Total Workforce Management Service (TWMS)
Quick User Guide
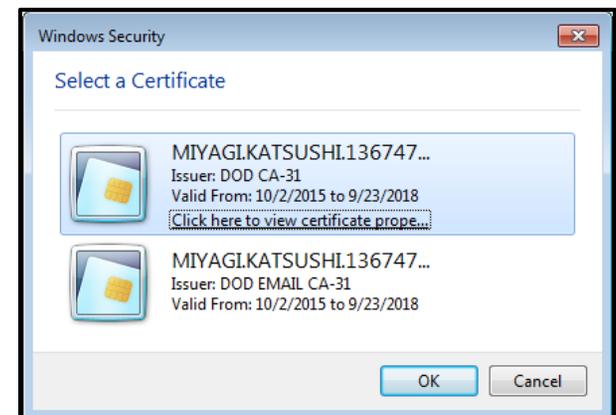
Position Description (PD) Library

PD Library

The Department of the Navy (DON) developed an automated position description (PD) library tool under TWMS Self-Service Module that can store PDs electronically in a central repository. The tool allows supervisors and employees direct access to assigned PDs.

To see your or your subordinate employee's position description, you must have a valid CAC and CAC PIN number. Please contact CHRO IT Section (315-645-5428) for help or further information.

To access the Self-Service Module:

https://twms.navy.mil/selfservice/

1. Insert your CAC into your CAC reader.
2. Open your internet browser and type the following website in the address bar: https:twms.navy.mil/selfservice/
3. Select a Certificate (Either one is acceptable)
4. Click "Continue" at the Client Authentication dialogue box and enter your CAC PIN if prompted.
5. Select "Continue" at DoD Disclaimer page

Windows Security

Select a Certificate

MIYAGI.KATSUSHI.136747...
Issuer: DOD CA-31
Valid From: 10/2/2015 to 9/23/2018
Click here to view certificate prope...

MIYAGI.KATSUSHI.136747...
Issuer: DOD EMAIL CA-31
Valid From: 10/2/2015 to 9/23/2018

OK   Cancel

Accessing Your Assigned PD

You can access your own PD through your TWMS Self-Service Module.

1. Go to your TWMS Self-Service Module, click "Assignment /Position Info" button on the Navigation menu.

Accessing Your Assigned PD

Your assignment/position information will now be displayed. If you do not see "View PD" button, contact CHRO U.S. Classification (315-645-3168) for further guidance.

1. Click "View PD" button to download your assigned position description.

2. Respond to prompt question on Whether to "Open, Save, or Cancel" at the bottom of the site.

Accessing Your Subordinate Employee's PD

1. To access your subordinate employee's PD, click "My Workforce" button under the "Tools/Actions:" menu.

Note: If you are not a supervisor, this option will not be available.

Accessing Your Subordinate Employee's PD

1. Select "employee's name" under "Employees" Tab.

Accessing Your Subordinate Employee's PD

1. Click "Assignment /Position Info" button on the Navigation menu.

Accessing Your Subordinate Employee's PD

1. Click "View PD" button to download your subordinate employee's position description. If you do not see View PD button, contact CHRO Classification (315-645-3168) for further guidance.

2. Respond to prompt question on Whether to "Open, Save, or Cancel" at bottom of the site.