

Total Workforce Management Services (TWMS) Quick User Guide

My Workforce



Periodic updates to My Workforce may not be reflected in this document.

My Workforce - Summary

If you are listed as a supervisor in TWMS then you are allowed access to My Workforce. My Workforce will provide you with supervisory information about all personnel who are your subordinates. You are able to view and update information for those who report to you by simply going to your TWMS Self-service. Along with several employee forms you also have access to various tools and functions. They include:

- *Event Notification Service*
- *Mass SF50*
- *Telework Request Management*
- *Pre-Recruitment Management*
- *Manage Training Requirements*
- *Mass Training Management*
- *RPA Tracking & Billet Alignment*
- *IPMS Manager*

You will also have the ability to generate reports. They include:

- *Alpha Roster*
- *Recall Rosters*
- *Training Completed*
- *Training Not Completed*
- *Training Requirements*
- *Telework Information*
- *Within Grade Increase Schedule*

Accessing Your TWMS Self-Service

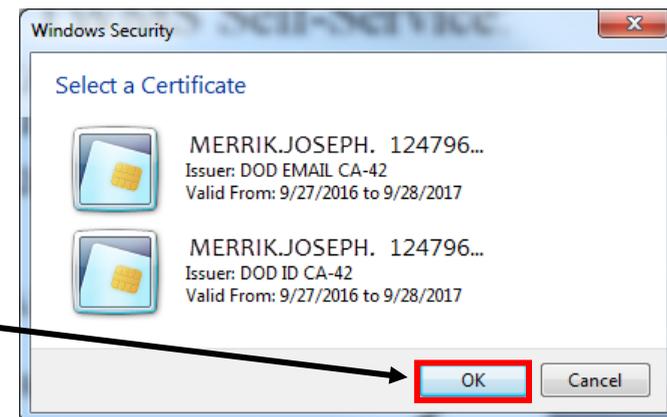
If you have a record in TWMS then you are able to view, print and even update specific pieces of information about your record using the Self-service Module. To be able to access your TWMS Self-Service:

1. You must have a valid CAC,
2. You must know your PIN, and
3. The information from your TWMS record must match the information on your CAC.

Please contact the CNIC Government Enterprise Help Desk (1-888-264-4255) for help or further information.

To access the Self-service Module:

1. Insert your CAC into your CAC reader.
2. Open up your internet browser and type the following website in the address bar:
3. Click **OK** at the Client Authentication dialog box and enter your CAC PIN if prompted.



Accessing Your TWMS Self-Service

Initial access to your TWMS Self-service will lead you to the screen shown below. Subsequent access will take you to the form shown on the next page.

4. Enter the last four digits of your SSN and your date of birth.
5. Click **Submit**.

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 //
Self-Service Login

* For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

Navigation:

- Logout
- Contact Us/Help
- Data Update Status
- User Guide
- Privacy Act Statement
- Employee Locator

Log into Website

LAST 4 OF SSN:

DATE OF BIRTH: **** (mm/dd/yyyy) with slashes****

submit reset

DoD Disclaimer

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Accessing My Workforce

The default view when accessing your Self-service will be the General Information form as shown below.

The name of the currently displayed form is shown here.



Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 // **General Information**

* For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
MERRIK, JOSEPH	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APP

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
IT SPECIALIST (NETWORK)	GS	2210	12	13

GENERAL INFORMATION

EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:	Full Time
TELEWORK ELIGIBLE:	NOT ELIGIBLE	WEEKLY HOURS:	40
TELEWORKING:	NO	TELEWORK SHIFT:	N/A
WORK SHIFT:	1st - 0700-1530	WORK SHIFT TYPE:	
APPOINTMENT TYPE:	Competitive - Career-Conditional	TENURE GROUP:	2 - Conditional
PAYROLL ORG CODE:	714	PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:	None	VETERANS PREF RIF:	None
VETERAN STATUS:	Not A Veteran	ANNUITANT STATUS:	Not Applicable
SPECIAL PROGRAM ID:	Not Applicable	TRAINING PROGRAM ID:	Not Applicable

IMMEDIATE SUPERVISOR

SUPERVISOR NAME:	WOLFE, MICHAEL C	ORG CODE:	N621	WORK PHONE:	619-532-4365
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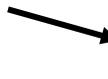
WORK LOCATION

BASE LOCATION:	Kitsap, WA, United States	Select					
BUILDING:	791	FLOOR NUMBER:	FIRST	ROOM NUMBER:	543	CUBICLE/SPACE:	

IMPORTANT DATES

SCD LEAVE:	9/12/1997	SCD CIV:	9/12/1997	SCD RIF:	9/12/1997
DATE LAST PROMOTED:	12/14/2003	LAST EQUIVALENT DATE (LEQ):	12/14/2003	WCI ELIGIBLE DATE:	6/12/2005
DATE EOD NAVY/USMC:	7/5/1999	DATE EOD CURRENT COMMAND:		DATE START PRESENT POSITION:	10/3/2004
DATE PROB/TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007	DATE SUPV/MGR PROBATION EXPIRES:	N/A
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A	CAREER PROMOTION ELIGIBLE DATE:	12/14/2004
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A	DATE APPOINTED TO EXEC SVC:	N/A

Update Reset



To access My Workforce:

1. Click **My Workforce** on the Tools/Actions menu.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Viewing Your Subordinates' Information

The default view when accessing My Workforce displays all personnel who you are assigned to as their supervisor.

To view information about one of your subordinates:

1. Click the name of one of your subordinates.

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: JOSEPH.MERRIK.60462 Access Level: MY WORKFORCE
Browsing Employee Records
** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:
HOME
MyTWMS/Self Service
Login/Logout
Information:
Contact Us
Data Update Status
Employee Locator
Documentation & Training
Employee Locator
TWMS Updates
Privacy Act Statement
Actions:
Manage Non-Navy Personnel
Muster Employees
Report Services
Tools/Functions
View/Update your Profile

Employees Muster

Record Status: Employee Type: Last Name: First Name: Middle Name: UIC/ORG UIC: ORG: Sort Order: Search Reset Export
Active-On Board All Types Assigned Name Advanced Search

EMPLOYEE NAME	ASSIGNED UIC	ASSIGNED ORG	TITLE	BIN	BSC	BIN ORG	BIN AUC	EMPLOYEE TYPE
ALEGRE, JOEL F	00052	N621	IT SPECIALIST (APPSW/SYSANALYSIS)	1041656	62110	N621	00052	CIVILIAN-APP
CAYCE, EDGAR	DEMO1	N02	IT SPECIALIST (NETWORK)	DEMO002	80011	NXX	DEMO1	CIVILIAN-APP
DAROIS, KENNETH M	00052	N621	IT SPECIALIST (APPSW/INFOSEC)	1119142	62115	N621	00052	CIVILIAN-APP
DARTT, JAMES T	00052	N621	IT SPECIALIST (APPSW/INFOSEC)	1135402	62120	N621	00052	CIVILIAN-APP
GHRAGOZLOO, SHAHRAM	00052	N621	TWMS WEB APPLICATIONS SPECIALIST	3608755	62135	N621	00052	CONTRACTOR
GIACUMBO, CESAR F	00052	N621	TWMS WEB APPLICATIONS SPECIALIST (NCIS/OCHR)	3648266	62145	N621	00052	CONTRACTOR
GONZALES, JOSE M	00052	N621	TWMS WEB APPLICATIONS SPECIALIST	3648375	62151	N621	00052	CONTRACTOR
MORFIN, EDUARDO	00052	N621	IT SPECIALIST (APPSW/INFOSEC)	2884186	62125	N621	00052	CIVILIAN-APP
NEWMAN, CRAIG A	00052	N621	TWMS WEB APPLICATION SPECIALIST					CONTRACTOR
WOLFE, MICHAEL C	00052	N621	TWMS TRAINING & DOCUMENTATION ANALYST	1039425	62130	N621	00052	CONTRACTOR

TOTALS: CIV-APP: 5 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 0 · Military Active: 0 · Military Reserve: 0 · Contractor: 5 · TOTAL: 10

Check-In Required Check-Out Required Overdue Gain/Loss

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Viewing Your Subordinates' Information

The default view when selecting one of your subordinates will be the General Information form as shown below.

To view additional information about one of your subordinates:

1. Click the button of another employee form from the Navigation menu.

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information**
- Assignment/Position Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- Work History
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- Legacy CSWF Info
- CSWF/CyberIT Info

Information:

- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training
- Employee Locator
- TWMS Updates
- Privacy Act Statement

Actions:

- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions
- View/Update your Profile

NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
IT SPECIALIST (NETWORK)	GS	2210	12	13

GENERAL INFORMATION

EMPLOYEE STATUS:	Active - On Board	WEEKLY HOURS:	40
WORK SCHEDULE:	Full Time	TELEWORK SHIFT:	--Not Applicable--
TELEWORKER:	NO	TELEWORK ELIGIBILITY:	Not Eligible due to Official discipline within the calendar year.
WORK SHIFT:	1st - 0700-1530	WORK SHIFT TYPE:	
APPOINTMENT TYPE:	Competitive - Career-Conditional	TENURE GROUP:	2 - Conditional
PAYROLL ORG CODE:	714	PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:	None	VETERANS PREF RIF:	None
VETERAN STATUS:	Not A Veteran	ANNUITANT STATUS:	Not Applicable
BARGAINING UNIT (BUS):	0010-Unknown	SPECIAL PROGRAM ID:	Not Applicable
TRAINING PROGRAM ID:	Not Applicable	COMMAND SPECIAL PROGRAM:	None/Not Applicable

IMMEDIATE SUPERVISOR

NAME:	MICHAEL MACDONALD	ORG CODE:	N621	WORK PHONE:	619-532-4360
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WORK LOCATION

BASE LOCATION:	Kitsap, WA, United States	Select					
BUILDING NUMBER:	791	ROOM NUMBER:	543	FLOOR NUMBER:	FIRST	CUBICLE/SPACE:	

DATES

SCD LEAVE:	9/12/1997	SCD CIV:	9/12/1997	SCD RIF:	9/12/1997
DATE LAST PROMOTED:	12/14/2003	LAST EQUIVALENT DATE (LEQ):	12/14/2003	WGI ELIGIBLE DATE:	6/12/2005
DATE EOD NAVY/USMC:	7/6/1998	DATE CONVERSION TO CAREER DUE:	10/3/2007	DATE START PRESENT POSITION:	10/3/2004
DATE PROB\TRIAL PERIOD ENDS:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A	DATE SUPV/MGR PROBATION EXPIRES:	N/A
DATE TEMP PROMOTION EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A	CAREER PROMOTION ELIGIBLE DATE:	12/14/2004
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE OVERSEAS TOUR EXPIRES:	N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A	DATE APPOINTED TO EXEC SVC:	N/A

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Viewing Assignment/Position Information

The Assignment/Position Info form for the selected employee is shown below.

Click the Assignment/Position Info button to view this information.

NAVIGATION:	
HOME	
MyTWMS/Self Service	
Login/Logout	
General Information	
Assignment/Position Info	
IA Prescreening	
Perm/Retained Grade Info	
Benefits/Pay/Leave Info	
Training/Educ/Cert & Skills	
Personal/Recall Information	
Security Clearance Info	
Work History	
Military Information	
Disciplinary Information	
Acquisition Workforce Info	
Legacy CSWF Info	
CSWF/CyberIT Info	
Information:	
Contact Us	
Data Update Status	
Employee Locator	
Documentation & Training	
Employee Locator	
TWMS Updates	
Privacy Act Statement	
Actions:	
Manage Non-Navy Personnel	
Muster Employees	
Report Services	
Tools/Functions	
View/Update your Profile	

NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE	
CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APF	
TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET	
IT SPECIALIST (NETWORK)	GS	2210	12	13	
Position/Billet	Collateral Duties/Roles	Roles/Training	Roles/Equipment	Roles/Work	Roles/Colleagues
ORGANIZATION, ASSIGNMENT & GENERAL POSITION INFORMATION					
OFFICIAL UIC:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO1 COMMAND				
WORKING/ASSIGNED UIC:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO1 COMMAND				
MAJCOM/BSO:	NV99-FOR DEMO/SYSTEM USE ONLY				
OFFICIAL ORG:	N02	WORKING/ASSIGNED ORG:	N02		
PAYROLL ORG CODE:	714	PAYROLL COST CODE:	714		
SUBMITTING OFFICE NUMBER/CPO ID:	2414/DD	DCPDS DUTY STATION:	New Orleans,Orleans,LA		
DATE OS TOUR EXPIRES:	N/A	OS TOUR EXPIRES EXEMPTION REASON:	Not Applicable		
ORGANIZATIONAL TITLE:	MANAGEMENT ANALYST	OFFICE SYMBOL:	N/A		
POSN/SEQ NR (PD#):	D040B0/108050 <input type="button" value="View PD"/>	FINANCIAL STATEMENT(OGE 450) REQUIREMENT	Not Required		
SUPV LEVEL:	Non-Supervisory	POSN SENSITIVITY:	Nonsensitive (NS) National Security Risk		
POSN OCCUPIED:	Competitive Service	DCPDS CSWF CATEGORY & SPECIALTY AREA:			
WORK SCHEDULE:	Full Time	DATE POSITION CLASSIFIED:	9/11/1998		
COMPETITIVE LEVEL:	HAH2	OCCUPATION CATEGORY:	Blue Collar		
PAY RATE DETERMINANT:	(0) Regular Rate	PREMIUM PAY:	Not Applicable/None		
FLSA:	Non-Exempt	BARGAINING UNIT:			
DRUG TEST REQ:	No Drug Test Required	KEY/EE POSITION:	Posn not E-E, NCE, Key, or Mission Essential		
PRP/SCI POSITION:		ACQUISITION POSITION CATEGORY:	N/A		
GUN AMMO ACCESS ID:	POSITION DOES NOT REQUIRE VERIFICATION OF INCUMBENT ELIGIBILITY TO ACCESS FIREARMS/AMMO	SHUTDOWN FURLOUGH INDICATOR:	Unknown Furlough status		
ADMIN FURLOUGH INDICATOR		SHUTDOWN FURLOUGH EXEMPTION INDICATOR			
ADMIN FURLOUGH EXCEPTED INDICATOR		SHUTDOWN FURLOUGH EXCEPTED INDICATOR			
EMERGENCY RESPONSE STATUS: (IAW OPNAVINST 3440.17 dtd 22 JUL 2005)	2 - Other U.S. Personnel	EXCESS/UNASSIGNED INDICATOR	<input type="checkbox"/> (CHECKED IF YES)		
NAVY COMMUNITY	INFORMATION TECHNOLOGY	LOCAL BSO COMMUNITY	INFORMATION TECHNOLOGY		
PERFORMANCE MANAGEMENT TRACKING					
PERFORMANCE PLAN TYPE:	PARS <input type="button" value="v"/>	2017 PERFORMANCE PLAN SET:	<input type="checkbox"/> (CHECKED IF YES)		
2017 MID YEAR REVIEW COMPLETED:	<input type="checkbox"/> (CHECKED IF YES)	2016 PERFORMANCE RATING SUBMITTED:	<input type="checkbox"/> (CHECKED IF YES)		
PARB					
OBLIGATED POSITION INFORMATION					
OBLIGATION TYPE:	Unobligated	COMMAND LOCAL USE FIELD AREA	OBLIGATION EXPIRATION DATE:	N/A	
LOCAL USE FIELD 1:		LOCAL USE FIELD 2:	LOCAL USE FIELD 3:	LOCAL USE FIELD 4: <input type="checkbox"/>	
BILLET & POSITION MANAGEMENT/MANPOWER INFORMATION					
BIN:	DEMO002	BSO:	80011		
DCPDS BIN:		DCPDS DT STARTED PRESENT POSN:	10/3/2004		
BILLET UIC:	DEMO1	BILLET ORG CODE:	NXX		
BILLET TITLE:	IT SPECIALIST (NETWORK)	BILLET TELEWORK ELIGIBLE	No		
ICBM/CAC:		FUNDING SOURCE:	Direct		
NAVY COMMUNITY:	INFORMATION TECHNOLOGY				
MANPOWER / POSITION MANAGEMENT COMMENTS:					
OTHER ASSIGNMENT TYPES					
ASSIGNMENT TYPE	STATUS	COMMAND	ORG	ASSIGNMENT/POSITION	
No other assignments found for this employee.					
<input type="button" value="Update"/>	<input type="button" value="Reset"/>	<input type="button" value="View Billet"/>	<input type="button" value="Past Billet Assignments"/>		

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Viewing Training and IDP Information

The Training/Educ/Certs & Skills form for the selected employee is shown below.

Click the Training/Educ/Cert & Skills button to view this information.

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information
- Assignment/Position Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills**
- Personal/Recall Information
- Security Clearance Info
- Work History
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- Legacy CSWF Info
- CSWF/CyberIT Info

Information:

- Contact Us
- Data Update Status
- Employee Locator
- Documentation Training
- Employee Locator
- TWMS Updates
- Privacy Act Statement

Actions:

- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions
- View/Update your Profile

Clicking the IDP tab will let you view the IDP for this employee.

NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
IT SPECIALIST (NETWORK)	GS	2210	12	13

TRAINING | CERTIFICATIONS/PROGRAMS | AGREEMENTS | EDUCATION | LANGUAGES | SKILLS | **IDP** | PARS

Completed Training • Training Archive • Training Requirements • Projected Training

Add a Training Record

Print/Export Training History: [Excel](#) [PDF](#)

Sort:

Completed Training for the past 2 years
For training older than 2 years, click on Training Archive

Course Title	Course ID	Training Data Source	Date Completed	Hours	CEUs	CSWF SCOPE	
ASSOCIATION FOR COMPUTING MACHINERY INTERNATIONAL CONFERENCE ON UNDERWATER NETWORKS AND SYSTEMS (CEU: 0)	TWMS-586312	MANAGER PROVIDED	1/30/2016	55	0		View Certificate

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Viewing Required Training

My Workforce will allow you to view all training requirements assigned to the selected employee.

Clicking the Training Requirements hyperlink will let you view the required training assigned to the selected employee.

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information
- Assignment/Position Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
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CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
IT SPECIALIST (NETWORK)	GS	2210	12	13

TRAINING | CERTIFICATIONS/PROGRAMS | AGREEMENTS | EDUCATION | LANGUAGES | SKILLS | IDP | PARS

Completed Training • Training Archive • **Training Requirements** • Projected Training

REQUIREMENT	ID	COMPLETE BY	COMPLETED	EXEMPTED	REASON EXEMPTED	CURRENTLY REQUIRED
Detail FY17 PREVENTION OF SEXUAL HARASSMENT (POSH)	66448	2017-09-30	No	No	n/a	Yes
Detail FY17 PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING	66470	2017-09-30	No	No	n/a	Yes
Detail FY17 LEVEL ONE ANTITERRORISM TRAINING	66477	2017-09-30	No	No	n/a	Yes
Detail FY17 COMBATING TRAFFICKING IN PERSONS (CTIP) GENERAL AWARENESS	66479	2017-09-30	No	No	n/a	Yes
Detail FY17 OPERATIONS SECURITY (OPSEC)	66513	2017-09-30	No	No	n/a	Yes
Detail FY17 NO FEAR ACT	66450	Every 2 Years	No	No	n/a	Yes

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Viewing Agreements

My Workforce will allow you to view all agreements for the selected employee including the SAAR-N and Telework Agreement.

Clicking the Agreements tab will let you view all agreements approved for this employee.

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information
- Assignment/Position Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skill
- Personal/Person Information
- Security Clearance Info
- Work History
- Military Information
- Disciplinary Information
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CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APF					
TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET					
IT SPECIALIST (NETWORK)	GS	2210	12	13					
TRAINING CERTIFICATIONS/PROGRAMS AGREEMENTS EDUCATION LANGUAGES SKILLS IDP PARS									
AGREEMENTS									
AGREEMENT TYPE	STATUS	AGREEMENT DESCRIPTION	AGREEMENT STATUS	AGREEMENT STATUS DATE	SAAR	EXPIRATION DATE	AGREEMENT DOCUMENT		ACTION
Privileged User Agreement	Active	PA	Agreement Signed/On File	4/22/2015		4/30/2015	Upload	Delete	Modify Delete
Telework Agreement	Active	TWZ	Telework Agreement Expired	6/20/2014			Upload	Delete	Modify Delete
Telework Agreement	Active	TTT	Telework Agreement Approved	6/20/2014			Upload	Delete	Modify Delete
Telework Agreement	Active	TWC	Telework Agreement Cancelled	6/20/2014			Upload	Delete	Modify Delete
Rotational Assignment Agreement	Active	ROTATION AGREEMENT	SAAR RECEIVED/ON FILE	4/23/2014		4/23/2017	View	Delete	Modify Delete
OGE 450	Active	FINANCIAL DISCLOSURE STATEMENT	OGE 450 Required/Received	5/11/2010				Delete	Modify Delete
OPNAV 5239/14 (SAAR-N)	Active	NAVY NETWORK/NMCI/ONE-NET ACCESS	SAAR NOT ON FILE/UNKNOWN	5/31/2010			Upload	Delete	Modify Delete
Add Agreement									

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Viewing Personal/Recall Information

The Personal/Recall Information form is shown below.

Click the Personal/Recall Information button to view this information.



NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information
- Assignment/Position Info
- IA Prescreening
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- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Personal/Recall Information**
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- Work History
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- Acquisition Workforce Info
- Legacy CSWF Info
- CSWF/CyberIT Info

Information:

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Actions:

- Manage Non-Navy Personnel
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NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APP
TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
IT SPECIALIST (NETWORK)	GS	2210	12	13

PERSONAL INFO EMPLOYEE PASSPORT INFO FAMILY MEMBER INFO

CONTACT INFORMATION

NICK NAME: []

OFFICIAL ADDRESS OF RECORD: []

HOME ADDRESS: 1313 Mockingbird Ln.
HOME CITY, STATE ZIP: Barstow CA 923111635

CURRENT LOCAL ADDRESS: (If different from official address of record)

LOCAL ADDRESS: 123 TEST AVE

CITY, STATE, COUNTRY, ZIP: TEST CITY California 91912

HOME PHONE: (619)225-2718 UNLISTED: WORK PHONE: 123-456-7890 EXT 1

WORK CELL PHONE: (504)225-2718 **20 Character Max** WORK CELL PROVIDER: []

PERSONAL CELL PHONE: **20 Character Max** PERSONAL CELL PROVIDER: []

AIR CARD NUMBER: 619-555-1212 **20 Character Max** AIR CARD PROVIDER: BLUE SKY FROG

SECURE PHONE: **20 Character Max** DSN/AUTOVON PHONE: 522-4365 **20 Character Max**

PAGER NUMBER: **20 Character Max** FAX NUMBER: **20 Character Max**

BLACKBERRY VOICE NUMBER: **20 Character Max** BLACKBERRY PIN NUMBER: **20 Character Max**

DIRECT CONNECT NUMBER: **20 Character Max**

SPECIAL PHONE INSTRUCTIONS: []

UNCLASSIFIED E-MAIL: (NMCI, OnetNet, etc.) edgar.cayce@navy.mil

LEGACY UNCLASSIFIED E-MAIL: []

SIPRNET E-MAIL: []

JWICS E-MAIL: []

PERSONAL E-MAIL: []

SAFE HAVEN DESIGNATION

COUNTRY: [] CITY/LOCATION: []

PERSONAL INFORMATION

DOB: 1/21/**** SERVICE: 19 year(s) 5 month(s)

SSAN: 000-00-0028 TRAVEL CARD HOLDER: No

DCPDS Emp ID: []

CITIZENSHIP & PLACE OF BIRTH

PLACE OF BIRTH --- CITY: [] US STATE OR POSSESSION: []

COUNTRY: []

CITIZENSHIP: U.S. Citizen, includes U.S. Nationals CITIZENSHIP BASIS: U.S. Citizen by Birth in U.S.

NOK/EMERGENCY CONTACT #1

NAME: [] RELATIONSHIP: Step Son

PRIMARY PHONE #: [] ALT PHONE #: []

MOBILE PHONE #: []

E-MAIL ADDRESS: []

ADDRESS: [] EMERGENCY POINT OF CONTACT: No

ZIP: []

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Viewing Tools/Functions

My Workforce will allow you to access other tools and functions that will assist you while managing your subordinates.

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information
- Assignment/Position Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- Work History
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- Legacy CSWF Info
- CSWF/CyberIT Info

Information:

- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training
- Employee Locator
- TWMS Updates
- Privacy Act Statement

Actions:

- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions**
- View/Update your Profile

Click the Tools/Functions button to view this information.



TOOLS & FUNCTIONS

<u>WORKFORCE MANAGEMENT TOOLS</u>	<u>TRAINING TOOLS</u>
CIVILIAN-FNI SSAN CHANGE	MANAGE TRAINING REQUIREMENTS
EVENT NOTIFICATION SERVICE	MASS TRAINING MANAGEMENT
MASS SF50	
TELEWORK REQUEST MANAGEMENT	<u>HUMAN RESOURCE MGMT TOOLS</u>
PRE-RECRUITMENT MANAGEMENT	RPA TRACKING & BILLET ALIGNMENT
	IPMS MANAGER
	<u>UTILITIES</u>

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Viewing Reports

My Workforce will allow you to generate several canned reports. Unless specified otherwise, generated data will reflect all those who report to you.

NAVIGATION:

- HOME
- MyTWMS/Self Service
- Login/Logout
- General Information
- Assignment/Position Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- Work History
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- Legacy CSWF Info
- CSWF/CyberIT Info

Information:

- Contact Us
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- Employee Locator
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- Employee Locator
- TWMS Updates
- Privacy Act Statement

Actions:

- Manage Non-Navy Personnel
- Muster Employees
- Report Services**
- Tools/Functions
- View/Update your Profile

Click the Report Services button to view the reports you can generate in My Workforce.



Reports	
Alpha Roster (Standard)	Standard PARS Form
Recall Roster (Standard)	Recall Roster (with Emergency Data) - formatted for display purposes (Acrobat PDF output recommended)
Recall Roster (with Emergency Data) - formatted for manipulation purposes (Excel output recommended)	IDP Status
Training Completed Testing	Training Not Completed
Career Promotion Due	Within Grade Increase Schedule
Civilian PD Number Listing	Birthday Listing
Civilian Bargaining Unit Status List	Civilian Retirement Eligibles
Training Requirements	
Current Leave Availability Report	Civilian Leave Usage Report
Telework Information Report	Today's Muster Status

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Accessing Self-Service from My Workforce

You will always be able to return to your Self-service when viewing My Workforce.

To access your Self-service from My Workforce:

1. Click **MyTWMS/Self Service** on the Navigation menu.

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: JOSEPH.MERRIK.60462 Access Level: MY WORKFORCE
Browsing Employee Records
** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:

- HOME
- MyTWMS/Self Service**
- Login/Logout

Information:

- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training
- Employee Locator
- TWMS Updates
- Privacy Act Statement

Actions:

- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions
- View/Update your Profile

Employees Muster

Record Status: Employee Type: Last Name: First Name: Middle Name: UIC/ORG UIC: ORG: Sort Order: Search Reset Export

Active-On Board All Types Assigned Name Advanced Search

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EMPLOYEE NAME	ASSIGNED UIC	ASSIGNED ORG	TITLE	BIN	BSC	BIN ORG	BIN AUC	EMPLOYEE TYPE
ALEGRE, JOEL F	00052	N621	IT SPECIALIST (APPSW/SYSANALYSIS)	1041656	62110	N621	00052	CIVILIAN-APP
CAYCE, EDGAR	DEMO1	N02	IT SPECIALIST (NETWORK)	DEMO002	80011	NXX	DEMO1	CIVILIAN-APP
DAROIS, KENNETH M	00052	N621	IT SPECIALIST (APPSW/INFOSEC)	1119142	62115	N621	00052	CIVILIAN-APP
DARTT, JAMES T	00052	N621	IT SPECIALIST (APPSW/INFOSEC)	1135402	62120	N621	00052	CIVILIAN-APP
G HARAGOZLOO, SHAHRAM	00052	N621	TWMS WEB APPLICATIONS SPECIALIST	3608755	62135	N621	00052	CONTRACTOR
GIACUMBO, CESAR F	00052	N621	TWMS WEB APPLICATIONS SPECIALIST (NCIS/OCHR)	3648266	62145	N621	00052	CONTRACTOR
GONZALES, JOSE M	00052	N621	TWMS WEB APPLICATIONS SPECIALIST	3648375	62151	N621	00052	CONTRACTOR
MORFIN, EDUARDO	00052	N621	IT SPECIALIST (APPSW/INFOSEC)	2884186	62125	N621	00052	CIVILIAN-APP
NEWMAN, CRAIG A	00052	N621	TWMS WEB APPLICATION SPECIALIST					CONTRACTOR
WOLFE, MICHAEL C	00052	N621	TWMS TRAINING & DOCUMENTATION ANALYST	1039425	62130	N621	00052	CONTRACTOR

TOTALS: CIV-APP: 5 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 0 · Military Active: 0 · Military Reserve: 0 · Contractor: 5 · TOTAL: 10

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Go to page: [] Go

Check-In Required Check-Out Required Overdue Gain/Loss

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Logging Out of Your Self-Service

To logout of your Self-service record:

1. Click the **Logout** button on the Navigation Menu.

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 //

General Information * For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
MERRIK, JOSEPH	DEMO1 / N02	DEMO1 / N02	CIVILIAN-APP

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
IT SPECIALIST (NETWORK)	GS	2210	12	13

GENERAL INFORMATION			
EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:	Full Time
TELEWORK ELIGIBLE:	NOT ELIGIBLE	WEEKLY HOURS:	40
TELEWORKING:	NO	TELEWORK SHIFT:	N/A
WORK SHIFT:	1st - 0700-1530	WORK SHIFT TYPE:	
APPOINTMENT TYPE:	Competitive - Career-Conditional	TENURE GROUP:	2 - Conditional
PAYROLL ORG CODE:	714	PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:	None	VETERANS PREF RIF:	None
VETERAN STATUS:	Not A Veteran	ANNUITANT STATUS:	Not Applicable
SPECIAL PROGRAM ID:	Not Applicable	TRAINING PROGRAM ID:	Not Applicable

IMMEDIATE SUPERVISOR			
SUPERVISOR NAME:	WOLFE, MICHAEL C	ORG CODE:	N621
		WORK PHONE:	619-532-4365

WORK LOCATION			
BASE LOCATION:	Kitsap, WA, United States	Select	
BUILDING:	791	FLOOR NUMBER:	FIRST
		ROOM NUMBER:	543
		CUBICLE/SPACE:	

IMPORTANT DATES			
SCD LEAVE:	9/12/1997	SCD CIV:	9/12/1997
DATE LAST PROMOTED:	12/14/2003	LAST EQUIVALENT DATE (LEQ):	12/14/2003
DATE EOD NAVY/USMC:	7/5/1998	DATE EOD CURRENT COMMAND	
DATE PROB TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A
		DATE START PRESENT POSITION:	10/3/2004
		DATE SUPV/MGR PROBATION EXPIRES:	N/A
		DATE SES PROBATION EXPIRES:	N/A
		CAREER PROMOTION ELIGIBLE DATE:	12/14/2004
		DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A
		DATE APPOINTED TO EXEC SVC:	N/A

Update Reset

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2. Click **Yes** at the dialog box.

Windows Internet Explorer

The webpage you are viewing is trying to close the tab.
Do you want to close this tab?

Yes No