

AUTHORIZED USE OF THE TOTAL WORKFORCE MANAGEMENT SERVICES

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SUBJ/AUTHORIZED USE OF THE TOTAL WORKFORCE MANAGEMENT SERVICES(TWMS) SYSTEM//

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NARR/ REF A IS MARADMIN 539/11 IMPLEMENTATION OF STANDARDIZED COST CENTER CODE FOR CIVILIAN LABOR. REF B SECNAVINST 5211.5E DEPARTMENT OF THE NAVY (DON) PRIVACY PROGRAM.//

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GENTEXT/REMARKS/1. THE DEPUTY COMMANDANT FOR MANPOWER AND RESERVE AFFAIRS (DC MRA) AUTHORIZES USE OF THE TOTAL WORKFORCE MANAGEMENT SERVICES (TWMS) SYSTEM THROUGHOUT THE MARINE CORPS. TWMS IS A SECURE, COMMON ACCESS CARD (CAC) ENABLED, WEB-BASED SYSTEM DEVELOPED BY THE DEPARTMENT OF NAVY (DON) TO PROVIDE MANPOWER, BUSINESS, FINANCIAL, AND HUMAN RESOURCE (HR) PERSONNEL WITH A WORKFORCE MANAGEMENT SOLUTION THROUGH A SINGLE COMMON WEB INTERFACE. TWMS PROVIDES USMC MANPOWER ANALYSTS, FINANCIAL MANAGERS, AND HUMAN RESOURCES PROFESSIONALS THE ABILITY TO MANAGE THEIR ENTIRE WORKFORCE, INCLUDING PEOPLE AND BILLETS.

2. THROUGH THE USE OF TWMS, USMC PLANS TO IMPROVE MANAGEMENT OF THE CIVILIAN WORKFORCE BY LINKING INCUMBENT CIVILIAN PERSONNEL DATA FROM THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) WITH THE CIVILIAN MANPOWER AND FUNDING DATA FROM MARINE CORPS' TOTAL FORCE STRUCTURE MANAGEMENT SYSTEM (TFSMS). THIS EFFORT WILL BEGIN FOLLOWING COMPLETION OF THE REQUIREMENTS OF REFERENCE (A) TO MAP COST CENTER CODES AND EMPLOYEE ACTIVITY CODES TO EACH BILLET IDENTIFICATION CODE (BIC).

3. DC MRA IS THE USMC LEAD FOR ALL ACCESS TO TWMS AND MARINE CORPS INFORMATION CONTAINED THEREIN. TO ENSURE PROPER ACCOUNTABILITY AND HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION (PII) PER REF (B), ACCESS WILL BE AUTHORIZED PER THIS MARADMIN ONLY ON A STRICT NEED-TO-VIEW BASIS TO MAINTAIN THE MOST STRINGENT CONTROL OF INFORMATION HOUSED WITHIN TWMS. DATA TO BE VIEWED IN TWMS WILL BE LIMITED TO INFORMATION REQUESTORS ARE CURRENTLY AUTHORIZED TO VIEW BASED ON THE AUTHORITY OF THEIR POSITION. ANY MISUSE OF ACCESS WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS AND APPROPRIATE ADMINISTRATIVE OR DISCIPLINARY ACTION.

4. IN OCTOBER 2010, MRA AUTHORIZED THE USE OF TWMS WITHIN THE HUMAN RESOURCES OFFICES (HROS) AND BRIEFED ITS USE TO THE G-1/MANPOWER PERSONNEL AT THE 2011 G1 CONFERENCE. SINCE THEN, HROS AND CERTAIN MANPOWER DIRECTORS HAVE BEEN TESTING TWMS AS A WORKFORCE MANAGEMENT TOOL. WE HAVE DETERMINED THAT TWMS IS A DATA-RICH TOOL WITH WHICH TO VIEW THE WORKFORCE. TWMS CURRENTLY RECEIVES TWICE WEEKLY DATA FEEDS FROM DCPDS FOR ALL USMC APPROPRIATED FUND CIVILIAN PERSONNEL DATA AND THE NAVY TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS) FOR ALL NAVY MILITARY PERSONNEL AND BILLETS THAT SUPPORT MARINE CORPS COMMANDS. TWMS ALSO RECEIVES DAILY UPDATES FROM

THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) AND THE CONTRACTOR VERIFICATION SYSTEM (CVS) PROVIDING DATA FOR ALL CONTRACTORS THAT HAVE BEEN ISSUED A CAC BY THE MARINE CORPS.

5. TO FURTHER ENHANCE WORKFORCE MANAGEMENT IN TWMS, MRA HAS FINALIZED AN AGREEMENT FOR A WEEKLY FEED OF USMC NON-APPROPRIATED FUND EMPLOYEES INTO TWMS. ADDITIONALLY, DC CDI (TFSD) AND DC PR ARE WORKING TO CONSOLIDATE FUNDING AND REQUIREMENTS DATA WITHIN TFSMS TO PROVIDE A PERIODIC FEED INTO TWMS FOR EACH COMMAND THAT WILL BE THE SOLE AUTHORITATIVE SOURCE OF ALL CIVILIAN MANPOWER REQUIREMENTS AND BILLET IDENTIFICATION CODES (BIC). THE FEED FROM TFSMS SHOULD TAKE PLACE IN DECEMBER 2011.

6. EFFECTIVE IMMEDIATELY ALL USMC PERSONNEL RESIDENT IN TWMS WILL HAVE ACCESS TO THE TWMS SELF-SERVICE FEATURE AT [HTTPS://TWMS.NMCI.NAVY.MIL/SELFSERVICE/](https://twms.nmci.navy.mil/selfservice/) (NO ACCOUNT REQUEST IS REQUIRED). EMPLOYEES WILL BE ABLE TO ACCESS THEIR OWN PERSONNEL DATA USING THEIR CAC AND VIEW, PRINT, OR UPDATE SPECIFIC PERSONAL EMPLOYMENT INFORMATION VIA ONE CONVENIENT, USER-FRIENDLY APPLICATION.

7. THE MARINE CORPS WILL IMMEDIATELY BEGIN APPROVING REQUESTS FOR THE FOLLOWING SPECIFIC ACCOUNT ACCESS BASED ON POSITION REQUIREMENTS FOR AUTHORIZED PERSONNEL:

A. HROS - HRO/HRSC ACCOUNT

(1) ONLY AUTHORIZED FOR HRO STAFF PERSONNEL

B. G-1/MANPOWER - POSITION/MANPOWER MANAGEMENT ACCOUNT

(1) 3 ACCOUNTS PER COMMAND

C. G-8/COMPROLLER - FINANCIAL MANAGEMENT ACCOUNT

(1) 3 ACCOUNTS PER COMMAND

D. TRAINING COORDINATOR - TRAINING COORDINATOR ACCOUNT

(1) 2 ACCOUNTS PER COMMAND.

(2) TRAINING COORDINATORS MUST BE DESIGNATED BY THE COMMAND IN WRITING AND REPORTED TO MPC-30 BEFORE AN ACCOUNT CAN BE APPROVED.

E. SUPERVISORS AND MANAGERS - MANAGER ACCOUNT

(1) APPLICANT MUST HAVE SUPERVISORY RESPONSIBILITIES IN THEIR POSITION DESCRIPTION AND PROPERLY REFLECTED IN DCPDS.

(2) MANAGER ACCOUNTS WILL ONLY BE GRANTED ACCESS TO SPECIFIC ORGANIZATIONAL CODES UNDER THEIR COGNIZANCE.

8. EACH OF THE ABOVE ACCOUNTS ALLOWS ACCESS TO EMPLOYEE/POSITION DATA APPROPRIATE TO THE DUTIES OF THE ACCOUNT HOLDER. TO ENSURE CLEAR CONTROL OF SENSITIVE/PII INFORMATION, HRO ACCOUNTS ARE THE ONLY TWMS ACCOUNTS AUTHORIZED TO ACCESS SOCIAL SECURITY NUMBERS, FULL DATES OF BIRTH, SF50 DATA AND EMPLOYEE SPECIFIC DEMOGRAPHIC DATA WITHIN THE USMC. TO VIEW DETAILS ON ALL ACCOUNT ACCESS LEVELS GO TO THE TWMS WEBSITE AT [HTTPS://TWMS.NMCI.NAVY.MIL](https://twms.nmci.navy.mil), SELECT THE "DOCUMENTATION AND TRAINING" TAB TO DOWNLOAD THE "ACCESS LEVEL MATRIX" AND 'SUMMARY OF ACCESS LEVEL MATRIX."

9. PRIOR TO REQUESTING AN ACCOUNT, YOU MUST FIRST UPDATE YOUR SELF-SERVICE INFORMATION IN TWMS BY CLICKING THE "CLICK HERE FOR SELF SERVICE" ICON. ENSURE THE SUPERVISOR AND RECALL INFORMATION ARE CURRENT AS THIS WILL AFFECT APPROVAL OF THE REQUEST. PER REF B, ACCOUNT HOLDERS ARE RESPONSIBLE AND ACCOUNTABLE FOR THE PROPER HANDLING OF PII. THEREFORE, THE FOLLOWING MANDATORY TRAINING MUST BE RECORDED IN TWMS PRIOR TO ACCOUNT ACCESS BEING GRANTED:

A. DOD INFORMATION ASSURANCE

B. PERSONALLY IDENTIFIABLE INFORMATION (PII)

10. BOTH REQUIRED TRAINING COURSES CAN BE ACCESSED FROM THE TWMS "ONLINE TRAINING AND NOTICES" LINK ON THE LEFT SIDE OF THE SELF-SERVICE SCREEN. CLICK ON THE "AVAILABLE TRAINING" TAB NEXT TO THE YELLOW HIGHLIGHTED "REQUIRED TRAINING" TAB AND SCROLL THROUGH THE LIST OF ONLINE AVAILABLE TRAINING TO LOCATE EACH COURSE.

11. ONCE THE SELF-SERVICE INFORMATION HAS BEEN UPDATED AND TRAINING HAS BEEN COMPLETED, AUTHORIZED PERSONNEL CAN REQUEST THE APPROPRIATE ACCOUNT ACCESS LEVEL BY GOING TO THE TWMS WEBSITE AND SELECTING "CLICK HERE FOR ACCOUNT APPLICATION." ALL MANDATORY FIELDS MUST BE COMPLETED BEFORE SELECTING "SUBMIT APPLICATION." ACCOUNT REQUESTS MUST CONTAIN JUSTIFICATION IN THE COMMENTS SECTION OF EACH REQUEST TO SUPPORT THE APPROVAL PROCESS. AT A MINIMUM, THE JUSTIFICATION MUST INCLUDE THE POSITIONAL ROLE AND A BRIEF NEED-TO-VIEW STATEMENT. EXCEPTIONS TO THE ABOVE ACCOUNT NUMBER LIMITATIONS PER COMMAND WILL BE CONSIDERED ON A CASE-BY-CASE BASIS BY MRA (MPC). ACCOUNT REQUESTS WILL BE CAREFULLY REVIEWED, VERIFIED AND VALIDATED BY THE TWMS ADMINISTRATOR WITH THE REQUESTOR'S SUPERVISOR BEFORE APPROVAL. AN ACCOUNT APPROVAL/DISAPPROVAL EMAIL SHOULD BE RECEIVED WITHIN FIVE TO TEN WORKING DAYS OF SUBMISSION. AS USMC MILITARY PERSONNEL ARE NOT CURRENTLY IN TWMS, MILITARY MEMBERS WHO NEED ACCOUNTS DESCRIBED ABOVE BASED ON THEIR POSITION SHOULD FIRST CONTACT THE TWMS ADMINISTRATOR, MS. KELLY SIMS (KELLY.SIMS@USMC.MIL), IN ORDER TO BE MANUALLY ADDED TO THE SYSTEM.

12. TWMS IS AN EFFECTIVE WORKFORCE MANAGEMENT TOOL AND PROVIDES A WIDE ARRAY OF CAPABILITIES. DC MRA (MPC) IS ESTABLISHING TRAINING MODULES AND WILL HOST LIVE ONLINE EVENTS VIA DEFENSE CONNECT ONLINE (DCO) TO ASSIST ACCOUNT HOLDERS IN ACCESSING AND USING TWMS. DATES AND TIMES WILL BE PROVIDED. ADDITIONALLY, TWMS HAS NUMEROUS USER GUIDES POSTED ON ITS WEBSITE.

13. ANY QUESTIONS SHOULD BE DIRECTED TO KELLY SIMS AT 703-784-9393 (KELLY.SIMS@USMC.MIL) OR SABRINA WEBB AT 703-432-9417 (SABRINA.WEBB@USMC.MIL).

14. RELEASE AUTHORIZED BY MR. M.F. APPLGATE, DIRECTOR, MANPOWER PLANS AND POLICY DIVISION.//