. Click **Yes** to continue. A confirmation message appears, as shown in the following figure, and the fields are copied. Click **OK** to close the confirmation window.

**Figure 53: Fields Copied Message**

## 6.6 UPDATING THE REFERENCE DTG

You can update the Reference DTG of each order request in the selected group from the Order Request Global Update page. A Recommended DTG is displayed for each order request and is calculated as the most recent, non-cancelled mobilization order.

### To Update the Reference DTG:

- a. Perform a search from the Order Browse page as described in *Searching for Order Requests*. Confirm:
  - All selected order requests have the same Order Type
  - Order requests do not have an Order Status of “Sent” or “Cancelled” or “Closed”
  - Order requests have the same Component Code
- b. Place checkmarks in the Select column corresponding to the Members you want to add to your Selected Member list. To select all the members within the WebGrid, place a checkmark in the box next to the Select column heading.
- c. Click Global Update. If all the selected orders do not meet the criteria above, an

error message will display. If all rules are followed, the Order Request Global Update page displays. A tilde (~) displays in all fields in which data is not the same for all selected Members. The following figure displays the Order Request Global Update page.

- d. From the Order Request page, click on the Edit option located within the Main Menu. (The Edit button will be disabled if you are already in edit mode.) Once you save the record, click the Edit button to edit additional data.
- e. From the Order Request Global Update page, click the DTG Selector button on the Base Info tab. The DTG Selector window opens as shown in the following figure.

**Figure 54: DTG Selector Window**

	SSN	Reference DTG	Recommended DTG	Rec. DTG's Date Generated	Rec. DTG's Order Type
Edit	[REDACTED]				DTG Lookup
Edit	[REDACTED]				DTG Lookup

Copy All Rec. DTG's -> Ref DTG's    Close

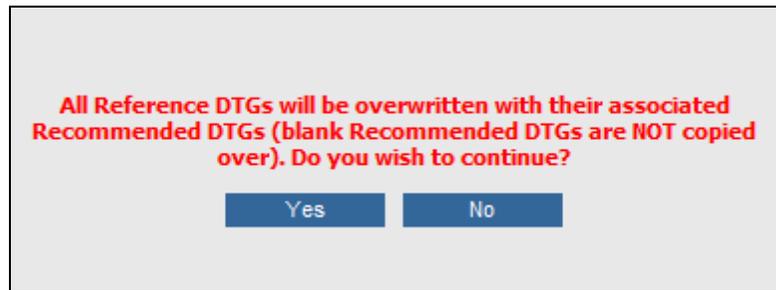
- f. Click the Edit button corresponding to any record you want to change. The Update and Cancel buttons appear as shown in the following figure.

**Figure 55: DTG Selector Window – Edit Mode**

	SSN	Reference DTG	Recommended DTG	Rec. DTG's Date Generated	Rec. DTG's Order Type
Update    Cancel	[REDACTED]				DTG Lookup
Edit	[REDACTED]				DTG Lookup

Copy All Rec. DTG's -> Ref DTG's    Close

- g. For each record you want to change, enter your changes in the Reference DTG field and click the Update button.
- h. When you finish, click the Copy All Rec. DTGs → Ref DTGs button. A message displays asking you to confirm as shown in the following figure.

**Figure 56: Reference DTG Confirmation Message**

- i. Click **Yes** to confirm or **No** to cancel. If you click **Yes**, the Reference DTG is updated.

## SECTION 7: Batch Processing Orders

### 7.1 BATCH PROCESSING OVERVIEW

The Batch Processing Orders function enables you to validate order requests, generate orders, or place order requests on hold for multiple order requests at once. First, search for the order requests based on one or more data fields. Next, select the order requests you want to include in your batch.

Once the order requests are selected, choose a process to perform (e.g. release for validation, release for generation, or place on hold). These radio buttons determine the batch action to be performed for the selected orders. By selecting one of these options, filters ensure the batch action only occurs on orders of the appropriate status. The following table describes the Processing To Perform radio buttons.

**Table XVI: Processing To Perform Radio Buttons**

Field	Description
Release for Validation	Selected orders with a status of "Created" (C) are validated against the OWM business rules. Any orders failing validation are assigned an "On Hold" (H) status while orders passing validation are assigned a status of "Validated" (V).
Release for Generation	Releases the selected validated orders for order creation and transmission.
Place on Hold	Places any non-generated order status or "Sent" orders on hold.

---

**Note:**

If you select "Release for Validation" or "Release for Generation", all of the order requests in your batch have the same status. However, batches placed on hold can include both "Created" orders and "Validated" orders.

---

### 7.2 PROCESSING ORDERS IN A BATCH

To process orders in batch, you use the Batch Processing page. The following figure displays the Batch Processing page.

**Figure 57: Batch Processing Page before Executing a Search**

**NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM**

Module: Order Writing User: TST SR-x UIC: 88890 Role: Administrator

SITE MAP... Contact Management Order Processing Reports Template Library

Step 1: Select Processing Option  
Processing To Perform:  Release For Validation  Release For Generation  Place On Hold

Step 2: Select Order Request Search Criteria

**General Search Criteria**  
SSN:  Last4:  Name (Partial):  RTN:  Aug Type:

**Billet And Orders Criteria**  
UIC Type:  UIC Code:  BIN:  Billet Category:   
Orders Type:  DTG:  Orders Generated Date Range:  to:   
Order Status:  Orders Begin Date Range:  to:   
Component:  Orders End Date Range:  to:   
VTU:  ITDY:  NRA EDA Range:  to:

**Event Criteria**  
IMS Code:  Mob Event:  CJCS Project Code:   
(Note: Use an IMS Code of ""M"" to filter by all Mobilization IMS Codes, ""A"" to filter by all order requests auto-created by the OWM)

**Requirement Criteria**  
FTN:  RFF:  EXORD:  MOD:  eJMAPS:

Search Clear Fields

Step 3: Select Order Requests for Batch Processing

SSN	Name	ULDUSTA RTN	DTG	OrderType	Mob Event	Status	Component	Last Updated
No records to display.								

Step 4: Select Options and Process Batch  
Process Batch

**To Process an Order Request Batch:**

- From the **Site Map**, select **Batch Processing** under the OWM options. The Batch Processing page displays.
- Within Step 1, click on the appropriate **Processing Option** radio button at the top of the page. You can release the batch for validation, release the batch for orders generation, or place the batch on hold.
- Within Step 2, enter your search criteria in the **Select Order Request Search Criteria** group box and click the **Search** button. The order requests matching your search criteria display in the **Select Order Requests for Batch Processing** box.

**Figure 58: Batch Processing Page after Executing Search**

The screenshot displays the NCMCMPS Batch Processing interface. At the top, the system name 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM' is visible, along with user information: 'Module: Order Writing', 'User: TST SR-x', 'UC: 68890', and 'Role: Administrator'. The page is divided into four steps:

- Step 1: Select Processing Option**: Includes radio buttons for 'Release For Validation', 'Release For Generation', and 'Place On Hold' (which is selected).
- Step 2: Select Order Request Search Criteria**: Contains search fields for SSN, Last4, Name (Partial), RTN, and Aug Type. There are also expandable sections for 'General Search Criteria', 'Billet And Orders Criteria', 'Event Criteria', and 'Requirement Criteria'. 'Search' and 'Clear Fields' buttons are present.
- Step 3: Select Order Requests for Batch Processing**: A table with columns: SSN, Name, ULDUSTA RTN, DTG, OrderType, Mob Event, Status, Component, and Last Updated. The table shows several records with checkboxes in the left margin. A summary below the table reads: '[Number of Records Found: 561. First 200 records retrieved.]'
- Step 4: Select Options and Process Batch**: Contains a 'Process Batch' button.

- d. Select the order requests you wish to include within the batch process by checking the box next to the record you want to include. When a record is selected, the row will turn orange. To select all records displayed within **Step 3: Select Order Requests for Batch Processing**, check the box above the WebGrid in the top left hand corner.

**Note:**

Only 200 records can be displayed and processed at once.

**Figure 59: Batch Processing Page with Selected Records**

**NMCMPs** NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM  
Module: Order Writing User: TST SR-x UC: 68890 Role: Administrator

SITE MAP... Contact Management Order Processing Reports Template Library

Step 1: Select Processing Option  
Processing To Perform:  Release For Validation  Release For Generation  Place On Hold

Step 2: Select Order Request Search Criteria

General Search Criteria  
SSN:  Last4:  Name (Partial):  RTN:  Aug Type:

Billet And Orders Criteria  
 Event Criteria  
 Requirement Criteria

Step 3: Select Order Requests for Batch Processing

Step 3: Select Order Requests for Batch Processing

<input checked="" type="checkbox"/>				DEM	C	UK	2008.04.09	711
<input checked="" type="checkbox"/>				MOB	C		2009.01.22	711
<input type="checkbox"/>				MOB	C		2008.04.01	711
<input type="checkbox"/>				MOD	C		2008.11.24	711
<input type="checkbox"/>				MOD	C		2008.11.24	711
<input type="checkbox"/>				MOD	C		2008.07.24	721
<input type="checkbox"/>				MOD	C		2008.07.24	721
<input type="checkbox"/>				MOD	C		2008.07.24	721

[Number of Records Found: 561. First 200 records retrieved.]

Step 4: Select Options and Process Batch

- e. Click on the **Process Batch** button. The Batch Processing Run page displays. See *Reviewing Batch Statistics and Messages* for more details.

**Note:**

If the Batch Processing Run page does not display after you click the **Process Batch** button, scroll to the bottom of the Batch Processing page and check for any error messages.

**7.3 REVIEWING BATCH STATISTICS AND MESSAGES****7.3.1 Batch Statistics and Messages Overview**

After you perform the steps in Processing Orders in a Batch, you can review information regarding the batch processing. The Batch Processing Run page automatically displays after you process a batch. This page provides processing statistics, validation messages, and a list of orders that are generated or aborted, if applicable.

The Batch Processing Run page is comprised of four tabs: Batch Information, Validation Messages, Generated Orders, and Aborted Orders. Click the appropriate tab to view the information.

The following figure shows the Batch Processing Run page.

**Figure 60: Batch Processing Run Page**

Processing to Perform: RELEASE FOR VALIDATION

Batch Information	Validation Messages	Generated Orders	Aborted Orders
Total Order Requests Processed:	3		
Passed Validation:	0		
Failed Validation:	0		
Bypassed Validation:	0		
Placed On Hold:	0		
Failed Orders Generation:	n/a		
Orders Previously Generated/Sent:	3		
Orders Generated:	n/a		

Close

### 7.3.2 Reviewing Batch Information

The Batch Processing Run, **Batch Information** tab shows processing statistics for the batch. You can see how many orders were processed in total; passed, failed, and bypassed validation; were placed on hold; failed orders generation; were previously generated/sent, and were generated.



Click the **Open** hyperlink if you want to display/edit the order request on the Order Request page. Click the **View** hyperlink corresponding to a record for which you want to view the validation messages.

The following figure shows the **Validation Messages** tab when you click on the **View** hyperlink corresponding to one of the order requests.

**Figure 63: Validation Messages Tab with Errors Displayed**

Processing to Perform: RELEASE FOR VALIDATION

Batch Information    Validation Messages    Generated Orders    Aborted Orders

Order Requests with Validation Errors  
Legend: ● = Order Writing Module Generated Error, ● = Processing Module Generated Error

	View	Open	SSN	Name	Paygrade	Type	Last Updated
	<a href="#">View</a>	<a href="#">Open</a>	[REDACTED]	[REDACTED]	E4	EXT	10/1/2007 5:54:00 PM
	<a href="#">View</a>	<a href="#">Open</a>	[REDACTED]	[REDACTED]	E6	MOD	8/27/2007 4:29:00 PM

Validation Errors  
Selected Member: MERCIOX DONALD EMIL

Type	Field Name	Message
●	REF Originator	REF Originator is a required field.
●	Parent UIC	Parent UIC is a required field for all AC Orders.
●	Template	A template is required for proper processing.
●	Detach UIC	A corresponding Report Date must be provided.
●	Template	A template is required for proper processing.

Close

#### 7.3.4 Viewing Generated Orders

From the **Generated Orders** tab, you can view a list of orders that successfully completed the orders generation process.

#### 7.3.5 Viewing Aborted Orders

From the **Aborted Orders** tab, you can view a list of orders that failed to complete the orders generation process. Order requests are listed here if you selected **Release for Generation** as the **Processing to Perform** option on the Batch Processing page and any of your orders failed generation.

From the **Aborted Orders** tab, you can view the list of error messages associated with an order request and you can open the order request. Click **Open** if you want to display/edit the order request on the Order Request page. Click the **View** hyperlink corresponding to a record for which you want to view the error messages.

The following figure shows the **Aborted Orders** tab.

**Figure 64: Batch Processing Run – Aborted Orders Tab**

Processing to Perform: RELEASE FOR GENERATION

Batch Information    Validation Messages    Generated Orders    **Aborted Orders**

The creation of these order(s) have been aborted. Before contacting BOL with this error, please try generating the order(s) again.

Order Requests with Aborted Orders

		<u>SSN</u>	<u>Name</u>	<u>Paygrade</u>	<u>Type</u>	<u>Last Updated</u>
<a href="#">View</a>	<a href="#">Open</a>		MRCKX DNLD ML	E4	TER	3/16/2007 8:50:00 PM
<a href="#">View</a>	<a href="#">Open</a>		RVRNVRR JRG L	E5	MOB	10/12/2007 3:09:00 PM

Aborted Order Error Message

## SECTION 8: Viewing Orders and Swapping RTNs

### 8.1 VIEWING ORDERS

You can view orders generated by searching on a Member's social security number. Once you enter an SSN, all orders associated with that SSN display in a list on the left side of the screen. The list includes the date the orders were generated and the **Order Type**. From this list, you select the orders you want to display.

The following figure displays the View Orders page before you enter an SSN.

**Figure 65: View Orders Page before Entering SSN**



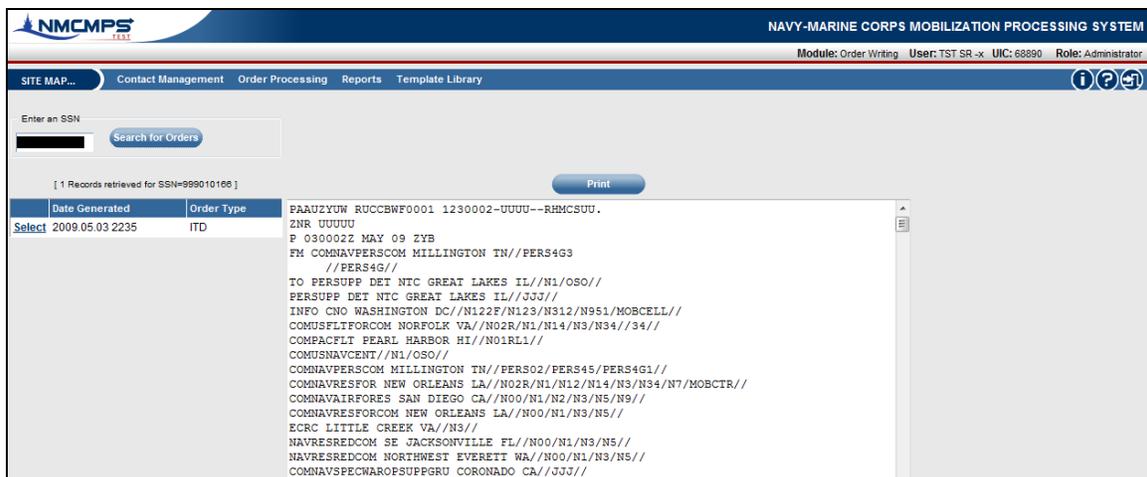
The following figure displays the View Orders page after you enter a valid SSN.

**Figure 66: View Orders Page with Generated Orders List**



The following figure displays the View Orders page after you select an orders record.

**Figure 67: View Orders Page with Orders Selected**



**To View Generated Orders:**

- a. From the **Site Map**, select **View Orders** under the OWM options. The View Orders page displays.
- b. Input a valid SSN in the **Enter an SSN** field.
- c. Click the **Search for Orders** button. A message will display if orders are not found for the specified SSN. If orders are found, a list displays in the left side of the screen.
- d. From the list of generated orders, click the **Select** hyperlink corresponding to the orders you want to view. The orders display to the right of the generated orders list. Use the scroll bar to move up and down through the orders.
- e. To print the selected order, click the **Print** button. Select the desired printer from the print dialog box.

**8.2 SWAPPING RTNS**

You can exchange billets for two Members by using the RTN swap functionality. Swapping RTNs is useful when one Member needs to be transferred into another Member's billet and both have been sourced for similar time frames. You must know the social security number and requirement tracking number of both Members you would like to swap.

---

**IMPORTANT!**

When you execute an RTN swap, the system automatically creates two transfer orders. However, you **MUST** manually generate these orders in order to complete the RTN swap.

---

**To Swap RTNs for Two Members:**

- a. From the **Site Map**, select **RTN Swap** under the OWM options. The RTN Swap page displays as shown in the following figure.

**Figure 68: Blank RTN Swap Page**

The screenshot shows the NCMCPS RTN Swap page. The header includes the NCMCPS logo and the text "NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM". The user information at the top right indicates "Module: Order Writing", "User: TEST USER -x", "UIC: 88890", and "Role: IDEMATICS Testing Full Access". The page is divided into four steps:

- Step 1: Select Member 1**: Includes fields for "Selected SSN: None", "Name: None", and "RTN: None". Below these are input fields for "SSN:" and "RTN:" with a "Find" button.
- Step 2: Select Member 2**: Similar to Step 1, with "Selected SSN: None", "Name: None", "RTN: None" and "SSN:"/ "RTN:" input fields and a "Find" button.
- Step 3: Enter RTN Swap Information**: Includes a "Swap Date:" field with a calendar icon.
- Step 4: Submit RTN Swap**: Includes a "Submit RTN Swap" button and a note: "(Note: Upon successful completion of a RTN Swap a Transfer order request will be automatically created for EACH Service Member selected in the above steps. Each Transfer order request must be manually generated to complete the RTN Swap.)"

- Input a valid SSN in the **SSN** field and a valid RTN in the **RTN** field of the **Step 1: Select Member 1** group box.
- Click the **Find** button corresponding to Member 1 to list records matching that SSN/RTN combination.
- Click the **Select** hyperlink corresponding to the Member 1 row you want to select. Note that the **Selected SSN**, **Name**, **RTN**, and **Rotation** fields populate only **AFTER** you click a **Select** hyperlink.

**Figure 69: Step 1 Group Box BEFORE Selecting an SSN/RTN**

This close-up screenshot shows the "Step 1: Select Member 1" group box. The fields are as follows:

- Selected SSN:** None
- Name:** None
- RTN:** None
- Rotation:** None

Below these fields are the input fields for "SSN:" and "RTN:". The SSN field is redacted with a black box, and the RTN field contains the value "NE-0807-0052". A "Find" button is located to the right of the RTN field.

**Figure 70: Step 1 Group Box AFTER Selecting an SSN/RTN**

Step 1: Select Member 1

Selected SSN: ████████ Name: ████████ RTN: NE-0807-0052 Rotation: A

SSN: ████████ RTN: NE-0807-0052

[Number of Records Found: 1.]

	Begin Date	End Date	SSN	Rotation	Name	Pay Grade
<a href="#">Select</a>	2003.04.12	2004.02.02	██████	A	██████	

- e. Input a valid SSN in the **SSN** field and a valid RTN in the **RTN** field of the **Step 2: Select Member 2** group box.
- f. Click the **Find** button corresponding to Member 2 to list records matching that SSN/RTN combination.
- g. Click the **Select** hyperlink corresponding to the Member 2 row you want to select. Note that the **Selected SSN**, **Name**, **RTN** and **Rotation** fields populate only AFTER you click a **Select** hyperlink.
- h. Enter a **Swap Date** in the **Step 3: Enter RTN Swap Information** group box. The date you select must be between the Begin and End dates of the requirement for both Members.
- i. Click the **Submit RTN Swap** button. The following message displays to confirm the RTN swap.

**Figure 71: RTN Swap Confirmation Message**

## SECTION 9: Managing Templates and Elements

### 9.1 MANAGING ORDER TEMPLATES

You can create new order templates or manage existing orders templates through the Template Management function. You choose whether to view templates for Reserves or Active Duty Members by selecting an option from the **Template Library** drop-down list on the main menu. Order templates contain a mix of straight text and template fields and work in a manner similar to a mail-merge process. Template fields begin with “<@” and end with “@>”. When you select an item from either the **Templates** or **Fields** drop-down, a template field is automatically placed within the template at the location of the cursor. When the order is viewed for a Member, the template field is replaced with the actual Member data in the database.

---

#### Note:

If you want to add custom fields to your template, you can define new elements. See *Managing Elements* for more details.

---

In order to add or edit order templates, you use one of the List Templates pages. The following figure displays the List Templates page.

**Figure 72: List of Templates – Reserves**

Template Name	Type	Description	Comp Code	Status	
12301D Contingency Orders_TDY_1988	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_FT Jackson	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_FT Jackson_179	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_FT Jackson_340	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_FT Jackson_IRR	MOB	IRR Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_FT Jackson_w Rental	MOB	rental authorization for stripes 1 and 2 with order text block	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_Iraq	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_Iraq_420_days	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_Iraq_BOG305	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_IRR	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_IRR_NIACT179	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Orders_TDY_VTU_NIACT179	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable
12301D Contingency Recall Orders_1775	MOB	BUPERS Mobilization Order	RC	Enabled	Enable/Disable

**Figure 73: List Templates Page – Active Duty**

Template Name	Type	Description	Comn Code	Disabled	Enable/Disable
Hourglass AD	MAP		ALL	Enabled	Enable/Disable
hourglass reserves	ITD	test	ALL	Enabled	Enable/Disable
hourglass template	MAP		ALL	Enabled	Enable/Disable
termination template	TER	termination template	ALL	Enabled	Enable/Disable
TEST 2	DEM	TEST	ALL	Enabled	Enable/Disable
A_AFG_DOGHANDLERS	MOB	AFG template with NIACT & Kuwait	AC	Enabled	Enable/Disable
A_AFG_FT_RILEY	MOB	Afghanistan with NMPS, Ft Riley	AC	Enabled	Enable/Disable
A_AFG_FT_Bragg	MOB	Afghanistan with NMPS and Ft Bragg	AC	Enabled	Enable/Disable
A_AFG_FT_Dix	MOB	Afghanistan with FP training at Ft. Dix.	AC	Enabled	Enable/Disable
A_AFG_FT_GORDON	MOB	Afghanistan with NMPS, Ft Gordon	AC	Enabled	Enable/Disable
A_AFG_FT_LEWIS	MOB	AFG template with NMPS, FT LEWIS & Kuwait	AC	Enabled	Enable/Disable
A_AFG_NIACT_BRAGG	MOB	Standard Afghanistan with Ft Jackson then Ft Bragg	AC	Enabled	Enable/Disable
A_AFG_PALADIN	MOB	AFG template with NMPS, EODTECHDIV, NIACT, AND KUWAIT	AC	Enabled	Enable/Disable
A_AFG_STANDARD	MOB	AFG template with NMPS, EODTECHDIV, NIACT, AND KUWAIT	AC	Enabled	Enable/Disable

**To Edit an Existing Template:**

- From the **Site Map**, select either the **Template Manage Reserve** or the **Template Manage AD** option under the OWM options. The List Templates page displays listing all existing templates.
- From the List Templates page, click on the  **Edit** icon corresponding to the template you want to edit. The Edit Template page displays.

**Figure 74: Edit Template Page**

**Template Management**

Template Name:  Template Type:   Disable

Template Description:  Component Code:

Associated UICs:

```
<@CJCSProject@><@ADSW_PerDiem2@>PAAUZYUW RUCCBWF<@Sequence@> <@JULIAN_DTG@>-UUUU--RHMCUU.
ZNR UUUUU
P <@MESSAGE_DTG@> ZYB
FM <@ORIGINATOR@>
//PERS4G//
TO <@ACTION_ADDRESS@>
INFO CNO WASHINGTON DC//N122F/N123/N312/N951/MOBCELL//
COMUSFLTFORCOM NORFOLK VA//N02R/N1/N14/N3/N34//34//
COMPACFLT PEARL HARBOR HI//N01RL1//
COMUSNAVCENT//N1/OSO//
COMNAVPERSCOM MILLINGTON TN//PERS02/PERS45/PERS4G1//
COMNAVRESFOR NEW ORLEANS LA//N02R/N1/N12/N14/N3/N34/N7/MOBCTR//
COMNAVIRFORES SAN DIEGO CA//N00/N1/N2/N3/N5/N9//
COMNAVRESFORCOM NEW ORLEANS LA//N00/N1/N3/N5//
ECRC LITTLE CREEK VA//N3//
NAVRESREDCOM SE JACKSONVILLE FL//N00/N1/N3/N5//
NAVRESREDCOM NORTHWEST EVERETT WA//N00/N1/N3/N5//
COMNAVSPCWAROPSUPPGRU CORONADO CA//JJJ//
NAVJOCOM FT GEORGE G MEADE MD//OSO//
BT
```

Buttons:

The following table describes the fields on the Edit Template page.

**Table XVII: Edit Template Page Fields**

Field	Description
Template Name	Displays the name of the template.
Template Description	Displays a description of the template.
Associated UICs	Displays a list of Associated UICs.
Template Type	Allows you to choose the type of template. Options include ADSW, Cancellation, Demobilization, Extension, ITDY, MAP, Mobilization, Modification, TEMADD, Termination, and Transfer.
Component Code	Allows you to choose the member's component. Options include: Reserves, Active Duty and All.
Disable	If checked, the template is not included in the Template drop-down list box on the Base Information tab of the Order Request page.
Templates	Displays a list of templates that can be inserted or nested within the selected template.
Fields	Displays a list of fields that can be inserted into the selected template.

The following buttons are found on the Edit Template page.

**Table XVIII: Edit Template Page Buttons**

Button	Function
Edit	Allows you to make changes to the screen.
Save	Writes the template to the database and displays the List Order Templates page.
Cancel	Disregards any changes made to the selected template and displays the List Order Templates page.
Close	Closes the screen.
Audit Log	Displays the Template Audit Log.
New Template	Clears the currently selected template to begin a new template.
Preview Template	Displays the current template in a preview window.

- c. To make changes to the Template, click the **Edit** button in the lower left hand corner of the screen. When the screen is in Edit mode, the **Save** button will become available.

**Figure 75: Edit Template Page in Edit Mode**

The screenshot displays the 'Template Management' interface for the 'NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM'. The user is logged in as 'TST SR -x' with the role of 'Administrator'. The current template being edited is '12301D Contingency Orders\_TDY\_1988', which is a 'Mobilization' template of type 'Reserves'. The template description is 'BUPERS Mobilization Order'. The main area shows a template build script with fields like '@CJCSProject@', '@ADSW\_PerDiem2@', '@Sequence@', and '@JULIAN\_DTG@'. The script includes various routing instructions for different command centers and personnel. At the bottom, there are buttons for 'Edit', 'Save', 'Cancel', 'Close', 'Audit Log', 'New Template', and 'Preview Template'.

- d. To insert a field into the template, place your cursor in the text where you would like to insert the field. Select an option from the **Fields** drop-down list.
- e. To insert another template into the template, place your cursor in the text where you would like to insert template. Select an option from the **Templates** drop-down list.
- f. To delete a field from the template, highlight the field and press the **<delete>** key on your keyboard.
- g. To preview the template, click the **Preview Template** button.
- h. When you finish editing the template, click the **Save** button.

### To Create a New Template:

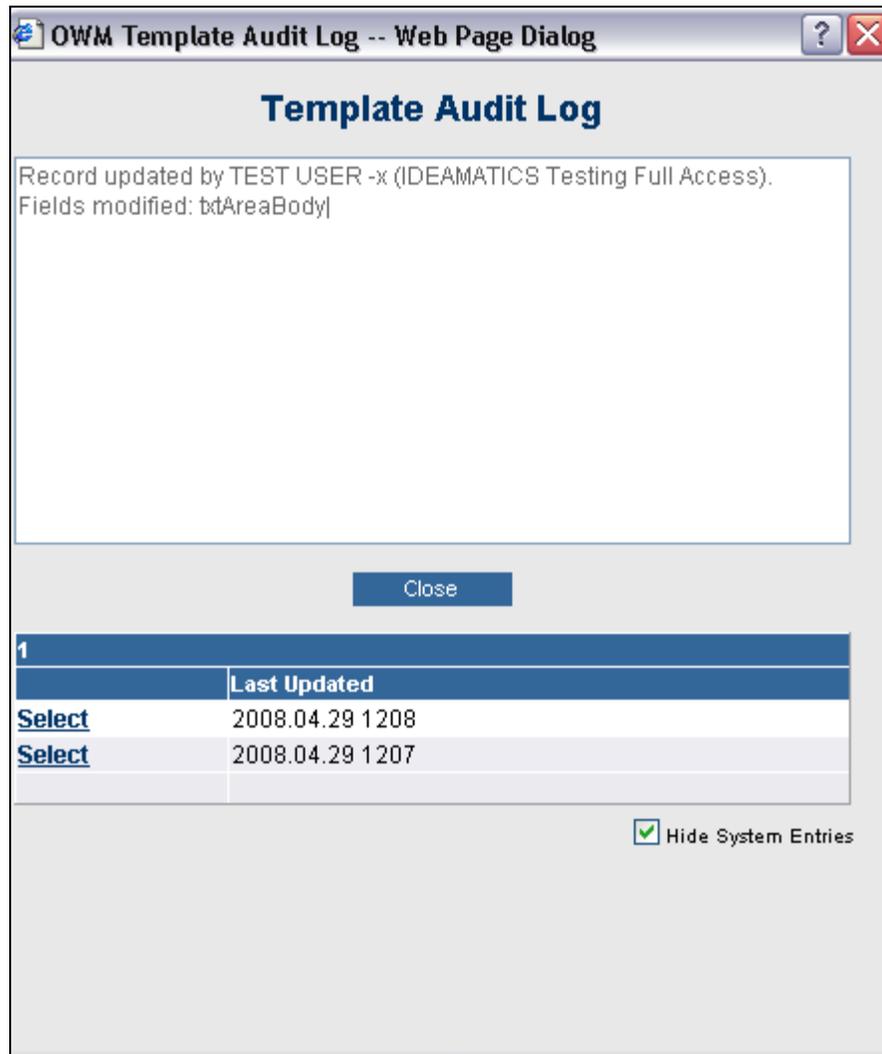
- a. From the **Site Map**, select either the **Template Manage Reserve** or the **Template Manage AD** option under the OWM options. The List Templates page displays listing all existing templates.
- b. Click the **Create New Template** button to add a template. The Edit Template page displays.
- c. Enter a **Template Name** and **Template Description** and select a **Template Type**

- from the drop-down list. Enter other information as appropriate.
- d. Insert templates and/or fields by choosing from the drop-down lists.
  - e. Click the **Save** button.

### To View the Audit Log:

The OWM 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 ID of the user who changed the information, and the date and time of the change. You can view the audit log for an order request but you cannot edit it.

- a. From the **Site Map**, select either the **Template Manag Reserve** or the **Template Manage AD** option under the OWM options. The List Templates page displays listing all existing templates.
- b. From the List Templates page, click on the  **Edit** icon corresponding to the template you want to edit. The Edit Template page displays.
- c. Click on the **Audit Log** button. The Template Audit Log displays as shown in the following figure. Audit entries are displayed in the grid in reverse chronological order.

**Figure 76: Template Audit Log Page****Note:**

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

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

**9.2 MANAGING ELEMENTS**

The Managing Elements function enables you to define various fields that you can then use in creating orders templates. Elements you add appear in the **Fields** drop-down list on the Edit Template page. You can add these elements to your order templates.

Using the Edit Fields page, you can either add new elements or edit existing elements. The following figure displays the Edit Fields page.

**Figure 77: Edit Fields Page**

The screenshot shows the 'Edit Fields Page' in the NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM. The page header includes the NCMCPS logo and the system name. Below the header, there is a navigation bar with 'SITE MAP...' and 'Contact Management', 'Order Processing', 'Reports', and 'Template Library'. The main content area is titled 'Element Management' and contains two buttons: 'Add New Field' and 'Edit Existing Fields'. Below these buttons is a form for adding a new field, with input fields for 'Display Name' and 'Field Name', and a 'Save' button.

**To Edit an Existing Field:**

- From the **Site Map**, select **Element Management** under the OWM options. The Edit Fields page displays.
- Click on the **Edit Existing Fields** button. A list of existing fields displays in the grid.
- Click the **Edit** button corresponding to the field you want to edit. The row corresponding to the field you selected changes to allow editing and to include **Update**, **Cancel**, and **Delete** fields as shown in the following figure.

**Figure 78: Edit Fields Page in Edit Mode**

The screenshot shows the 'Edit Fields Page in Edit Mode'. The page header and navigation bar are the same as in Figure 77. The main content area is titled 'Element Management' and contains two buttons: 'Add New Field' and 'Edit Existing Fields'. Below these buttons is a table of existing fields. The table has two columns: 'Display Name' and 'Field Name'. Each row has an 'Edit' button, and the first row also has 'Update', 'Cancel', and 'Delete' buttons.

			DisplayName	FieldName
Update	Cancel	Delete	3rd Year Order Begin	THIRDBEGINDATE
Edit		Delete	3rd Year Order End Date	THIRDENDDATE
Edit		Delete	Accession Officer or Enlisted	AccOFForENL
Edit		Delete	ACCOUNTING DATA	ACCOUNTINGDATA
Edit		Delete	add2template	add_to_template
Edit		Delete	Cell Phone	CELL_PHONE
Edit		Delete	Fund Code	FundCode
Edit		Delete	Last Digit of 1 FY	LastDigitof1FY
Edit		Delete	Last Digit of 2 FY	LastDigitof2FY
Edit		Delete	Last Digit of 3 FY	LastDigitof3FY
Edit		Delete	Last Digit of the applicable FY	LastDigitofFY
Edit		Delete	NLT REPORT TIME	NLTReportTime
Edit		Delete	Order Edit 1	GONOGO

- d. Edit either the **Display Name** or the **Field Name**.
- e. To delete an element from the table, click the **Delete** button.
- f. When you finish editing the element, click the **Update** button.

**To Create a New Element:**

- a. From the **Site Map**, select **Element Management** under the OWM options. The Edit Fields page displays.
- b. Enter the **Display Name** and the **Field Name** in the fields provided.
- c. When you finish, click the **Save** button.

## SECTION 10: OWM Reporting

### 10.1 GENERATING STANDARD REPORTS

#### 10.1.1 Reporting Engine

The OWM Reports were created using Seagate Crystal Reports.

#### 10.1.2 Printing a Standard Report

Reports are available in OWM by clicking the **Reports** button on the OWM main menu. From the Reporting Page, you can select a standard reports and set report criteria. You can generate the report for review on your computer or print the report using your browser. You can also create an ad-hoc report (see *Creating Ad-Hoc Reports* for more information).

#### To Print a Report:

- a. From the **Site Map**, select **Reports** under the OWM options. The Reporting page displays.

**Figure 79: Reporting Page**

- b. From the **Reports** list, click on a report. The list is organized alphabetically.
- c. Select the criteria by which you want to generate the report. You can enter one or more selection criteria. The following table describes the filter fields.

**Table XIX: Set Report Criteria Fields**

<b>Field</b>	<b>Description</b>
SSN	Searches on Social Security Number.
Last 4	Searches on the last four digits of the Social Security Number.
Name (Partial)	Searches on full or partial name.
RTN	Searches by the Requirement Tracking Number. This system-generated field uniquely identifies the requirement.
Aug Type	Allows you to select and search by Augmentation Type.
UIC Type	Allows you to select a type of UIC including: [ALL], NRA, NMPS, UDUSTA, and Detach.
UIC Code	Allows you to search on the specified UIC code. Click on the ellipse button to display the UIC Lookup page from which you can search for UICs.
BIN	Allows you to enter a Billet Identification Number.
Billet Category	Allows you to select a category of related billets.
Orders Type	Allows you to select the type of orders you want to view. Values include: ADSW, Cancellation, Demobilization, Ext, ITDY, MAP, Mobilization, Modification, TEMPADD, Termination, and Transfer.
DTG	Allows you to search by Date-Time Group.
Orders Generated Date Range	These two fields enable you to find all orders that generated in the specified date range. The first field allows you to search for orders generated AFTER this date; the second field allows you to search for orders generated BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
Order Status Equal To/ Not Equal To	Allows you to select either "Equal To" or "Not Equal To" for displaying orders by Order Status. For example, you could select all orders with a status "Equal To" on hold and the system only displays records on hold. In contrast, you could select "Not Equal To" on hold and the system displays all records with a status of created, sent, and validated.
Orders Begin Date Range	These two fields enable you to find all orders that begin in the specified date range. The first field allows you to search for orders beginning AFTER this date; the second field allows you to search for orders beginning BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
Component	Allows you to choose the "Active Duty", "Reserve – IRR", "Reserve – SELRES", or "Reserves" component from the drop-down list.

Field	Description
Orders End Date Range	These two fields enable you to find all orders that end in the specified date range. The first field allows you to search for orders ending AFTER this date; the second field allows you to search for orders ending BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
VTU	Indicates whether a member is part of a volunteer training unit (i.e. drilling as a reservist without pay)
ITDY	Indeterminate Temporary Tour of Duty
NRA Report Date Range	These two fields enable you to search for NRA Reports within a specified date range. The first field allows you to search for a NRA Report Date starting AFTER this date; the second field allows you to search for a NRA Report Date ending BEFORE this date. If you enter a value into the first field, you must enter a value into the second field.
Select a Field Date Range	These three fields enable you to search on various fields within a specified date range.  The first field allows you to select the field name for which you would like you conduct your search. Options include: Orders Detach Date, Est. Return Date, NMPS EDA, Parent EDA, I-Stops 1-6, Return I-Stops 1-6, ULDUSTA EDA and Order Sent.  The second field allows you to search for a Date starting AFTER this date; the third field allows you to search for a Date ending BEFORE this date.  If you enter a value into the first field, you must enter a value into the second and third fields.
IMS Code	Allows you to enter an IMS Code.
Mob Event	Allows you to search by the numeric code representing the Mobilization Event.
CJCS Project Code	Allows you to enter CJCS Project Code.
FTN	Allows you to search by FTN (Force Tracking Number).
RFF	Allows you to search by RFF number (Request for Forces).
EXORD	Allows you to search by EXORD number (Executive Order).
MOD	Allows you to search by MOD number (Modification to Executive Order).
eJMaps	Allows you to search by eJMAPS number (Electronic Joint Manpower and Personnel System).

- d. Click the **Run Report** button to display the selected report using the specified report criteria. Adjust the size and font of the report as necessary.
- To minimize the amount of space a report takes up on screen, you may want to change the Default Font Type (Tools→Internet Options→General

tab→Fonts) and/or Size (View→Text Size) in Internet Explorer. This may help you to avoid scrolling and printing issues.

- The report may be wider than the display area, as described above, so you may need to use the horizontal scroll bar to view the entire report.
- A printed report could be potentially chopped off at the right margin. You may want to print at least one test page before printing an entire report. If the report is chopped off on the right margin, then it may be better to print the report in landscape mode or you can export and print the report in MS-Word or Excel.

---

**Note:**

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

---

## 10.2 STANDARD REPORTS LIST

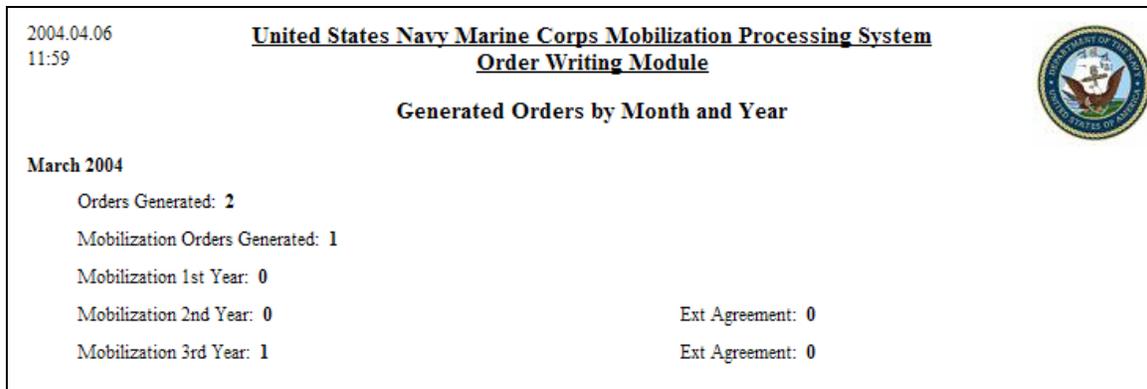
### 10.2.1 Standard Reports List Overview

There are four standard reports available in the OWM. To generate a standard report, refer to *Printing a Standard Report*. Examples of the OWM standard reports are provided in this section.

### 10.2.2 Generated Orders by Month and Year

This report displays the number of orders generated by month and year.

**Figure 80: Generated Orders by Month and Year Report**



### 10.2.3 Listing of Members on Hold in Contact Management

This report displays the Members in the Contact Management section of the OWM that are flagged with an Order Hold. The report also displays the most recent order request that is on hold (if any) for a Member.

**Figure 81: Members on Hold in Contact Management**

2005.01.26  
11:59

**United States Navy Marine Corps Mobilization Processing System**  
**Order Writing Module**

**Contacts on Hold**  
*Grouped by Hold Type, Sorted by SSN*



**Legal Hold**

<u>SSN</u>	<u>FullName</u>	<u>Grade</u>	<u>IMS</u>	<u>RTN</u>	<u>UIC Currently Located At</u>
[REDACTED]	[REDACTED]	O4	RD2	NE-0669-0	At NMPS: 3252A - NMPS NEW LONDON CT
<i>Order Currently On Hold: MOB</i>					
[REDACTED]	[REDACTED]	O5	RD2	NE-0669-0	At NMPS: 3252A - NMPS NEW LONDON CT
[REDACTED]	[REDACTED]	E6	RM1		Undetermined
[REDACTED]	[REDACTED]	E5	RD2	NE-0686-0056	At NMPS: 3251A - NMPS GREAT LAKES IL
[REDACTED]	[REDACTED]	E5	RM1	NE-0040-0050	At ULDUSTA: 49554 - USCENTCOM JICCENT
[REDACTED]	[REDACTED]	E5	RM1	NE-0755-0325	At NMPS: 3250A - NMPS SAN DIEGO CA

10.2.4 Listing of MOB Orders Written in Last 30 Days

This reports lists mobilization orders written in the previous 30 days.

**Figure 82: Listing of MOB Orders Written in Last 30 Days Report**

2004.12.16  
12:35

**United States Navy Marine Corps Mobilization Processing System**  
**Order Writing Module**

**Listing of Mob Orders Written in Last 30 Days**



<u>SSN</u>	<u>FullName</u>	<u>Grade</u>	<u>IMS Code</u>	<u>Mob Est</u>	<u>RTN</u>	<u>Message DTG</u>
[REDACTED]	[REDACTED]	E5	R**	1418	NE-1041-0003	060005Z DEC 04

**Total Number of Orders:** 1

### 10.2.5 Listing of Orders for Intelligence Service Members

This report lists information for Intelligence Service Members.

**Figure 83: Listing of Orders for Intelligence Service Members Report**

2004.04.06 12:05		<u>United States Navy Marine Corps Mobilization Processing System</u> <u>Order Writing Module</u>						
Listing of Orders for Intelligence Service Members								
<i>Sorted by Full Name (Ascending) and Order Generated Date (Descending)</i>								
<u>SSN</u>	<u>FullName</u>	<u>Grade</u>	<u>Desig.</u>	<u>C/CS</u>	<u>Mob Authority</u>	<u>Type</u>	<u>Order Generated Date</u>	
[REDACTED]	[REDACTED]	E7		9FG	12301D	DEM	3/29/2004 2:18:00PM	
[REDACTED]	[REDACTED]	E7		9FG	12301D	MOB	3/25/2004 7:15:00PM	
<b>Total Number of Orders:</b>							<b>2</b>	

### 10.2.6 Orders by ULDUSTA Name

This report provides the total number of orders generated, number of mobilization orders, and number of demobilization orders by ULDUSTA.

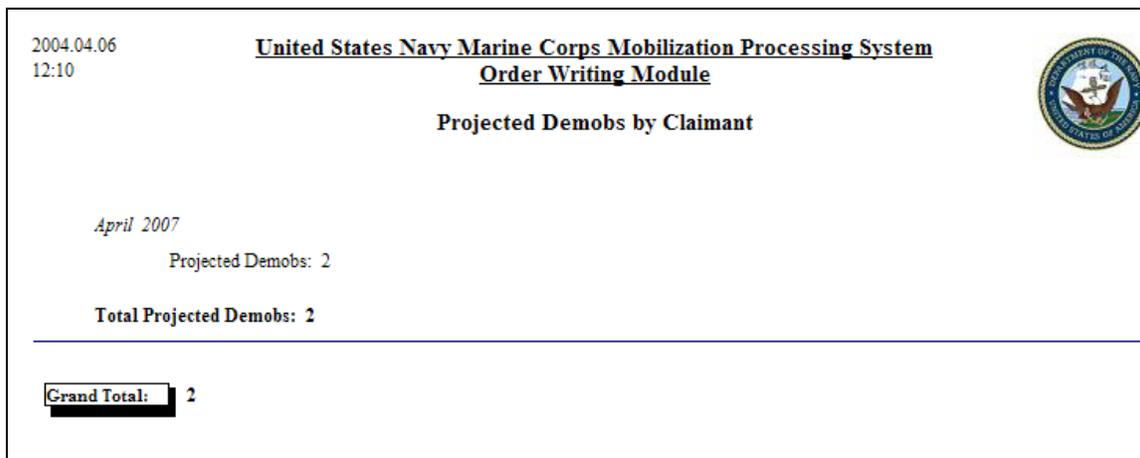
**Figure 84: Orders by ULDUSTA Name Report**

2004.04.06 12:06		<u>United States Navy Marine Corps Mobilization Processing System</u> <u>Order Writing Module</u>				
Orders by ULDUSTA Name						
00072	COMNAVRESFOR NEW ORLEANS LA					
Orders Generated:	2	Mobilization Orders:	1	Demobilization Orders:	0	

### 10.2.7 Projected Demobs by Claimant

This report displays the number of projected demobilizations by Claimant.

**Figure 85: Projected Demobs by Claimant**



## SECTION 11: Generating Ad-Hoc Reports

The OWM reporting module allows you to create and print custom reports. You access the ad-hoc reporting option from the Reporting 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. To generate reports, you use the Report Format page as shown in the following figure.

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

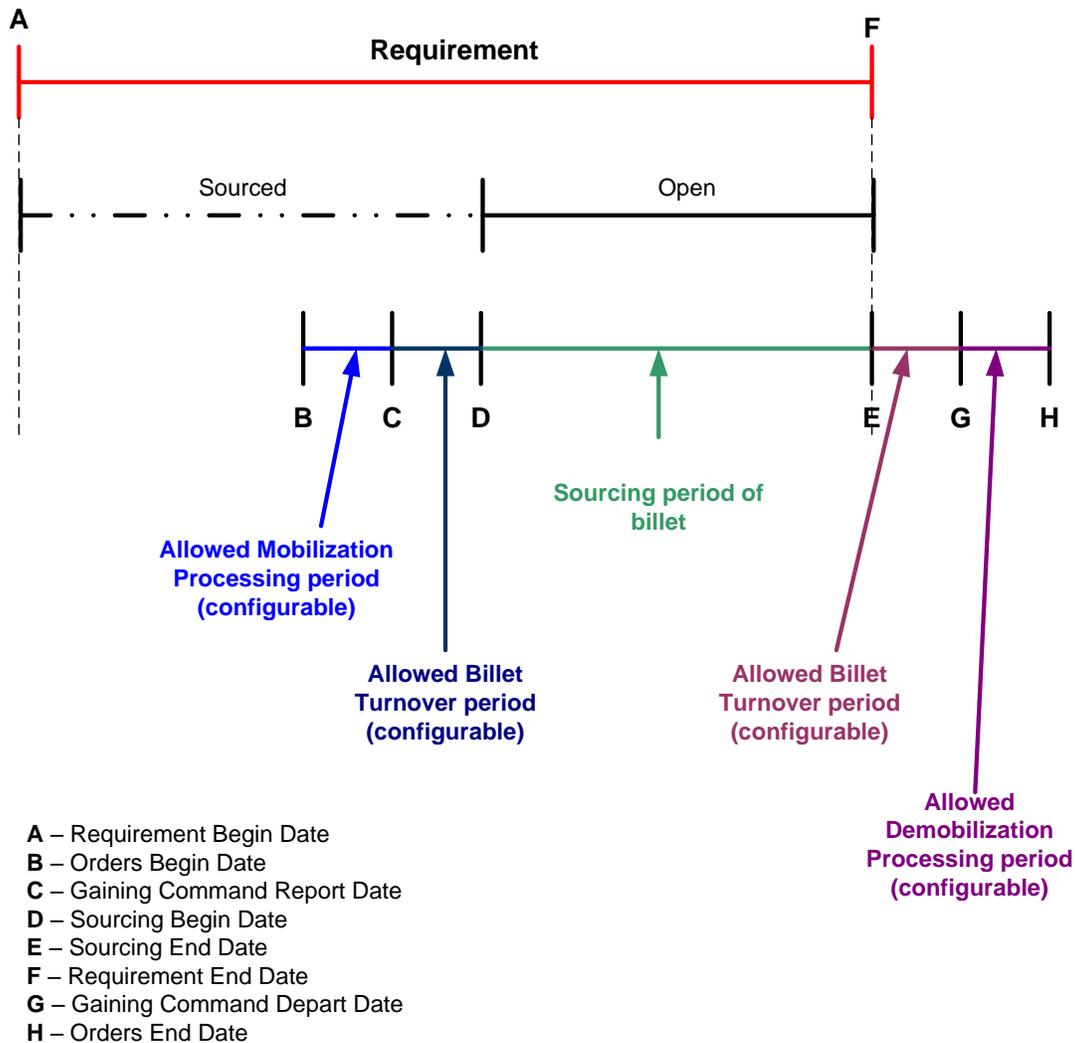
## SECTION 12: OWM to Sourcing Module Interaction

### 12.1 OWM TO SM INTERACTION OVERVIEW

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

### 12.2 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)  $<$  Requirement End Date (F)
- c. Sourcing Begin Date (D)  $\leq$  Sourcing End Date (E)
- d. Orders Begin Date (B)  $\geq$  Gaining Command Report Date (C) – Allowed Mobilization Process period
- e. Gaining Command Report Date (C)  $\leq$  Sourcing Begin Date (D)
- f. Gaining Command Report Date (C)  $\geq$  Sourcing Begin Date (D) – Allowed Turnover Period
- g. Order Begin Date (B)  $\leq$  Requirement Begin Date (A)
- h. Sourcing End Date (E)  $\geq$  Gaining Command Report Date (C)
- i. Gaining Command Depart Date (G)  $\geq$  Gaining Command Report Date (C)
- j. Sourcing End Date (E)  $\leq$  Requirement End Date (F)
- k. Gaining Command Depart Date (G)  $\geq$  Sourcing End Date (E) + Allowed Turnover Period
- l. Orders End Date (H)  $\geq$  Gaining Command Depart Date (G) + Allowed demobilization process period

### 12.3 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 Sourcing Status flag to 'S'.

## 12.4 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.

## 12.5 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'.

## 12.6 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.

## 12.7 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.

## 12.8 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.

## 12.9 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.

## INDEX

---

**A**

accounting information · 47, 49  
activities  
  adding · 27  
  editing · 29  
  searching · 23  
activity status · 23, 27, 29  
Activity Status · 24, 28, 29, 30  
Activity Type · 24, 28  
adding  
  activity · 27  
  comments · 15  
  location preferences · 20  
  Members · 76  
  order requests · 37  
Anniversary Date · 16  
annotation grid · 14, 15, 16, 62, 103  
audit log · 61  
Audit Log · 13

---

**B**

batch processing orders · 86  
batch statistics · 89  
billet · 31  
BIN · 8, 9, 32, 107  
browsing  
  contacts · 8  
business rules · 114  
bypassing orders validation · 65

---

**C**

call center group · 23, 24  
call center representative · 23, 24, 28  
cancelling an order request · 69  
Case # · 24  
change history · 61, 102  
Children · 16  
CJCS Project · 34, 49, 54, 55, 108  
CJCS Project Code · 34, 46, 49, 54, 55,

108

Clear Fields · 10, 109  
clearing fields · 10, 25, 34  
closing order requests · 68  
Comment Report · 63  
comments · 13  
  adding · 15  
  editing · 16  
  icon · 13  
  viewing · 14, 15  
  viewing contact · 13, 61  
Comments Module · 13  
Contact List · 8, 10  
contacts  
  browsing for · 8  
  managing · 8  
  searching for · 8  
  viewing comments · 61  
copying source fields to destination  
  fields · 81  
creating  
  call-back tickler · 66  
  elements · 105  
  extensions · 69  
  modifications · 68  
  order request · 50  
  order requests globally · 74  
  templates · 101  
  transfer orders · 69  
creating reports · 106, 118

---

**D**

database · 1, 4, 6, 14, 98, 100  
date format · 12  
Date-Time Group · 4, 32, 107  
Default Font Type · 108  
deleting  
  location preferences · 21  
Demobilization · 2, 3, 32, 43, 45, 107,  
  115, 117  
DOB · 16  
DTG · 4, 32, 46, 49, 54, 55, 107  
DTS · 115, 117

---

**E**

edit mode · 15, 16  
 editing  
   activities · 29  
   comments · 16  
   fields · 104  
   order requests · 68  
   templates · 99  
 elements · 103  
 Errors on Tabs · 12  
 executing a search · 10, 25, 27, 35, 38,  
   74, 76, 77  
 extensions · 69

---

**F**

fields · 104

---

**G**

generating  
   order requests · 66  
 global create · 74  
 global update · 76  
 Group Processing · 74, 77  
 group processing orders · 74

---

**H**

history · 61, 102  
 Hold Request · 59, 64, 65, 66, 80  
 home of record · 17  
 hyperlink · 15, 16

---

**I**

Implementation Event · 3  
 IMS Code · 16, 34, 108  
 IMS Date · 16  
 interaction  
   OWM to Sourcing · 114

---

**L**

logging on BUPERS · 5  
 logging on NCMCPS · 5

---

**M**

mailing address · 17  
 main menu · 5  
 managing  
   contact activity · 23  
   contact information · 8  
   elements · 103  
   order templates · 98  
 Marital Status · 16  
 Maximum Flow Check · 52, 70, 73  
 MCMPS · 5  
 Mob Authority · 54, 55  
 Mob Event · 34, 54, 55, 108  
 Mobilization · 1, 2, 3, 32, 34, 43, 45, 49,  
   100, 107, 108, 115, 117  
 modes · 12, 39  
   edit · 12  
   view · 12

---

**N**

Navy Manpower Online · 5  
 NEC · 16  
 NCMCPS · 1, 4, 5, 6  
 NMPS · 1, 9, 32, 52, 70, 71, 72, 73, 107  
 NOBC · 16  
 NPDB · 3, 6, 17, 37, 39  
 NRA · 1, 9, 32, 53, 54, 107

---

**O**

order generation · 1  
 Order Hold · 16  
 order requests  
   adding · 37  
   additional information · 79  
   base information · 50  
   cancelling · 69  
   closing · 68  
   editing · 68

- generating · 66
- modifications · 68
- placing on hold · 65
- searching for · 31
- unclosing · 68
- validating · 63
- validation messages · 80
- viewing message details · 79
- order status · 40, 86
- Order Status · 33, 107
- Order Writing Module · 58, 64, 80
- orders · 86, 94
  - cancellation/termination · 117
  - demobilization · 117
  - extension · 116
  - generating · 1, 4
  - mobilization · 115
  - pre-processing · 3
  - releasing · 3, 4
  - transfer · 116
  - validating · 3
- Orders Reason · 43, 45
- Orders Type · 32, 39, 43, 45, 68, 107
- overriding maximum flow · 70
- OWM Contact Page
  - buttons · 13
  - command bar · 11
  - header information · 11
  - tabs · 11

---

## P

- per diem · 47
- PLAD Translation · 3
- process to perform radio buttons · 86
- processing mode · 2
- processing orders · 31

---

## R

- Recommended DTG · 83
- Reference DTG · 54, 55, 78, 81, 83, 84, 85
- Reference Originator · 46, 49
- Reporting Engine · 106
- reports

- ad-hoc · 113
- Generated Orders by Month and Year · 109
- Listing of Members on Hold in Contact Management · 109
- Listing of Orders for Intelligence Service Members · 111
- Orders by ULDUSTA Name · 111
- Projected Demobs by Claimant · 111
- standard · 106
- Requirement Tracking Number · 9, 32, 53, 54, 55, 107
- RTN · 8, 9, 32, 53, 54, 55, 107, 115, 116, 117
- RTN swapping · 95

---

## S

- saving records · 12
- Seagate Crystal Reports · 106
- search criteria · 10, 25, 35
- Search screen · 13
- searching
  - contact activities · 23
  - contacts · 8
  - order requests · 31
- selecting
  - Members · 11
- sorting records · 9, 25, 37
- Sourcing Module · 3, 31, 58, 64, 80
- SSN · 6, 8, 9, 11, 23, 24, 25, 27, 28, 31, 32, 37, 38, 41, 94, 95, 96, 97, 107, 115
- statistics, batch processing · 89
- swapping RTNs · 95
- system comments · 61, 102

---

## T

- tabs
  - activities · 21
  - additional information · 79
  - address · 17
  - base information · 42, 44, 46, 52, 57, 58, 59, 60, 61
  - command · 19
  - member information · 16

message details · 79  
 order history · 21  
 preferences · 19  
 validation messages · 80  
 Template · 98, 101  
 templates  
   creating · 101  
   editing · 99  
   selecting · 3  
 tickler · 66  
 transfers · 69

---

## U

UIC Code · 8, 9, 32, 107  
 UIC Type · 8, 9, 32, 107  
 ULDUSTA · 53, 54, 55  
 unclosing order requests · 68  
 updating  
   activity status · 29  
   contact information · 8  
   order requests globally · 76  
   Reference DTG · 83

---

## V

validating  
   order requests · 63  
 validation messages · 91  
 Version · 1, i  
 viewing  
   aborted orders · 92  
   additional information · 79  
   audit log · 61

batch processing statistics · 90  
 comments · 14, 15  
 contact comments · 13, 61  
 generated orders · 92  
 order request message details · 79  
 orders · 94  
 validation messages · 80  
 viewing comments · 15

---

## W

### windows

Activity · 27  
 Activity Browse · 24, 26  
 Audit Log · 62, 103  
 Batch Processing · 87  
 Batch Processing Run · 90  
 Comments · 14  
 DTG Selector · 83, 84  
 Edit Field · 104  
 Edit Template · 99, 101  
 IA Member Search · 113  
 Member Browse · 9  
 NMPS Flow · 71  
 Order Browse · 32, 36  
 Order Request · 37, 42, 44, 46, 52, 57,  
   58, 59, 60, 61  
 Order Request Create · 38  
 Order Request Global Create · 75, 76  
 Order Request Global Update · 78  
 OWM Contact · 12  
 Report Format · 113  
 Reporting · 106  
 Source Main · 5