

Frequently Asked Questions

Q: I have a question, who do I contact, the rating Detailer or my Placement Coordinator?

A: If your question concerns your command's current or future manning, the Placement Coordinator should be your first stop. If your question is in regards to a member's current or future orders, or eligibility for a special program, you should contact the member's Detailer. For example, if your command needs Sonar Technicians, call your Placement Coordinator, if you are trying to get STG1 a set of orders to Mayport, call the member's Detailer.

Q: How do I contact my command's Placement Coordinator?

A: Your Placement Coordinator's contact information is located on the NPC webpage under "Enlisted" and "Placement Management".

Q: How do I get my billet advertised on CMS? Or how can my command's requisition get higher in priority?

A: Requisitions are displayed on CMS-ID in accordance with the Manning Control Authorities' (MCA) priority. Commands should work with their TYCOM or ISIC who forward a monthly list of priority requests to the MCAs. If the case is made to the MCA that a given command's requisition needs to be filled as a higher priority, then the MCA may direct PERS-4013 to display that requisition on CMS-ID for Sailors to apply for.

Q: My command's requisition has been advertised for three months and still no one has been identified as a tentative fill, why?

A: Under the current CMS-ID business rules and NAVADMIN 226/12, this should no longer be an issue. All advertised requisitions, with a few exceptions, will be filled by detailers every month.

Exceptions:

1. For some requisitions that require or prefer experience in a certain field, i.e. Aviation Type/Model/Series, the personnel who are available for orders that month may not be qualified. In this case Detailers have been given some latitude to fill requisitions based on the skillsets available to them. Once a member who meets the requirements of your requisition is available, your billet will be filled.
2. NPC advertises at least one requisition for each rate and rating even if there are no personnel available for orders that month. These advertised requisitions are intended to entice some members to apply for early return to sea via programs like the Voluntary Sea Duty Program (VSDP) and therefore may not always get filled.

Q: When should my command submit an Enlisted Manning Inquiry Report (EMIR)?

A: MILPERS 1306-108 covers EMIRs. In general, an EMIR should be sent to NAVPERSCOM (PERS-4013) when a unit has concerns regarding significant enlisted personnel shortages, especially if they impact mission readiness. See the EMIR tutorial on the Placement Management webpage for more information.

Q: When should my command submit a PERSMAR?

A: Per COMFLTFORCOM/COMNAVPERSCOM INST 1300.1 series, initial PERSMAR reports will be submitted 12 months prior to deployment. A PERSMAR SITREP will be

submitted 6 months prior to deployment. See the PERSMAR tutorial on the Placement Management webpage for more information.

Q: How often should my command conduct the Enlisted Distribution Verification Process (EDVP)

A: The Consult the EDVP Tutorial located on the NPC website for additional information. Some tasks may need to be performed more frequently than others.

Q: How do I get a DNEC added, changed, or removed?

A: All DNEC corrections should be addressed to your Placement Coordinator in PERS 4013. Your command's Placement Coordinator contact information is located on the NPC webpage under "Enlisted" and "Placement Management".

Q: How do I get a CMS-ID account?

A: Follow the procedures listed on the NPC web page <http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Pages/default2.aspx>

Q: Why is my command's manning below or above BA?

A: Billets Authorized (BA) is the "target" manning level; however, it does not guarantee personnel resources will be available. The dynamics of billet authorization additions/subtractions and inventory levels create constant changes in projected inventory. Consequently, manning below or above BA may occur when personnel inventory projections are less than, or greater than, current BA.

Q: How do I get orders cancelled on a Prospective Gain (PG) who has a "failed to obliserve" message released?

A: Just because a member has failed to obliserve does not mean that orders need to be cancelled. When a member fails to obliserve for a set of orders, the transferring command is required to report non-compliance via naval message to COMNAVPERSCOM within 30 days of receipt of PCS orders. If PCS orders do not specify any required OBLISERV, the minimum standards listed in MILPERSMAN 1306-106 will apply. Usually a member can still transfer if the member will be onboard the new command for 12 months. Contact your Placement Coordinator who will review your manning and recommend a course of action. If the orders are canceled, the member will remain at the current duty station, the requisition at the previously gaining command will re-generate and subsequently be filled based on MCA priority. Just because the requisition was a MCA priority previously does NOT make it a current priority!

Q: Why is one NEC being advertised or filled instead of another?

A: Under the previous requisition system, NECs are attached to a requisition based on which NEC for that rating has the lowest manning level onboard the command. An individual who holds an NEC in inventory onboard a UIC will satisfy the requirement for that NEC. It was not unusual to have more NEC shortages than body shortages. When this happened, an algorithm was used to "prioritize" the NEC shortages to determine which NEC would be assigned on the "NEC required" line of the requisition. This process is altered with the introduction of BBD in that if the billet has specific NEC requirements, those are the NEC requirements that will be advertised on CMS-ID for Detailer fill. If your command has specific NEC shortfalls that you are concerned with, you may contact your Placement Coordinator to discuss actions that may be taken to attempt to alleviate those shortfalls.

Q: How am I going to get a specific NEC onboard when there are no more open requisitions?

A: Some enlisted Permanent Change of Station (PCS) transfers result in personnel reporting without required enroute training (NEC) due to lack of available training quotas or Temporary Duty Under Instruction (TEMDUINS) funding. The failure to detail personnel via en route training automatically defers the responsibility of obtaining quotas and funding training to the gaining command (COMFLTFORCOM/COMNAVPERSCOM INSTRUCITON 1300.1 series). If a command has a NEC requirement and manning levels do not support generating an additional requisition, the command should select a member from the crew and send them to the Course of Instruction or work with their TYCOM for a TAD assist.

Q: Who do I send a member's request for a NEC to?

A: PERS-4013C is the Navy's sole NEC award authority outside of corporate enterprise Training Activity Resource System (CeTARS). PERS-4013C also processes removals, archival and waiver requests using a NAVPERS-1221/6 form. Send completed forms via [encrypted email](#) to MILL_NEC_REQUEST@navy.mil or mail to:

Navy Personnel Command
PERS-4013 NEC MGMT
5720 Integrity Drive
Millington, TN 38055

Emails should be encrypted for PII protection. We have 'look-up' capabilities for USN/FTS members and SSN data is not needed if we have a full name, rate and attached UIC on the form. SELRES pose a different problem and if the members aren't in FLTMPs, then full SSN is required on the form. Any questions or issues, please contact us at MILL_NEC_REQUEST@navy.mil.