

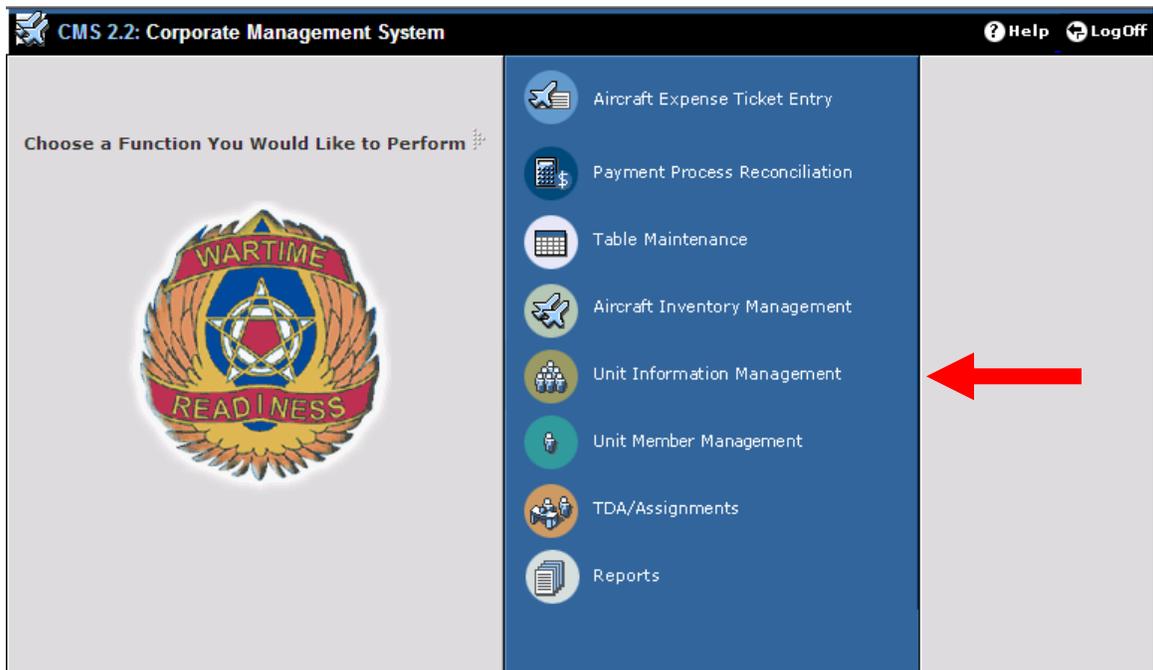
CMS UNIT INPUT SCREEN INSTRUCTIONS

The Unit User Admin role in the WebCMS22 application is the only role with the proper rights to make changes to the Unit Information Management Screens. All units should have a member assigned to that role. If you need Unit Admin rights contact 703-806-7073 or DSN 676-7073.

1.1 Unit Delivery Address

The **Unit Delivery Address** screen allows the user to enter new Unit Delivery Address information and to make modifications to existing Unit Delivery Address records.

To access the **Unit Delivery Address** screen, move your mouse over the **Unit Information Management** link on the main menu. Another menu screen will appear. Select **Unit Delivery Address**.

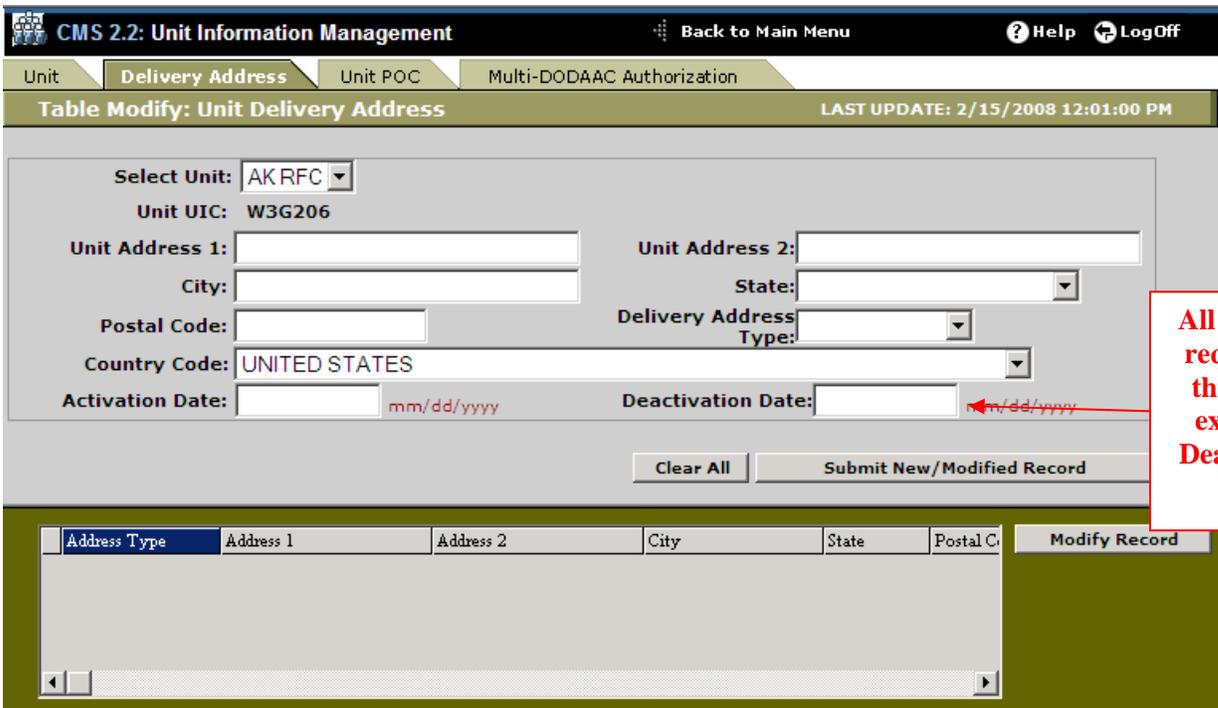


CMS UNIT INPUT SCREEN INSTRUCTIONS



To add a Unit Delivery Address:

1. When you enter the Unit Delivery Address tab, you should see your Unit and UIC.



2. If no unit is visible, At [Select Unit], click on the arrow for the drop-down box and select the applicable Unit.
3. At [UIC], the Unit Identification Code is displayed for reference.

CMS UNIT INPUT SCREEN INSTRUCTIONS

4. At [**Unit Address 1**], enter the street name and building number for the Unit Delivery Address.
5. At [**Unit Address 2**], enter the continued street address information for the Unit Delivery Address.
6. At [**City**], enter the name of the Unit Delivery Address.
7. At [**State**], enter the State for the Unit Delivery Address.
8. At [**Postal Code**], enter the zip code for the Unit Delivery Address.
9. At [**Delivery Address Type**], click on the arrow for the drop-down box and select either “Postal Service” or “Shipping”. Note that when “shipping” is selected, Post Office Boxes should NOT be entered in the address line.
10. At [**Country Code**], click on the arrow for the drop-down box and select the Unit the Country is in, (defaults to US).
11. In [**Activation Date**], enter the Delivery Address **Activation Date**.
12. At [**Deactivation Date**], enter the **Deactivation Date** for the Delivery Address. This field is **OPTIONAL** and should only be used if you will be entering a NEW address for the unit.
13. When all of the above data is entered, click on the **Submit New/Modified Address** button. The following message will display:



To modify a Unit Delivery Address:

1. Follow steps 1 - 3 above.

CMS UNIT INPUT SCREEN INSTRUCTIONS

CMS 2.2: Unit Information Management Back to Main Menu Help Log Off

Unit Delivery Address Unit POC Multi-DODAAC Authorization

Table Modify: Unit Delivery Address LAST UPDATE: 2/15/2008 1:27:35 PM

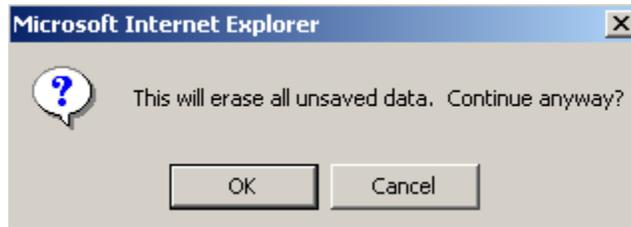
Select Unit: FT BELVOIR RFC
Unit UIC: W3G202

Unit Address 1: Unit Address 2:
City: State:
Postal Code: Delivery Address Type:
Country Code: UNITED STATES
Activation Date: mm/dd/yyyy Deactivation Date: mm/dd/yyyy

Clear All Submit New/Modified Record

Address Type	Address 1	Address 2	City	State	Postal C	Modify Record
SHP	123 Belvoir Road	Bldg 333	Fort Belvoir	47	22060	

2. Select the record and click the **Modify Record** button. The following message will display:



3. Click **OK** to modify the record. The following screen will display:

CMS UNIT INPUT SCREEN INSTRUCTIONS

The screenshot shows the 'Table Modify: Unit Delivery Address' screen. At the top, there is a navigation bar with 'Unit', 'Delivery Address', 'Unit POC', and 'Multi-DODAAC Authorization' tabs. The 'Delivery Address' tab is selected. Below the navigation bar, there is a header with 'Table Modify: Unit Delivery Address' and 'LAST UPDATE: 2/15/2008 1:27:35 PM'. The main form area contains several fields: 'Select Unit: FT BELVOIR RFC', 'Unit UIC: W3G202', 'Unit Address 1: 123 Belvoir Road', 'City: Fort Belvoir', 'Postal Code: 22060', 'Country Code: UNITED STATES', 'Activation Date: 01/01/2008', 'Unit Address 2: Bldg 333', 'State: VIRGINIA', 'Delivery Address Type: Shipping', and 'Deactivation Date:'. Below the form are two buttons: 'Clear All' and 'Submit New/Modified Record'. At the bottom, there is a table with columns: Address Type, Address 1, Address 2, City, State, and Postal Code. The table contains one row with the following data: SHP, 123 Belvoir Road, Bldg 333, Fort Belvoir, 47, 22060. To the right of the table is a 'Modify Record' button.

Address Type	Address 1	Address 2	City	State	Postal Code
SHP	123 Belvoir Road	Bldg 333	Fort Belvoir	47	22060

4. Enter updates in the applicable fields.
5. When changes to the field data are made, click on the **Submit New/Modified Record** button. The message, "The record was successfully updated," displays.

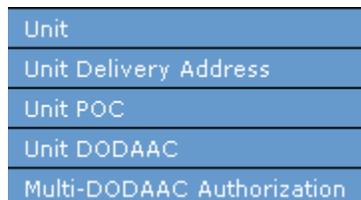


1.2 Unit POC

The **Unit Point of Contact** screen allows the user to enter new Unit Point of Contact information and to make modifications to existing Unit Point of Contact records.

Unit Point of Contact Information may be created in the following manner:

The **Main Menu** screen displays and the user will select the **Unit Information Management** option; the following submenu overlaps the existing screen.



1. The user selects the **Unit POC** option.
2. The **Unit Information Management** screen displays the **Unit POC** tab.

CMS UNIT INPUT SCREEN INSTRUCTIONS

CMS 2.2: Unit Information Management Back to Main Menu Help LogOff

Unit Delivery Address **Unit POC** Multi-DODAAC Authorization

Table Modify: Unit POC LAST UPDATE: 2/15/2008 1:40:08 PM

To Modify a Record, Select it in the Table Below

Select Unit: FT BELVOIR RFC

Unit UIC: W3G202

Contact Type: [Dropdown]

Activation Date: [Text] mm/dd/yyyy

Deactivation Date: [Text] mm/dd/yyyy

Search Last Name: [Text] Search

Person Name: [Dropdown]

DSN Telephone:

Commercial Telephone:

Alt. Telephone:

Email:

Alt. EMail:

Clear All Submit New/Modified Record

Contact Type	Contact Person ID	Last Name	First Name	Activation Date	Deactivation Date	Modify Record
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3. If the Unit and UIC is displayed, proceed to #6.
4. At [**Select Unit**], click on the arrow for the drop-down box and select the applicable Unit.
5. At [**UIC**], the Unit Identification Code is displayed for reference.
6. At [**Contact Type**], click on the arrow for the drop-down box. All contact type fields are required to be inputted. The below graphic shows all options.

CMS UNIT INPUT SCREEN INSTRUCTIONS

All Contact Types are required to be inputted.

The screenshot displays the 'Table Modify: Unit POC' interface. At the top, there are navigation tabs for 'Unit', 'Delivery Address', 'Unit POC', 'DODAAC', and 'Multi-DODAAC Authorization'. The main form area includes fields for 'Select Unit', 'Unit UIC', 'Activation Date' (with a date format 'mm/dd/yyyy'), 'Search Last Name' (with a 'Search' button), 'DSN Telephone', 'Alt. Telephone', and 'Email'. On the right side, there are fields for 'Contact Type' (with a dropdown menu open showing options like 'Commander', 'Ops Officer', 'NCOIC', 'OIC', 'Ops NCO', 'Admin NCO', 'Admin Officer'), 'Deactivation Date' (with a date format 'mm/dd/yyyy'), 'Person Name', 'Commercial Telephone', and 'Alt. Email'. At the bottom of the form are 'Clear All' and 'Submit New/Modified Record' buttons. Below the form is a table with columns: 'Contact Type', 'Contact Person ID', 'Last Name', 'First Name', 'Activation Date', 'Deactivation Date', and a 'Modify Record' button.

7. At [Activation Date], enter the Activation Date for each contact type.
8. At [Deactivation Date], enter the Deactivation Date if the member is no longer in that position.
9. At [Search Last Name], enter the last name (or partial last name) of a person for the POC type. (This person needs to have been added to the Unit Member Management area first)
10. At [Person Name], click on the arrow for the drop-down box and select the person for this specific POC record.

NOTE This screen will ONLY pull the data entered from the UNIT Member Entry screen. Go to the Unit Member Management link, and then select Unit Member Entry to add unit members and their contact data. *****

11. When all of the above data is entered, click on the **Submit New/Modified Address** button. The following message will display:



To modify a Unit POC:

1. Select the record and click the **Modify Record** button.

CMS UNIT INPUT SCREEN INSTRUCTIONS

CMS 2.2: Unit Information Management | Back to Main Menu | Help | Log Off

Unit | Delivery Address | **Unit POC** | Multi-DODAAC Authorization

Table Modify: Unit POC | LAST UPDATE: 2/15/2008 1:51:13 PM

To Modify a Record, Select it in the Table Below

Select Unit: FT BELVOIR RFC

Unit UIC: W3G202

Contact Type: []

Activation Date: [] mm/dd/yyyy | Deactivation Date: [] mm/dd/yyyy

Search Last Name: [] Search | Person Name: []

DSN Telephone: [] | Commercial Telephone: []

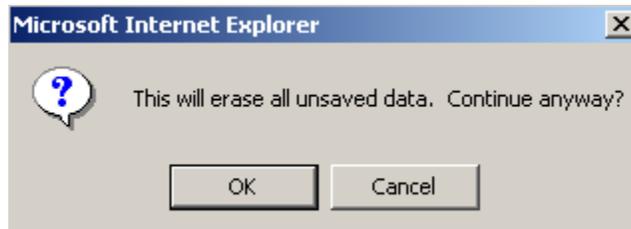
Alt. Telephone: [] | Alt. EMail: []

Email: []

Clear All | Submit New/Modified Record

Contact Type	Contact Person ID	Last Name	First Name	Activation Date	Deactivation Date	Modify Record
CM	588	Mouse	Mickey	01/01/2008		

2. The following message will display:



3. Click OK to modify the record. The following screen will display:

CMS 2.2: Unit Information Management | Back to Main Menu | Help | Log Off

Unit | Delivery Address | **Unit POC** | Multi-DODAAC Authorization

Table Modify: Unit POC | LAST UPDATE: 2/15/2008 1:51:13 PM

To Modify a Record, Select it in the Table Below

Select Unit: FT BELVOIR RFC

Unit UIC: W3G202

Contact Type: Commander

Activation Date: 01/01/2008 mm/dd/yyyy | Deactivation Date: 01/01/2008 mm/dd/yyyy

Search Last Name: [] Search | Person Name: WO1 Mouse, Mickey

DSN Telephone: [] | Commercial Telephone: []

Alt. Telephone: [] | Alt. EMail: []

Email: []

Clear All | Submit New/Modified Record

Contact Type	Contact Person ID	Last Name	First Name	Activation Date	Deactivation Date	Modify Record
CM	588	Mouse	Mickey	01/01/2008		

4. Enter updates in the applicable fields.

When changes to the field data are made, click on the **Submit New/Modified Record** button. The message, "The record was successfully updated," displays.

CMS UNIT INPUT SCREEN INSTRUCTIONS



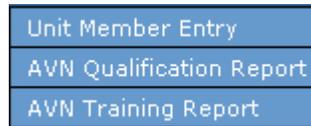
2 Unit Member Management

With the development of Unit Member Identification Management, the Units will be able to have access to basic information on Unit Members in their Units. Units will be able to keep Unit Member information up-to-date through the Web-based user interface. With the development of Unit Manning, Alert Roster, and Social Roster Reporting capability, OSAA will have the ability to produce Unit Member informational reports. Pre-formatted reports will be designed and developed in support of this functionality.

2.1 Unit Member Entry

The **Unit Member Entry** screen allows unit members to create, update, deactivate, and search for their Units information.

The **Main Menu** screen displays and the user will select the **Unit Member Management** option; the following submenu overlaps the existing screen.



1. The user selects the **Unit Member Entry** option.
2. The **Unit Member Management** screen displays the **Unit Member Entry** tab.
3. At [UIC], if not already displayed click on the arrow for the drop-down box and select the applicable UIC.

CMS UNIT INPUT SCREEN INSTRUCTIONS

4. At [Sort by], the sort order for the Unit Member records can be selected.
5. At [Include Deact & Transf.Out], click if you want to display deactivated members.
6. Click the **Get List Of Members** button and the upper half of grid will list the members for the unit selected.
7. To add a new member, click the **Enter New Member** button. The following screen will display:

The Fields preceded by an * are required fields and must be entered.

CMS UNIT INPUT SCREEN INSTRUCTIONS

8. At [*SSN], enter the social security number of the new member.
- TAPDB is currently unavailable. All information will have to be inputted manually.**
9. At [Sex Code], click on the arrow for the drop-down box and select either “Male” or “Female”.
10. At [Suffix], enter any suffix to the member name (i.e. Jr, Sr, III...).
13. At [*Last Name], enter the surname of the member.
14. At [*First Name], enter the given name of the member.
15. At [Middle Name], enter the middle name of the member.
16. At [*MPC], click on the arrow for the drop-down box and select military pay code: E for enlisted, W for warrant officer, O for line officer, C for civilian.
17. At [*Rank], click on the arrow for the drop-down box and select the current rank of the member.
18. At [Date of Rank], enter the date the member was promoted to current rank.
19. At [*Pay Grade], click on the arrow for the drop-down box and select the appropriate pay grade for the member.
20. At [Birth Dt], enter the date of birth of the member.
21. At [Marital Status], click on the arrow for the drop-down box and select the current marital status of the member.
22. At [Marit.STS ChgDt], enter the date of the members’ current marital status.
23. At [Religion], click on the arrow for the drop-down box and select the members’ religious affiliation.
24. At [Race], click on the arrow for the drop-down box and select the members’ genetic race.
25. At [Ethnicity], click on the arrow for the drop-down box and select the members’ cultural heritage.
26. At [Mobilization Code], click on the arrow for the drop-down box and select the members’ mobilization code.
27. At [Vol.Indef.Sts], select if individual is in a "Voluntary Indefinite Status".
28. At [Duty Status], click on the arrow for the drop-down box and select the members’ current duty status.
29. Click the **Complete Add/Change** button. The new member information will posted to the tree on the bottom of the screen as in the example below:

Information on lines 21 – 25 is optional.

CMS UNIT INPUT SCREEN INSTRUCTIONS

Unit Member Management Back to Main Menu ? Help LogOff

Unit Member Entry AVN Qualification Reports AVN Training Reports MemberInTreeView: SFC BRANDIBUR

Important Privacy Act Info: FOUO Rows With ** Mean : Last Update > 90 Days

UIC: W3G206 Sort By: Last Name Include Deact. & Transf.Out: (YellowRows)

	SSN (FOUO)	Rank	Last_name	First_name	Middle_name	DOB	Sex	Assign.Action
**1		CW4	ARSENIO	BILL	EVANGELLC	6/15/1955	M	ENTERED
2		SFC	Bearden	test			M	ENTERED
**3		SFC	BRANDIBUR	MARK	JR	2/18/1963	M	ENTERED
**4		SGT	BUCHWALD	THOMAS	GUY	6/8/1976	M	ENTERED
**5		CW4	CISNEROS	FRANK			M	ENTERED
**6			FRANCO	BEA	LEMEL			TRANSFERRED

Get Member Detail
Enter New Member
Get List Of Members
Clear List Of Members

Basic Information:
SSN (Privacy Act Info: FOUO):
Last_name: BRANDIBUR
First_name: MARK
Middle_name:
Suffix:
Mil_Pers: E
Rank: SFC
Date_Of_Rank:
Paygrade: E7
Sex: M

Submit BR ToDatabase
Add Branch Item
Change Branch Item
Delete Branch Item
Work On NextMember
Maximize TreeView

The grid on the upper half of the screen and its related buttons become inactive, however, the member has not yet been saved to the database.

30. Click the **Submit BR ToDatabase** button. The following screen will display:



31. Click the **OK** button. The following screen will display:

CMS UNIT INPUT SCREEN INSTRUCTIONS

CMS 2.2: Unit Member Management Back to Main Menu ? Help LogOff

Unit Member Entry AVN Qualification Reports AVN Training Reports MemberInTreeView: SFC BRANDIBUR

Important Privacy Act Info: FOUO Rows With ** Mean : Last Update > 90 Days

UIC: W3G206 Sort By: Last Name Include Deact. & Transf.Out: (YellowRows)

	SSN (FOUO)	Rank	Last_name	First_name	Middle_name	DOB	Sex	Assign.Action
**1		CW4	ARSENIO	BILL	EVANGELLC	6/15/1955	M	ENTERED
2		SFC	Bearden	test			M	ENTERED
3		SFC	BRANDIBUR	MARK		2/18/1963	M	ENTERED
**4		SGT	BUCHWALD	THOMAS	GUY	6/8/1976	M	ENTERED
**5		CW4	CISNEROS	FRANK			M	ENTERED
**6			FRANCO	BEA	LEMEL			TRANSFERRED

Get Member Detail
Enter New Member
Get List Of Members
Clear List Of Members

***Basic Information:**
SSN (Privacy Act Info: FOUO):
Last_name: BRANDIBUR
First_name: MARK
Middle_name:
Suffix:
Mil_Pers: E
Rank: SFC
Date_Of_Rank:
Paygrade: E7
Sex: M

Submit BR ToDatabase
Add Branch Item
Change Branch Item
Delete Branch Item
Work On NextMember
Maximize TreeView

32. The newly added member will appear in the grid on the upper half of the screen and will be highlighted. Press "Work on NextMember" to quit.

CMS 2.2: Unit Member Management Back to Main Menu ? Help LogOff

Unit Member Entry AVN Qualification Reports AVN Training Reports MemberInTreeView: CIV Mouse

Important Privacy Act Info: FOUO Rows With ** Mean : Last Update > 90 Days

UIC: W3G202 Sort By: Last Name Include Deact. & Transf.Out: (YellowRows)

	SSN (FOUO)	Rank	Last_name	First_name	Middle_name	DOB	Sex	Assign.Action	
**9		CW3	KURZ	CHRISTOPHER			M	ENTERED	
**10		SSG	LAMBERT	MICHAEL	DOUGLAS	7/29/1962	M	Entered	
**11		SFC	Lawrence	Charles	Anthony		M	ENTERED	
12		WO1	Mouse	Mickey			M	ENTERED	
13		CIV	Mouse	Miney			F	ENTERED	
**14			MILL	NICOLAUS	STEVEN	LOUIS	8/24/1966	M	TRANSFERRED

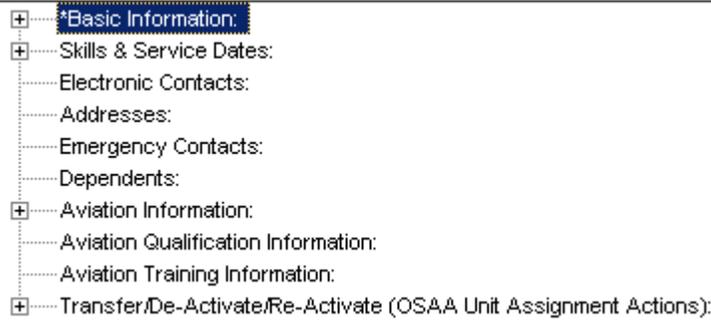
Get Member Detail
Enter New Member
Get List Of Members
Clear List Of Members

***Basic Information:**
 (+) Skills & Service Dates:
Electronic Contacts:
Addresses:
Emergency Contacts:
 (+) Dependents:
 (+) Aviation Information:
 (+) Aviation Qualification Information:
 (+) Aviation Training Information:
 (+) Transfer/De-Activate/Re-Activate (OSAA Unit Assignment Actions):

Submit BR ToDatabase
Add Branch Item
Change Branch Item
Delete Branch Item
Work On NextMember
Maximize TreeView

CMS UNIT INPUT SCREEN INSTRUCTIONS

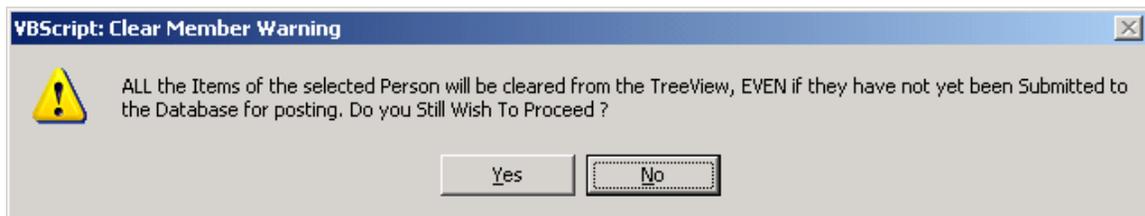
The categories are displayed below:



The fields for Basic Information are defined above. Any category or field marked with an * is a mandatory field and must be correctly populated to add or change the record being entered.

Update Branches:

1. Select the individual you wish to edit.
2. Select "Get Member Detail"
2. Highlight the Category.
3. Select "Change Branch Item"
4. Edit the appropriate fields
5. Press "Complete AddTo/ChangeOf TreeView Branch"
6. If you have additional "Categories" to change, repeat #3, 4, & 5
7. To submit completed work, press "Submit BR ToDatabase"
8. You will get "All records were Successfully Posted to the WEBCMS 2.2 Database"
9. If you get an error, a field was probably not filled out correctly, or you didn't complete the previous section.
10. To exit, or select another unit member, select "Work On NextMember"
11. Select "Yes" to continue.



****** Below are Views and Data Fields which must be completed in order to submit a change.**

CMS UNIT INPUT SCREEN INSTRUCTIONS

****** In order to fill out "Aviation Qualification Information or Aviation Training Information", YOU MUST COMPLETE the Aviation Information Category first.**

Views and Required Fields:

For **Skills & Service Dates** the following fields **are required** to be added or updated:

1. Primary Skill
2. Secondary Skill
3. BASD
4. Additional Skill 1
5. Additional Skill 2
6. BegofSrv CO_WODt
7. PEBD
8. BIO Record Brief Dt
9. ETS Dt
10. Mil Official Photo Dt
11. Official Passport Dt
12. HIV Screen Dt (**not required**)
13. Estimated Ret Dt
14. Retirement Dt
15. MRD Dt

CMS UNIT INPUT SCREEN INSTRUCTIONS

CMS 2.2: Unit Member Management
Back to Main Menu
? Help Log Off

Unit Member Entry
AVN Qualification Reports
AVN Training Reports
MemberInTreeView: SFC BRANDIBUR

Important Privacy Act Info: FOUO
Rows With ** Mean :
Last Update > 90 Days

UIC: W3G206
Sort By: Last Name
Include Deact. & Transf.Out: (YellowRows)

	SSN (FOUO)	Rank	Last_name	First_name	Middle_name	DOB	Sex	Assign.Action
**1		CW4	ARSENIO	BILL	EVANGELLC	6/15/1955	M	ENTERED
2			Bearden	test			M	ENTERED
3		SFC	BRANDIBUR	MARK		2/18/1963	M	ENTERED
**4		SGT	BUCHWALD	THOMAS	GUY	6/8/1976	M	ENTERED
**5		CW4	CISNEROS	FRANK			M	ENTERED
**6			FRANCO	BEA	LEMEL			TRANSFERRED

Skills & Service Dates:

- Primary_skill:
- secondary_skill:
- additional_skill_1:
- additional_skill_2:
- BASD:
- BEG_OF_SERVICE_CO_WO_DATE:
- PEBD:
- Military_Official_Photo_Date:
- Estimated_Retirement_Date:
- Retirement_Date:

Get Member Detail

Enter New Member

Get List Of Members

Clear List Of Members

Submit BR ToDatabase

Add Branch Item

Change Branch Item

Delete Branch Item

Work On NextMember

Maximize TreeView

CMS UNIT INPUT SCREEN INSTRUCTIONS

For Electronic Contacts the following fields **are required** to be added or updated:

1. *Contact Type Code (email address, phone number, fax number, pager number...)
2. *Electronic Contact

The screenshot shows the 'CMS 2.2: Unit Member Management' interface. At the top, there is a navigation bar with 'Back to Main Menu', 'Help', and 'LogOff' options. Below this, a breadcrumb trail includes 'Unit Member Entry', 'AVN Qualification Reports', and 'AVN Training Reports'. The current view is 'MemberInTreeView' for 'SFC BRANDIBUR'. The main area contains two input fields: '*Contact Type Code:' (a dropdown menu) and '*Electronic Contact:' (a text box). At the bottom of this section are 'Clear Fields' and 'Complete AddTo/ChangeOf TreeView Branch' buttons. A tree view on the left lists various categories: '*Basic Information:', 'Skills & Service Dates:', 'Electronic Contacts:', 'Addresses:', 'Emergency Contacts:', 'Dependents:', 'Aviation Information:', 'Aviation Qualification Information:', 'Aviation Training Information:', and 'Transfer/De-Activate/Re-Activate (OSAA Unit Assignment Actions):'. The 'Electronic Contacts' category is currently selected. On the right side of the tree view, there are several action buttons: 'Submit BR ToDatabase', 'CancelAdd', 'Change Branch Item', 'Delete Branch Item', 'Work On NextMember', and 'Maximize TreeView'.

For Addresses the following fields must be added or updated:

1. *Address Type Code
2. *Address 1
3. Address 2
4. *City
5. *State
6. Postal Code
7. *Country Code

CMS UNIT INPUT SCREEN INSTRUCTIONS

The screenshot displays the 'CMS 2.2: Unit Member Management' application. The top navigation bar includes 'Back to Main Menu', 'Help', and 'Log Off'. The main menu has tabs for 'Unit Member Entry', 'AVN Qualification Reports', 'AVN Training Reports', and 'MemberInTreeView: SFC BRANDIBUR'. The form contains several input fields: '*Address Type Code' (dropdown), '*Address 1' (text), '*Address 2' (text), '*City' (text), '*State' (dropdown), 'Postal Code' (text), and '*Country Code' (dropdown, currently set to 'UNITED STATES'). Below the form are buttons for 'Clear Fields' and 'Complete AddTo/ChangeOf TreeView Branch'. A tree view on the left shows a hierarchy of categories: '*Basic Information:', '*Skills & Service Dates:', 'Electronic Contacts:', 'Addresses:', 'Emergency Contacts:', 'Dependents:', 'Aviation Information:', 'Aviation Qualification Information:', 'Aviation Training Information:', and 'Transfer/De-Activate/Re-Activate (OSAA Unit Assignment Actions):'. The 'Addresses:' category is highlighted. To the right of the tree view are buttons: 'Submit BR ToDatabase', 'CancelAdd', 'Change Branch Item', 'Delete Branch Item', 'Work On NextMember', and 'Maximize TreeView'.

For Emergency Contacts the following fields may be added or updated:

1. *Association
2. *Name
3. Phone Number
4. Address 1
5. Address 2
6. City
7. State
8. Postal Code
9. Country Code
10. Directions

CMS UNIT INPUT SCREEN INSTRUCTIONS

Corporate Management System 2.0 Back to Main Menu Help LogOff

Unit Member Entry AVN Qualification Reports AVN Training Reports

* Association: [] * Name: [] Phone Number: []

Address 1: [] Address 2: []

City: [] State: [] Postal Code: []

Country Code: UNITED STATES []

Directions: []

Clear Fields Complete Add/Change

*Basic Information:
+ Skills & Service Dates:
+ Electronic Contacts:
+ Addresses:
+ Emergency Contacts:
+ Daughter: EMER2, US
+ Sister: EMER1, 703-762-0000, US
+ Dependents:
+ Aviation Information:
+ Aviation Qualification Information:
+ Aviation Training Information:

Submit Member
CancelAdd
Change BR Item
Del BR Item
Clear Treeview
Max Treeview

For Dependents the following fields may be added or updated:

1. SSN
2. *Relationship Code
3. InMilSrv box
4. Same Address box
5. *Last Name
6. *First Name
7. Middle Name
8. Address 1
9. Address 2
10. City
11. State
12. Postal Code
13. Country
14. EFMP Enrollment
15. EFMP Termination
16. Phone Number
17. DOB

Information
is optional

CMS UNIT INPUT SCREEN INSTRUCTIONS

Corporate Management System 2.0
Back to Main Menu
Help LogOff

Unit Member Entry
AVN Qualification Reports
AVN Training Reports

SSN: 123456789	*Relationship Code: Brother	InMilSrv: <input type="checkbox"/>	Same Address: <input checked="" type="checkbox"/>
*Last Name: DEPENDLAST	*First Name: DEPENDFIRST	Middle Name:	
Address 1:	Address 2:	City:	
State:	Postal Code:	Country:	
EFMP Enrollment: 01/01/2001	EFMP Termination: 09/29/2002	Phone Number:	
DOB: (mm/dd/yyyy)			

Dependent 1:

-Sequential_number: 1
-Dependent_SSN: 123456789
-Relationship_type_code: 08
-Relationship: Brother
-In_Military_Service:
-Current_Last_Name: DEPENDLAST
-Current_First_Name: DEPENDFIRST
-Current_Middle_Name:
-Street_1:
-Street_2:

For Aviation Information the following fields **are required** to be added or updated:

1. Augmentee
2. Expiration Dt
3. *TFOS
4. Security Clearance
5. Official Passport box
6. Shots Current box
7. APFT Dt
8. *DA Form 4186
9. Est. MED Release Dt
10. *CrewSts Rated
11. COR box
12. ADDN Avn Qualif.
13. Remarks

CMS UNIT INPUT SCREEN INSTRUCTIONS

CMS 2.2: Unit Member Management Back to Main Menu Help Log Off

Unit Member Entry AVN Qualification Reports AVN Training Reports MemberInTreeView: SFC BRANDIBUR

Augmentee: Expiration Dt: *TFOS:

Security Clearance: Official Passport: Shots Current:

APFT Dt: *DA Form 4186: Est. MED Release Dt:

*CrewSts Rated: COR: Addn: AvnQualif.:

Remarks:

Clear Fields Complete AddTo/ChangeOf TreeView Branch

Aviation Information:

- Rated Crew Sts:
- Augmentee ?:
- Exp Date:
- TFOS:
- Security Clearancecode:
- Security Clearance desc:
- Official Passport ?:
- Shots Current ?:
- APFT Date:
- COR ?:

Submit BR ToDatabase
CancelAdd
Change Branch Item
Delete Branch Item
Work On NextMember
Maximize TreeView

For Aviation Qualification Information the following fields **are required** be added or updated:

1. *Aircraft Qualification Type
2. *Aircraft Qualification Model
3. *Aircraft Qualification Date
4. *Aircraft Qualification Position
5. Aircraft Qualification Current box
6. *Qualification Category
7. *RL Status

CMS UNIT INPUT SCREEN INSTRUCTIONS

Corporate Management System 2.0 Back to Main Menu ? Help LogOff

Unit Member Entry AVN Qualification Reports AVN Training Reports

Aircraft Qualifications:

*Type: *Model: *Qualification Date: *Position: Current:

*Qualification Category: *RL Status:

Skills & Service Dates:
 Electronic Contacts:
 Addresses:
 Emergency Contacts:
 Dependents:
 Aviation Information:
 Aviation Qualification Information:
 qualification_category_code: 02 Category_Description: Additional Aircraft Aircraft_Type_ID: C-123456 Air
 qualification_category_code: 01 Category_Description: Primary Aircraft Aircraft_Type_ID: C-20 Aircraft_M
 Aviation Training Information:

For Aviation Training Information the following fields **are required** be added or updated:

1. *Training Type
2. *Aircraft Type
3. *Aircraft Model
4. *Position
5. *Last Completion Date
6. Next Due Date
7. New Completion Date

Corporate Management System 2.0 Back to Main Menu ? Help LogOff

Unit Member Entry AVN Qualification Reports AVN Training Reports

*Training Type: *Aircraft Type: *Aircraft Model: *Position:

*Last Completion Date: mm/dd/yyyy Next Due Date: mm/dd/yyyy New Completion Date: mm/dd/yyyy

Electronic Contacts:
 Addresses:
 Emergency Contacts:
 Dependents:
 Aviation Information:
 Aviation Qualification Information:
 Aviation Training Information:
 Training_type_code: 01 Training_Desc: Recurrent Training Last_Date_Completed: 01/20/1999 Estimated_N
 Training_type_code: 01 Training_Desc: Recurrent Training Last_Date_Completed: 01/01/1999 Estimated_N

CMS UNIT INPUT SCREEN INSTRUCTIONS

3 TDA/Assignments

The **Temporary Duty Assignment** screen allows unit members to create and update Assignment items.

Assignment items may be created in the following manner:

1. Select **TDA/Assignments** with your mouse.
2. Select **TDA Assignments**.

TDA Assignments

3. The user selects the **TDA Assignments** option, the following screen displays:

The screenshot displays the CMS: TDA/Assignments interface. At the top, there's a navigation bar with 'CMS: TDA/Assignments', 'Back to Main Menu', 'Help', and 'LogOff'. Below this is a status bar showing 'UNIT: W36VAA' and 'Go', along with 'LAST UPDATE: 2/1/02 1:17:09 PM'. The main form area includes fields for 'Change Control Number', 'Document Type Code', 'TDA Effective Date' (with a date format 'mm/dd/yyyy'), and 'Copy Doc. From' (set to '0199'). There are 'Clear All' and 'Submit Document' buttons. A tree view on the left shows a hierarchy starting with 'W36VAA', followed by 'Doc: 0199 Effective 01/01/1998 Operational TDA', and several paragraphs (Para: 001-006) with their respective line items and authentication strengths. On the right side, there are buttons for 'Modify Item', 'New Document', and 'Remove Item'.

4. In [Change Control Number], enter the change control number.
5. In [TDA Effective Date], enter the TDA Effective Date.
6. In [Document Type Code], select the Document Type Code.
7. In [Copy Doc. From], click on the arrow for the drop-down box and select the repository of the document (optional).
8. When all of the above data is entered, click on the **Submit Document** button.

To add a paragraph, click the **Document Name** in the grid. The following screen will appear:

CMS UNIT INPUT SCREEN INSTRUCTIONS

CMS: TDA/Assignments Back to Main Menu Help LogOff

UNIT: LAST UPDATE: 2/1/02 1:17:09 PM

Paragraph Number: Title:

W36VAA

- Doc: 0199 Effective 01/01/1998 Operational TDA
- Doc: 1234 Effective 02/01/2002 Operational TDA
 - Para: 001 - COMMANDER
 - Line: 01 - COMMANDER; Auth. Strength: 1
 - Line: 02 - EXECUTIVE OFFICER; Auth. Strength: 1
 - Line: 03 - ADMIN SGT; Auth. Strength: 1
 - Para: 003 - DCSOPS LIAISON
 - Para: 004 - STANDARDS DIVISION (OSAA-ST)
 - Para: 005 - PLANS, OPERATIONS & TRAINING DIVISION (OSAA-OP)
 - Para: 005A - PLANS, OPERATIONS & TRAINING BRANCH (OSAA-OP-O)
 - Para: 005B - QUALITY ASSURANCE BRANCH (OSAA-OP-QA)
 - Para: 005C - PLANS & ANALYSIS BRANCH (OSAA-OP-PA)

1. At [Paragraph Number], enter the new paragraph number.
2. At [Title], enter the title of the paragraph.
3. Click the **Submit Paragraph** button.

To add a new line, click the paragraph. The following screen will display:

CMS 2.2: TDA/Assignments Back to Main Menu Help LogOff

UNIT: LAST UPDATE: 2/25/02 4:00:52 PM

Line Number: Title:

Priority for Fill: Pay Grade:

Req. Strength: Auth. Strength:

Primary POSC: Duty Description:

Alerted By: Para Ln Alerted By Other: Doc Para Ln

Component:

WUNITA

- Doc: A Effective 01/01/2002 Operational TDA
- Doc: 33 Effective 01/01/2002 Future Final
- Doc: DOCB Effective 01/01/2003 Requirements Working
 - Para: P3 - para 3
 - Line: L8 - lin 8; Auth. Strength: 1
 - Asgn: Thomas Lawrence-AS From 02/01/2002 to 02/02/2003
 - Line: L7 - line 7; Auth. Strength: 1
 - Line: L9 - line 9; Auth. Strength: 1
 - Para: P1 - p1
 - Para: P2 - p2

1. At [Line Number], enter the new line number.
2. At [Title], enter the title of the line.
3. At [Priority for Fill], click on the arrow for the drop-down box and select the applicable priority.

CMS UNIT INPUT SCREEN INSTRUCTIONS

4. At **[Pay Grade]**, click on the arrow for the drop-down box and select the applicable pay grade.
5. At **[Required Strength]**, enter the required strength.
6. At **[Authorized Strength]**, enter the authorized strength.
7. At **[Primary POSC]**, enter the primary POSC.
8. At **[Duty Description]**, enter the duty description.
9. At **[Alerted By:]**, select the Paragraph and Line within this Unit that will be alerting this position in the Alert Roster.
10. At **[Alerted By Other UIC:]**, select the UIC, Document, Paragraph, and Line outside of this Unit that will be alerting this position in the Alert Roster.
11. At **[Component]**, click on the arrow for the drop-down box and select the applicable component.
12. Click the **Submit Line** button.

To add a new assignment, click the line item. The following screen will appear:

The screenshot displays the 'CMS: TDA/Assignments' interface. At the top, there is a navigation bar with 'Back to Main Menu', 'Help', and 'Log Off' options. Below this, the 'UNIT' is set to 'W36VAA' and the 'Go' button is visible. The 'LAST UPDATE' is '2/1/02 1:28:11 PM'. The main form area includes a 'Search Last Name' field with a 'Search' button, a 'Person Name' dropdown, a 'Status Code' dropdown set to 'ASSIGNED', 'Latest Assignment Date' and 'Est. Release Date' fields with date format prompts (mm/dd/yyyy), and an 'Assignment Notes' text area. At the bottom right of the form are 'Clear All' and 'Submit Assignment' buttons. Below the form is a scrollable list of paragraphs (Para: 006C - PERSONNEL BRANCH (OSAA-SS) through Para: 5555 - New Paragraph) and a selected line item 'Line: 111 - new line, Auth. Strength: 2'. On the right side of the list, there are three buttons: 'Modify Line', 'New Assignment', and 'Remove Line'. At the bottom left of the list, there is a document reference: 'Doc: 0199 Effective 01/01/1998 Operational TDA'.

1. At **[Search Last Name]**, enter the last name (or part of the last name) and click the **Search** button. Matching members will be populated in the **[Person Name]** drop down box.
2. At **[Status Code]**, click on the arrow for the drop-down box and select the applicable status code.
3. At **[Latest Assignment Date]**, enter the latest assignment date of the member.
4. At **[Est. Release Date]**, enter the estimated release date of the assignment.
5. At **[Assignment Notes]**, enter any comments or remarks regarding the assignment.
6. Click the **Submit Assignment** button