

# Total Workforce Management Service (TWMS) Quick User Guide

Position Description (PD) Library

# PD Library

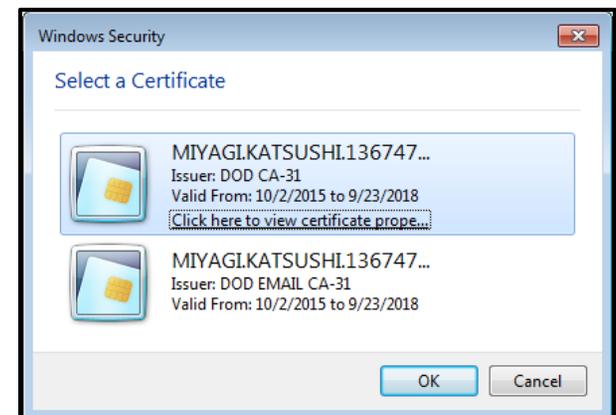
The Department of the Navy (DON) developed an automated position description (PD) library tool under TWMS Self-Service Module that can store PDs electronically in a central repository. The tool allows supervisors and employees direct access to assigned PDs.

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:



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



# 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.

**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 \*

**Navigation:**

- Logout
- Assignment/Position Info**
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- CyberSecurity Workforce Info
- Assigned Assets

**Tools/Actions:**

- Daily Muster
- Employee Locator
- Online Training & Notices
- SAAR-N/DD-2875
- Event Notification Service
- SF182 Training Request
- Mentoring
- DD577
- My IDP

**Information:**

- Contact Us/Help
- POCs/Contacts
- Data Update Status
- Privacy Act Statement
- Correcting your Data
- User Guide

NAME	ID	ASSIGNED UIC
HUMAN RESOURCES SPECIALIST		67400

**GENERAL AND ASSIGNMENT INFO**

EMPLOYEE STATUS:	Active - On Board				
OFFICIAL UIC:	67400 - MCB S D BUTLER				
OFFICIAL ORG:	SC3				
HOST NATION:	Japan				
TITLE:					
WORK SCHEDULE:	Full Time				
SUPERVISOR'S NAME:					
BASE LOCATION:	Camp Foster, JAPAN				
BUILDING NUMBER:	495	FLOOR NUMBER:		ROOM:	

**EMERGENCY RESPONSE STATUS (IAW OPNAVINST 3440.17 dtd 22 JUL 08)  
OGE FORM 450 REQUIREMENT**

BILLET & POSITION MANAGEMENT/MANPC	
BIN:	
BILLET UIC:	67400
BILLET TITLE:	
COMMUNITY:	HUMAN RESOURCES

**PAY INFORMATION**

JON:		JON LABOR TYPE:	
PAY PLAN:		PAY BASIS:	
OCC SERIES:		GRADE:	
LOCALITY PAY:		FRINGE BENEFITS:	
BASE SALARY 20a:		OTHER PAY 20b:	
SEPARATION PAID:			

Update Reset

# 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.

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

\* Safeguard in accord

NAME	OFFICIAL RECORD
HUMAN RESOURCES SPECIALIST	67400 / SC3

TITLE	
HUMAN RESOURCES SPECIALIST	

Position/Billet | Collateral Duties

OFFICIAL UIC/COMMAND:	67400-MCB S D BUTLER
ASSIGNED UIC/COMMAND:	67400-MCB S D BUTLER
MAJCOM/BSO:	INV27-COMMANDANT OF THE MARINE CORPS
OFFICIAL ORG:	SC3
POSN/SEQ NR (PD#):	371 <a href="#">View PD</a>
DATE OS TOUR EXPIRES:	5/14
ORGANIZATIONAL TITLE:	
SUPV LEVEL:	Non-Supervisory
POSN OCCUPIED:	Competitive Service
WORK SCHEDULE:	Full Time
PAY RATE DETERMINANT:	(0) Regular Rate
FLSA:	Exempt
DRUG TEST REQ:	No Drug Test Required
PRP/SCI POSITION:	NOT APPLICABLE
MPVP MEMBER:	NOT APPLICABLE
2016 PERFORMANCE RATING SUBMITTED:	<input checked="" type="checkbox"/> (CHECKED IF YES)

OBLIGATION TYPE:	Unobligated
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BILLET NUMBER(BIN):	M67400000
BILLET UIC:	67400
BILLET TITLE:	HUMAN RES
NAVY COMMUNITY:	HUMAN RES

# 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.

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

General Information

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NAME		OFFICIAL RECORD UIC/ORG	
HUMAN RESOURCES SPECIALIST		67400 / SC3	

TITLE		PAY PLAN
HUMAN RESOURCES SPECIALIST		GS

GENERAL INFORMATION		
EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:
TELEWORK ELIGIBLE:	NOT SURVEYED	WEEKLY WORKING HOURS:
TELEWORKING:	YES	TELEWORKING:
WORK SHIFT:	1st - 0730-1630	WORK SHIFT:
APPOINTMENT TYPE:	Competitive - Career	TENURE:
PAYROLL ORG CODE:	CHROAP	PAY RATE DE:
VETERANS PREF:	None	VETERANS:
VETERAN STATUS:	Not A Veteran	ANNUITANT:
SPECIAL PROGRAM ID:		TRAINING PR:

IMMEDIATE SUPERVISOR

SUPERVISOR NAME:

WORK LOCATION

WORK LOCATION			
BASE LOCATION:	Camp Foster, JAPAN		
BUILDING:	495	FLOOR NUMBER:	SECOND
		ROOM NUMBER:	

IMPORTANT DATES		
SCD LEAVE:		SCD CIV:
DATE LAST PROMOTED:		LAST EQUIVALENT DATE (LEQ):
DATE EOD NAVY/USMC:		DATE EOD CURRENT COMMAND:
DATE PROB\TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:
DATE OVERSEAS TOUR EXPIRES:		LQA EFFECTIVE DATE:

Update Reset

**Navigation:**

- Logout
- Assignment/Position Info
- Benefits/Leave Info
- Military Info
- Pay Info (MyPay)
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- SF50s/Work History
- CyberSecurity Workforce Info
- Awards Info
- Acquisition Workforce Info
- Assigned Assets

**Tools/Actions:**

- Daily Muster
- Employee Locator
- Online Training & Notices
- SAAR-N/DD-2875
- Event Notification Service
- SF182 Training Request
- IPMS
- Mentoring
- DD577
- My IDP
- My Workforce**
- VSIP/VERA Survey

# Accessing Your Subordinate Employee's PD

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

**Total Workforce Management Services (TWMS)**  
Workforce Manager 2.0 // Login: JENNIFER.ROTTINGER.126418 Access Level: MY WORKFORCE  
Browsing Employee Records

**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:  
Active-On Board All Types

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EMPLOYEE NAME	ASSIGNED UIC	ASSIGNED ORG	TITLE
HR PERSONNEL	67400	SC3	HUMAN RESOURCES A
HR PERSONNEL	67400	SC3	HUMAN RESOURCES A
HR PERSONNEL	67400	SC3	HUMAN RESOURCES S
HR PERSONNEL	67400	SC3	ADMINISTRATIVE SPEC
HR PERSONNEL	67400	SC3	HUMAN RESOURCES S
HR PERSONNEL	67400	SC3	HUMAN RESOURCES S
HR PERSONNEL	67400	SC3	HUMAN RESOURCES S
HR PERSONNEL	67400	SC3	HUMAN RESOURCES S
HR PERSONNEL	67400	SC3	CLASSIFICATION AND
HR PERSONNEL	67400	SC3	IT ASSISTANT
HR PERSONNEL	67400	SC3	HUMAN RESOURCES A
HR PERSONNEL	67400	SC3	HR SPEC
HR PERSONNEL	67400	SC3	LEAD HR SPEC
HR PERSONNEL	67400	SC3	HUMAN RESOURCES S
HR PERSONNEL	67400	SC3	HUMAN RESOURCES S

**TOTALS:** CIV-APF: 13 · CIV-FND: 0 · CIV-FNI: 1 · CIV-NAF: 0

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# Accessing Your Subordinate Employee's PD

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

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

**Navigation:**

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NAME		ID
HUMAN RESOURCES SPECIALIST		
<b>EMPLOYEE STATUS:</b>	Active - On Board	
<b>OFFICIAL UIC:</b>	67400 - MCB S D BUTLER	
<b>OFFICIAL ORG:</b>	SC3	
<b>HOST NATION:</b>	Japan	
<b>TITLE:</b>		
<b>WORK SCHEDULE:</b>	Full Time	
<b>SUPERVISOR'S NAME:</b>		
<b>BASE LOCATION:</b>	Camp Foster, JAPAN	
<b>BUILDING NUMBER:</b>	495	<b>FLOOR:</b>

BIN:	
<b>BILLET UIC:</b>	67400
<b>BILLET TITLE:</b>	
<b>COMMUNITY:</b>	HUMAN R

<b>JON:</b>		
<b>PAY PLAN:</b>		
<b>OCC SERIES:</b>		
<b>LOCALITY PAY:</b>		
<b>BASE SALARY 20a:</b>		
<b>SEPARATION PAID:</b>		

[Update](#) [Reset](#)

# 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.

**Total Workforce Management Services (TWMS)**  
 Workforce Manager 2.0 // Login: JENNIFER.ROTTINGER.126418 Access Level: MY WORKFORCE

Position Information \*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\*  
 \*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNMENT
HUMAN RESOURCES SPECIALIST	67400 / SC3	67400 / SC3

TITLE	PAY PLAN/SCHEDULE
HUMAN RESOURCES SPECIALIST	GS

Position/Billet Collateral Duties/Roles Roles/Training Roles/E

ORGANIZATION, ASSIGNMENT & GENERAL POSITION INFORMATION		
OFFICIAL UIC:	67400 - MCB S D BUTLER	
WORKING/ASSIGNED UIC:	67400 - MCB S D BUTLER	
MAJCOM/BSO:	NV27-COMMANDANT OF THE MARINE CORPS	
OFFICIAL ORG:	SC3	WORKING/ASSIGNED ORG:
PAYROLL ORG CODE:	CHROAP	PAYROLL COST CODE:
SUBMITTING OFFICE NUMBER/CPO ID:	2414/N9	DCPDS DUTY STATION:
DATE OS TOUR EXPIRES:		OS TOUR EXPIRES EXEMPTION REASON:
ORGANIZATIONAL TITLE:		OFFICE SYMBOL:
POSN/SEQ NR (PD#):	3939/N93939 <span style="border: 1px solid red; padding: 2px;">View PD</span>	FINANCIAL STATEMENT (OGE 450) REQUIREMENT
SUPV LEVEL:	Non-Supervisory	POSN SENSITIVITY:
POSN OCCUPIED:	Excepted Service	DCPDS CSWF CATEGORY & SPECIALTY AREA:
WORK SCHEDULE:	Full Time	DATE POSITION CLASSIFIED:
COMPETITIVE LEVEL:		OCCUPATION CATEGORY:
PAY RATE DETERMINANT:	(0) Regular Rate	PREMIUM PAY:
FLSA:	Exempt	BARGAINING UNIT:
DRUG TEST REQ:	No Drug Test Required	KEY/EE POSITION:
PRP/SCI POSITION:		ACQUISITION POSITION CATEGORY:
GUN AMMO ACCESS ID:	POSITION DOES NOT REQUIRE VERIFICATION OF INCUMBENT ELIGIBILITY TO ACCESS FIREARMS/AMMO	SHUTDOWN FURLOUGH INDICATOR: