Total Workforce Management Services (TWMS) Quick User Guide

Self-Service

Periodic updates to Self-Service may not be reflected in this document.

Accessing Your TWMS Self-Service

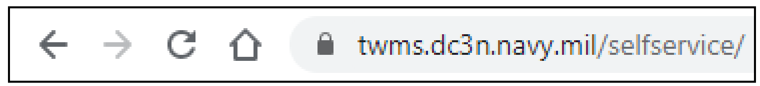
If you have a record in TWMS then you are able to view, print and even update specific pieces of information about your record using the Self-Service Module. To be able to access your TWMS Self-Service:

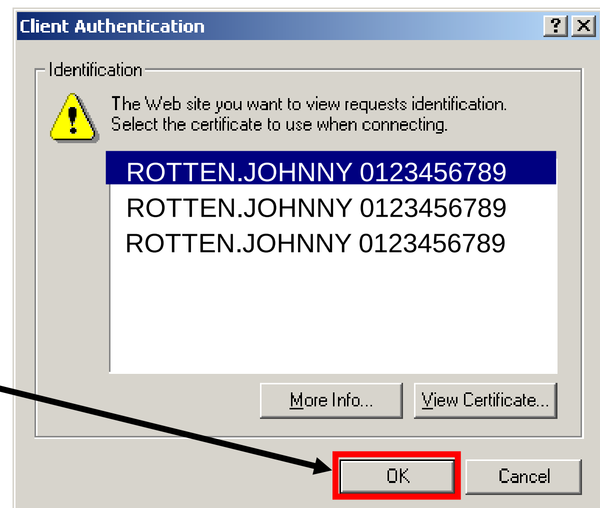
1. You must have a valid CAC,
2. You must know your PIN, and
3. The information from your TWMS record must match the information on your CAC.

Please contact the CNIC Government Enterprise Help Desk (1-888-264-4255, option 1) 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**.

Updating Your Self-Service Information

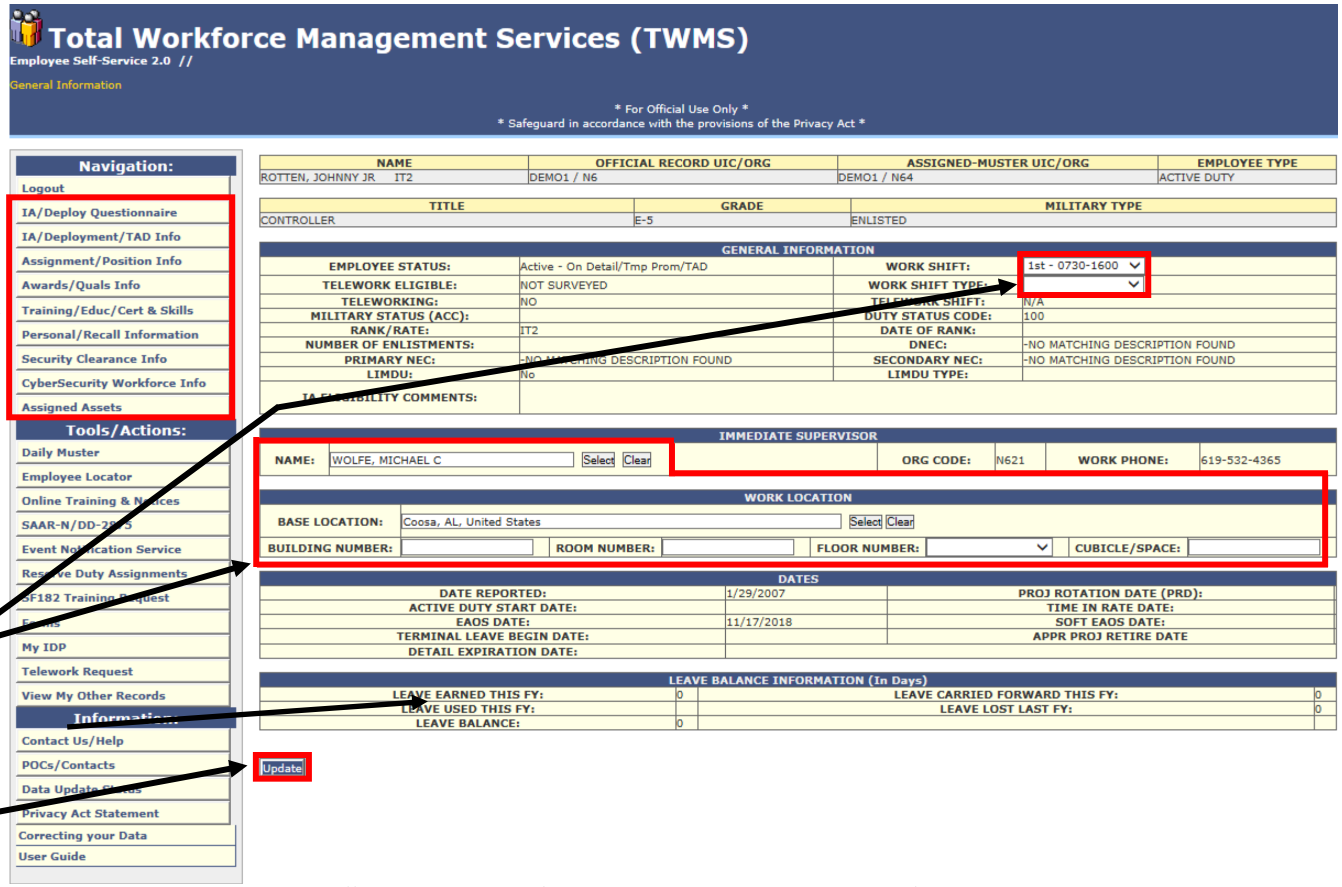
Shown below is the General Information form for an Active Duty employee. The Navigation Menu lists the other forms available for this employee type. Some forms allow updates to specific fields.

To update information using the self-service module:

1. Go to the form that contains the information you want to update by clicking the corresponding button on the Navigation Menu.

2. Enter the new data or replace the existing data in the editable fields for that form. The form shown here has several fields that can be changed.

3. Click **Update** to overwrite the existing information and refresh the page.



NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
CONTROLLER	E-5	ENLISTED

GENERAL INFORMATION			
EMPLOYEE STATUS:	Active - On Detail/Tmp Prom/TAD	WORK SHIFT:	1st - 0730-1600
TELEWORK ELIGIBLE:	NOT SURVEYED	WORK SHIFT TYPE:	
TELEWORKING:	NO	TELEWORK SHIFT:	N/A
MILITARY STATUS (ACC):		DUTY STATUS CODE:	100
RANK/RATE:	IT2	DATE OF RANK:	
NUMBER OF ENLISTMENTS:		DNEC:	-NO MATCHING DESCRIPTION FOUND
PRIMARY NEC:	-NO MATCHING DESCRIPTION FOUND	SECONDARY NEC:	-NO MATCHING DESCRIPTION FOUND
LIMDU:	No	LIMDU TYPE:	
IA ELIGIBILITY COMMENTS:			

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

WORK LOCATION							
BASE LOCATION:	Coosa, AL, United States Select Clear						
BUILDING NUMBER:		ROOM NUMBER:		FLOOR NUMBER:		CUBICLE/SPACE:	

DATES			
DATE REPORTED:	1/29/2007	PROJ ROTATION DATE (PRD):	
ACTIVE DUTY START DATE:		TIME IN RATE DATE:	
EAOS DATE:	11/17/2018	SOFT EAOS DATE:	
TERMINAL LEAVE BEGIN DATE:		APPR PROJ RETIRE DATE	
DETAIL EXPIRATION DATE:			

LEAVE BALANCE INFORMATION (In Days)			
LEAVE EARNED THIS FY:	0	LEAVE CARRIED FORWARD THIS FY:	0
LEAVE USED THIS FY:		LEAVE LOST LAST FY:	0
LEAVE BALANCE:	0		

Update

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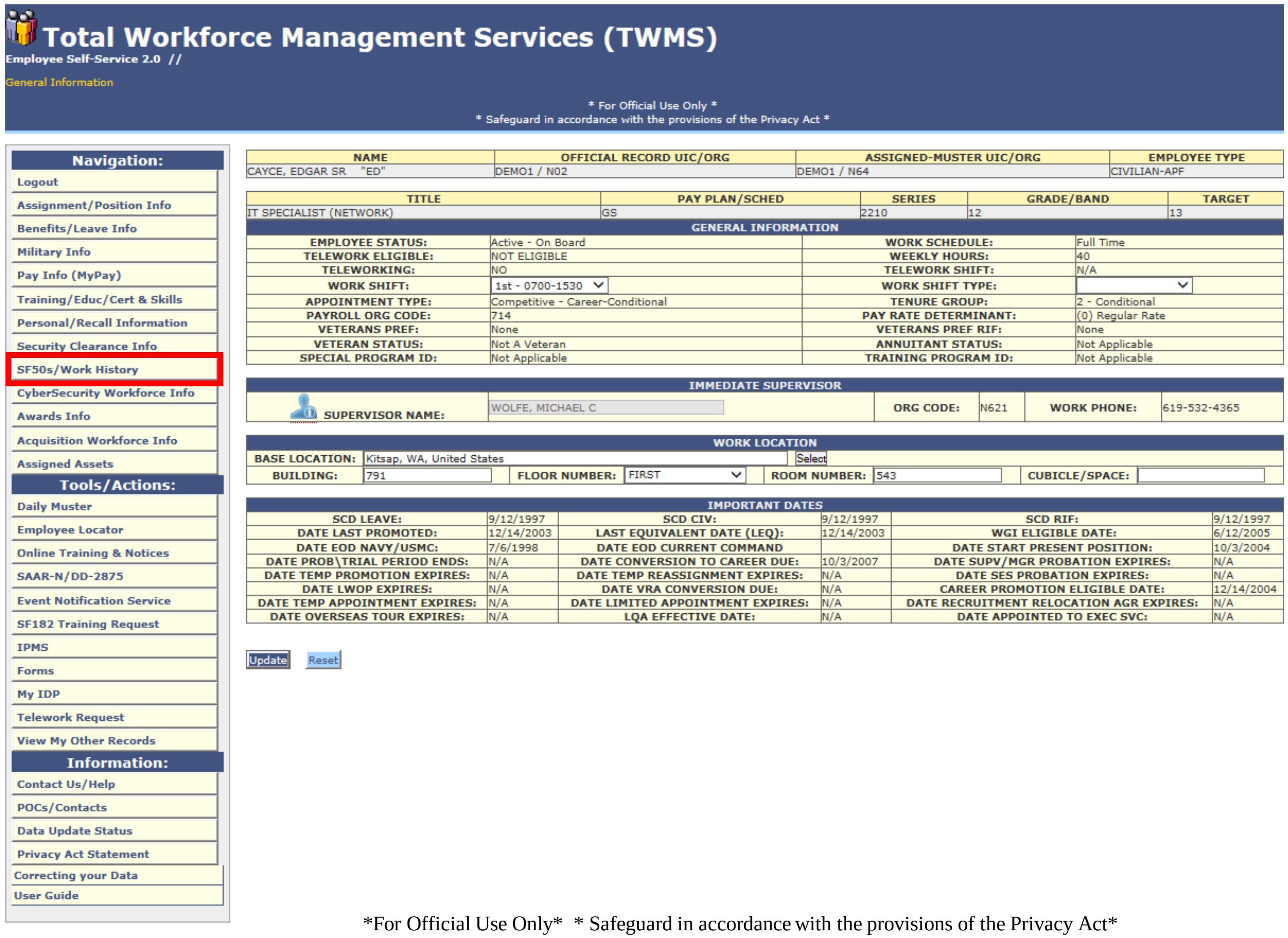
Viewing Your Self-Service Information

Shown below is the General Information form for a Civilian employee. The Navigation Menu lists the other forms available for this employee type.

To view different forms within Self-Service:

1. Click on one of the buttons on the Navigation menu. Here the **SF50s/Work History*** button will be selected.

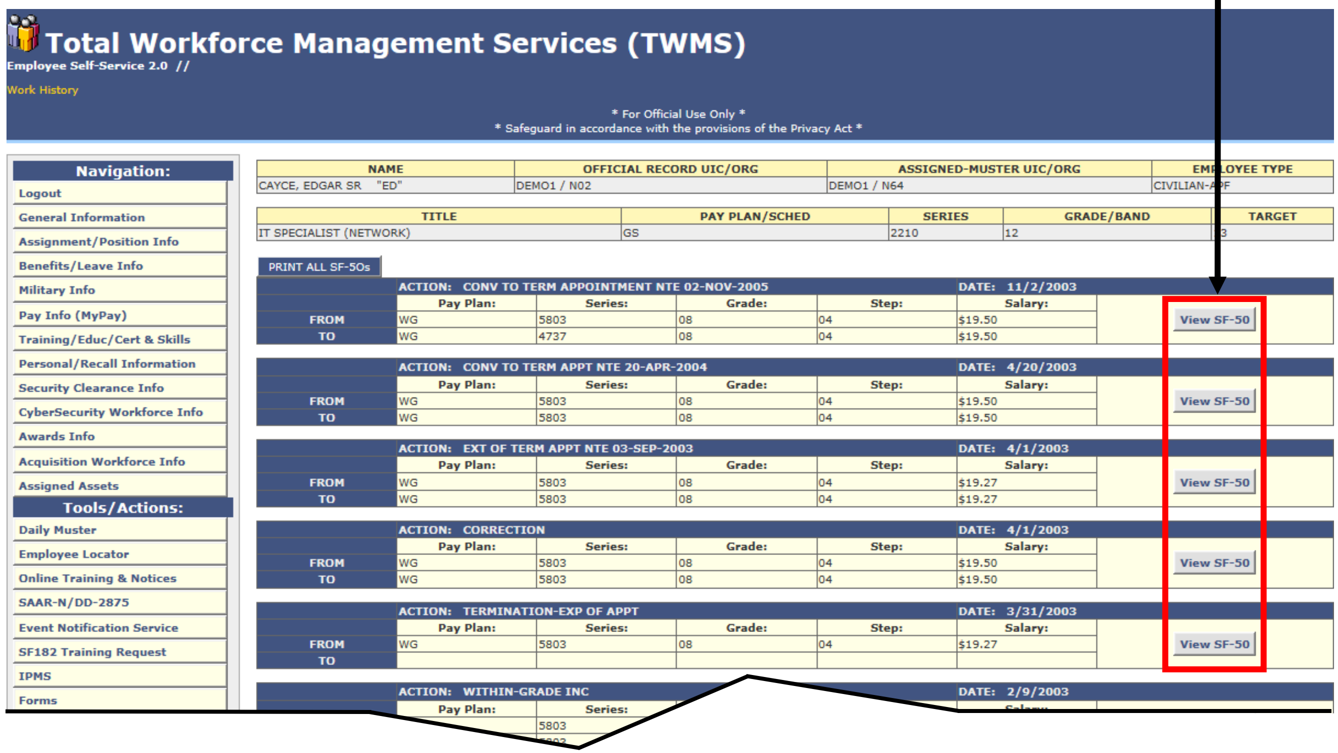


** This button will only appear for civilian employees.*

Viewing Your Self-Service Information

Shown below is the SF50s/Work History form for a Civilian employee. Civilian employees can view their SF50s and print them as desired.

Click any of the "View SF-50" buttons to view and print the selected SF-50.



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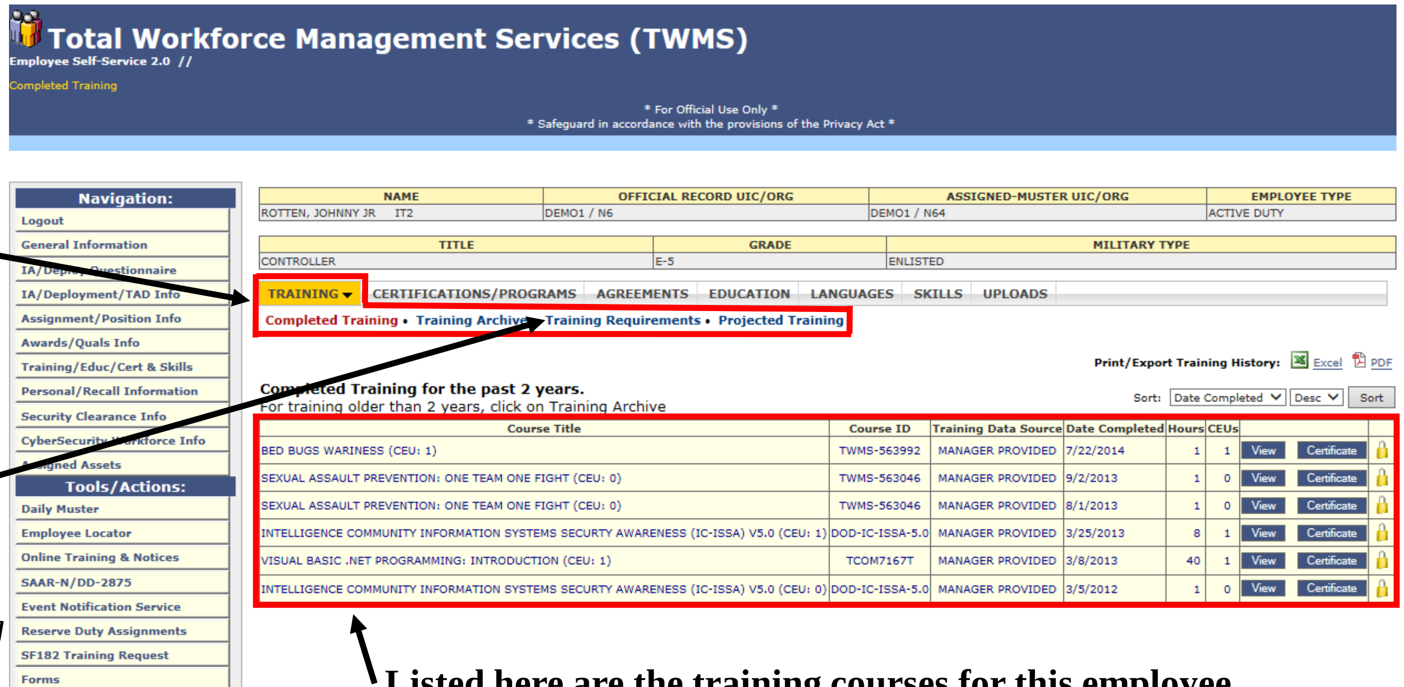
Viewing Your Training Information

The Training/Educ/Cert & Skills form has seven tabs associated with it. These tabs help to organize your training and other related information. The Training tab has four additional views: Completed Training, Training Archive, Training Requirements, and Projected Training. Completed Training is the default view and is displayed below.

Click any tab here to view information corresponding to the tabs' title. The training tab has four additional views.

Click another link on this form to view other training information. Here, the "Training Requirements" link will be selected.



Note: Further information about adding records to this form can be found in the "Managing Training, Certifications, Agreements, and Skills" Quick User Guide.

Listed here are the training courses for this employee completed within the last two years. Courses completed more than two years ago will be listed under "Training Archive".

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Viewing Your Required Training

The required training for this employee will now be displayed. This form provides more information about each requirement.

Click the Detail link to view additional information about this requirement.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
CONTROLLER	E-5	ENLISTED

TRAINING ▾ | CERTIFICATIONS/PROGRAMS | AGREEMENTS | EDUCATION | LANGUAGES | SKILLS | UPLOADS

Completed Training • Training Archive • Training Requirements • Projected Training

REQUIREMENTS

	REQUIREMENT	ID	COMPLETE BY	COMPLETED	EXEMPTED	REASON EXEMPTED	CURRENTLY REQUIRED
Detail	Audio/Video Maintenance	57618	06/30/2015	No	No	n/a	Yes

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The Detail view displays additional information about the training requirement and will list all courses that will satisfy the training requirement.

Requirement Details

ID	57618
Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.
Notes	
Completion Date Type	Custom Date Range

Course Titles

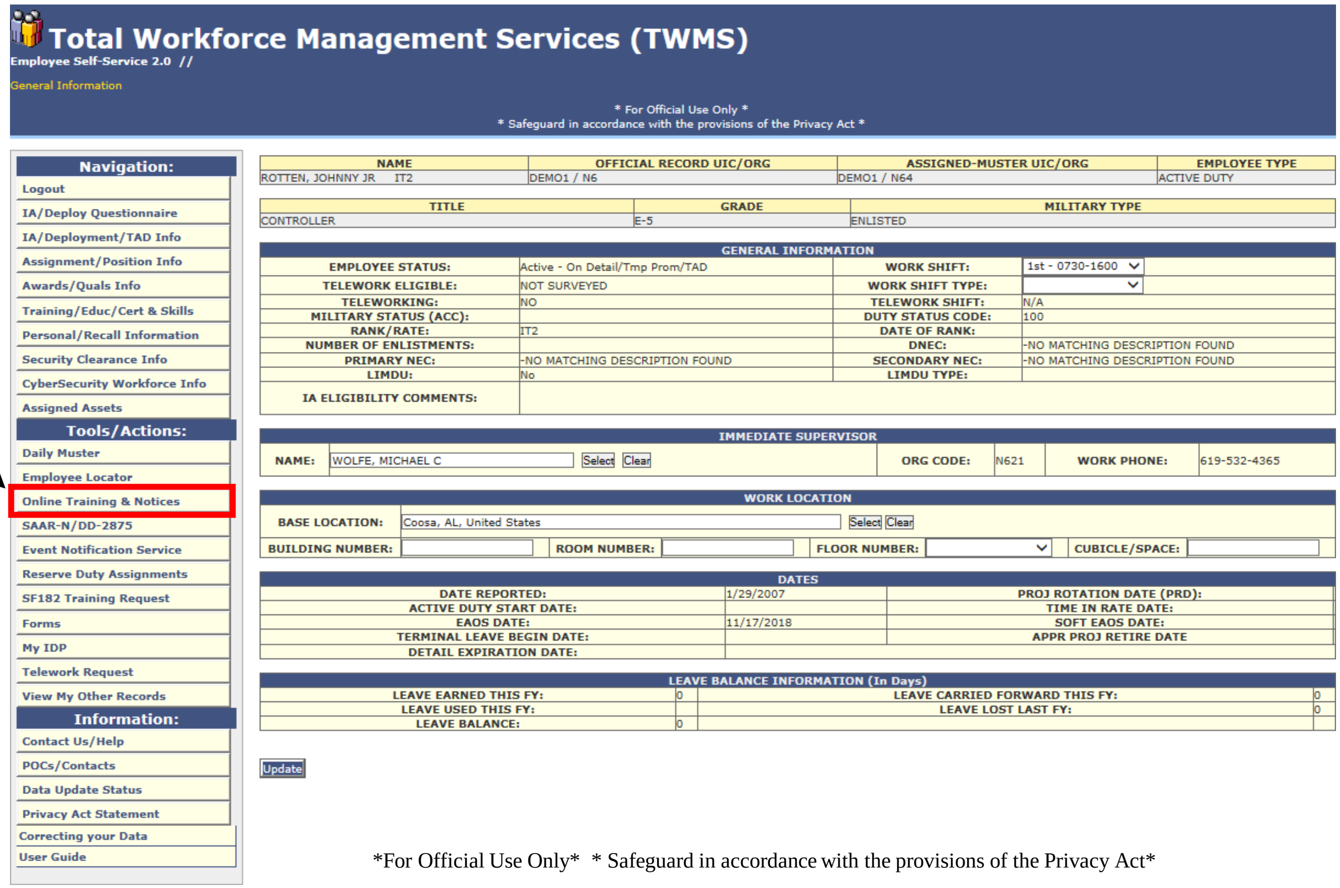
Group	Course Title	Course ID	Training Method	Hosted By	Completed Date	Completion By Date
A	AUDIO VISUAL (A/V) EQUIPMENT	TWMS-518092	MULTI-MEDIA (SAT TV, CBT, ONLINE, OTHER AV)	TWMS		06/30/2015
A	(U) ELECTRICAL SAFETY AWARENESS	SAH0419	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	Other		06/30/2015
A	A/V CERTIFICATION	DCPDS-111223		No Link Provided		06/30/2015
B	A/V MANAGEMENT	S-400-2031	ACCREDITED OFF-CAMPUS INSTRUCTION (AOCI)	NKO		06/30/2015

Satisfying Your Required Training

You can also satisfy your training requirements using Self-Service. The Online Training & Notices form is where you will find these requirements and the courses that you must take to satisfy them.

To satisfy a training requirement:

1. Click the **Online Training & Notices** button on the Tools/Actions Menu.



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Satisfying Your Required Training

The Online Training & Notices form has four tabs associated with it. The Required Training & Notices tab is the default view and is displayed below.

Click any tab here to view information corresponding to the tabs' title.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
CONTROLLER	E-5	ENLISTED

REQUIRED TRAINING & NOTICES | AVAILABLE TRAINING | SUPERVISORY TRAINING | TRAINING REMINDER SNOOZE SETTING

The following training courses or notifications are required and have not yet been completed or are due to expire within 60 days.
To take a course, or view a notice, click on the requirement name below. Once completed, if your training was hosted on TWMS or Navy E-Learning/NKO, your training record will be updated for completed training courses, and the requirement will be marked complete for notices. For courses not hosted on TWMS or e-Learning, please show your certificate of completion to your manager or training coordinator to receive credit.
To view what training classes you have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen.

Supervisors have additional training requirements on the supervisory training tab. Employees who are not a supervisor may take supervisor training, but it is not mandatory.

Loading times for CBT's will vary based on time of day and the specific content being presented. It is recommended that training be done during non-peak hours.

2. Click on the name of the requirement to view the online courses that will satisfy this requirement.

REQUIREMENTS

ID	REQUIREMENT	NOTE	COMPLETION BY DATE
57618	• Audio/Video Maintenance This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Teleconferencing.		06/30/2015

Note: Listed here are only the outstanding training requirements for this employee in which at least one course associated with the requirement can be completed online. All training requirements can be found listed in the Training Requirements area located on the Training/Educ/Certs & Skills form.

Satisfying Your Required Training

A new window will open that will list the online classes satisfying the selected requirement. Upon completion of your training, the time that your training record will be updated is based upon where the training is hosted:

- If the training is hosted on TWMS then your training record will usually be updated upon completion.
- If the training is hosted on the Navy's eLearning (NeL) site then it can take up to several weeks for your training record to be updated.
- If the training is hosted on another website then your training administrator must manually enter your training completion in TWMS.

3. Click on the name of the course title to launch the course.

For Training Hosted on TWMS:
1. Click on the "Course Title" hyperlink which will open the course in a new window.
2. Make all attempts to complete the course in one session, TWMS cannot save your place and let you return later to complete.
3. Make sure you complete all slides and continue to the end of the course until you see the message that you have completed the course and your TWMS record has been updated, otherwise you will not get credit and may have to retake the course.

For additional assistance with TWMS hosted courses, please contact the Support center at 1-888-264-4255, option 3.

For Training Hosted on the Enterprise Training Management System (ETMDS)/Navy E-Learning/NKO:
1. Click on the "Course Title" hyperlink which will open ETMDS in a new window.
2. Log into ETMDS and select the "Course Catalog" tab.
3. Search for desired course(s) using the search filters located at the bottom of the page. Best results are usually obtained by using keywords from the course title. 4. Select the Department of Navy (DON) Learning Category.
5. Select your desired Learning Category, course options will auto-populate at the bottom of the screen.
6. Select "Enroll" for the desired course(s) and follow the prompts to confirm your enrollment.
7. Select your "My Learning" tab and launch the course from your "My Training" section.

TWMS receives ETMDS/E-Learning/NKO course completion data daily, however; it can take up to 2 weeks for your TWMS record to update. When logging into TWMS you will continue to receive prompts to complete assigned training until your TWMS record has updated.

For any additional assistance with ETMDS/Navy E-Learning please contact their Help Desk at Toll Free: (877) 253-7122 option 1 or DSN: 459-1001 option 1.

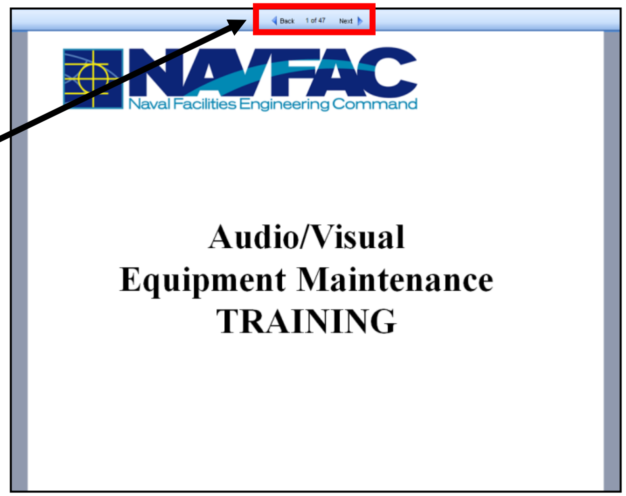
One course title from each group must be taken to satisfy the training requirement.
To take a specific course, click on its course title. If the course is hosted on NKO, follow the instructions above to locate it.

Group	Completed	Course ID	Course Title	Hosted By
		TWMS-518092	AUDIO VISUAL (A/V) EQUIPMENT (CEU: 0)	TWMS
		SAH0419	(U) ELECTRICAL SAFETY AWARENESS (CEU: 1)	OTHER
		S-400-2031	A/V MANAGEMENT (CEU: 1)	NKO

Satisfying Your Required Training

Upon completion of a course hosted on TWMS it may take up to a day to reflect that you have satisfied the training requirement.

4. Click the page controls to step through each slide of the training.



5. When you have successfully completed this course it will be removed from the listing of Required Training.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
CONTROLLER	E-5	ENLISTED

REQUIRED TRAINING & NOTICES | AVAILABLE TRAINING | SUPERVISORY TRAINING | TRAINING REMINDER SNOOZE SETTING

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To take a course, or view a notice, click on the requirement name below. Once completed, if your training was hosted on TWMS or Navy E-Learning/NKO, your training record will be updated for completed training courses, and the requirement will be marked complete for notices. For courses not hosted on TWMS or e-Learning, please show your certificate of completion to your manager or training coordinator to receive credit.
To view what training classes you have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen.

Supervisors have additional training requirements on the supervisory training tab. Employees who are not a supervisor may take supervisor training, but it is not mandatory.

Loading times for CBT's will vary based on time of day and the specific content being presented. It is recommended that training be done during non-peak hours.

REQUIREMENTS

ID	REQUIREMENT	NOTE	COMPLETION BY DATE
You have completed all requirements or none have been assigned by your command			

Satisfying Your Required Training

Returning to the Training/Educ/Certs & Skills form will now reflect the successful completion of the online training course.

6. Click the **Training/Educ/Cert & Skills** button on the Navigation Menu to view that the course that has been completed.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
CONTROLLER	E-5	ENLISTED

TRAINING | CERTIFICATIONS/PROGRAMS | AGREEMENTS | EDUCATION | LANGUAGES | SKILLS | UPLOADS

Completed Training • Training Archive • Training Requirements • Projected Training

Print/Export Training History: Excel PDF

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

Sort: Date Completed Desc Sort

TRAINING

Course Title	Course ID	Training Data Source	Date Completed	Hours	CEUs		
AUDIO VISUAL (A/V) EQUIPMENT (CEU: 0)	TWMS-518092	TWMS	8/26/2015	1	0	View	Certificate
BED BUGS WARINESS (CEU: 1)	TWMS-563992	MANAGER PROVIDED	7/22/2014	1	1	View	Certificate
SEXUAL ASSAULT PREVENTION: ONE TEAM ONE FIGHT (CEU: 0)	TWMS-563046	MANAGER PROVIDED	9/2/2013	1	0	View	Certificate
SEXUAL ASSAULT PREVENTION: ONE TEAM ONE FIGHT (CEU: 0)	TWMS-563046	MANAGER PROVIDED	8/1/2013	1	0	View	Certificate
INTELLIGENCE COMMUNITY INFORMATION SYSTEMS SECURTY AWARENESS (IC-ISSA) V5.0 (CEU: 1)	DOD-IC-ISSA-5.0	MANAGER PROVIDED	3/25/2013	8	1	View	Certificate
VISUAL BASIC .NET PROGRAMMING: INTRODUCTION (CEU: 1)	TCOM7167T	MANAGER PROVIDED	3/8/2013	40	1	View	Certificate

The Training Requirements view will also display that there are no outstanding requirements to be completed.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO1 / N6	DEMO1 / N64	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
CONTROLLER	E-5	ENLISTED

TRAINING | CERTIFICATIONS/PROGRAMS | AGREEMENTS | EDUCATION | LANGUAGES | SKILLS | UPLOADS

Completed Training • Training Archive • Training Requirements • Projected Training

REQUIREMENTS

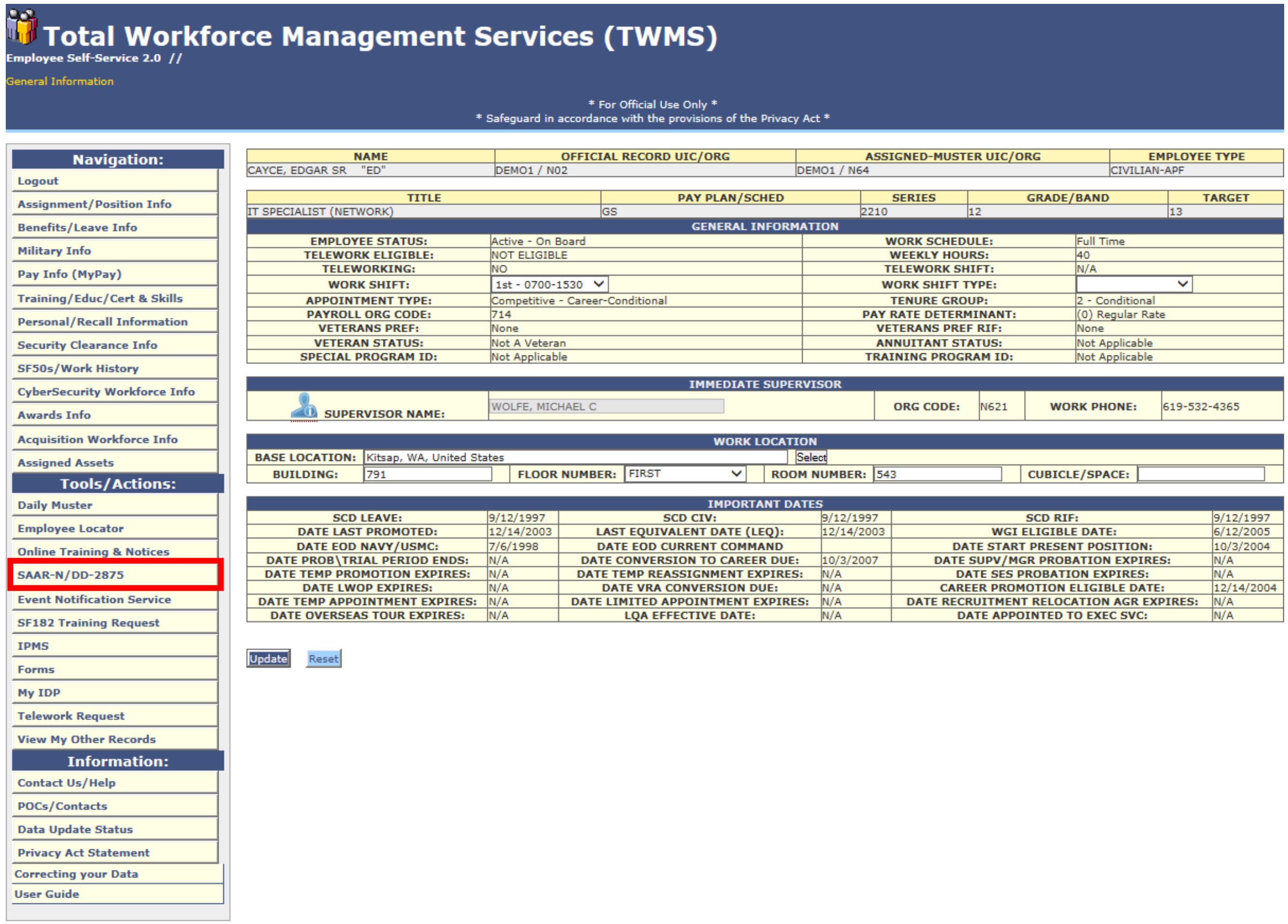
REQUIREMENT	ID	COMPLETE BY	COMPLETED	EXEMPTED	REASON EXEMPTED	CURRENTLY REQUIRED
No Data Found						

Viewing Your SAAR-N/DD-2875

Self-service is also where you can initiate or, if already created, view and print your SAAR-N/DD-2875 form.

To view and print your SAAR-N/DD-2875 form:

1. Click the **SAAR-N/DD-2875** button on the Navigation Menu.



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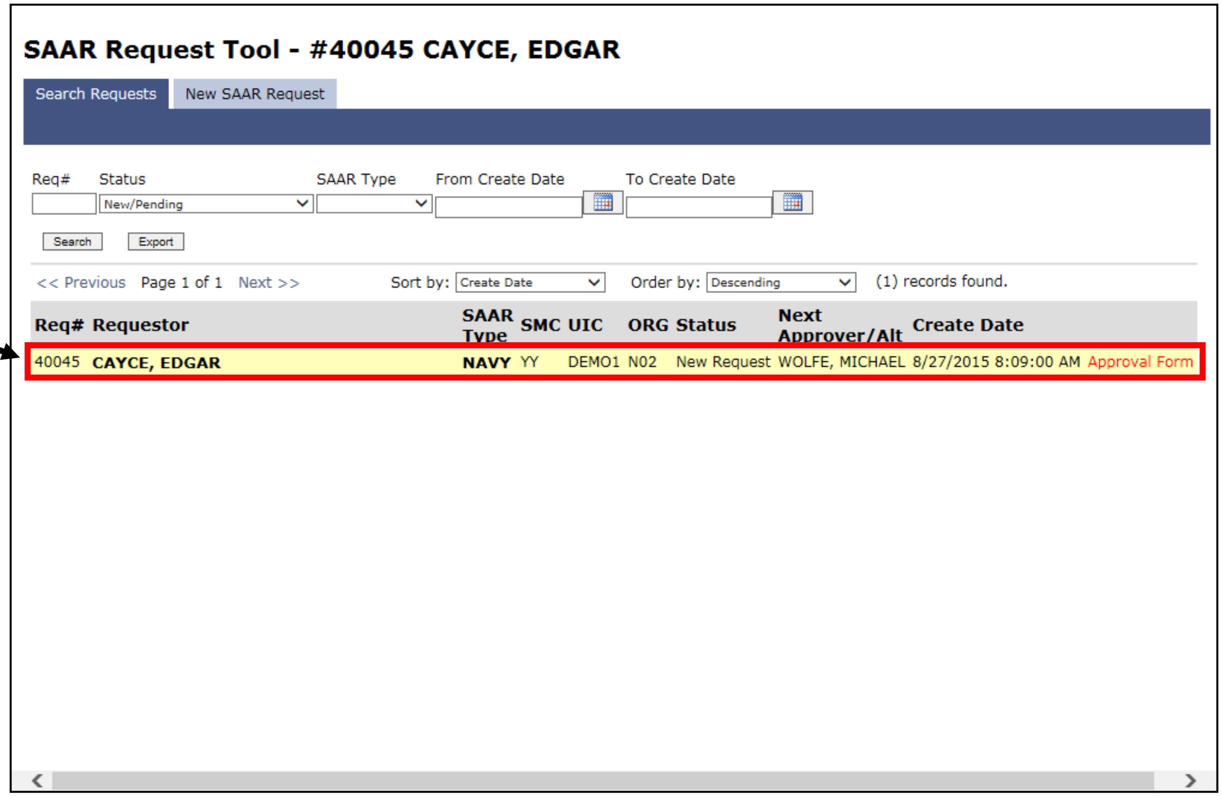
Viewing Your SAAR-N/DD-2875

If you, your supervisor, or a SAAR Administrator have already initiated a SAAR-N for you then your name will appear in the new window.

2. Select the row where your name appears to open your SAAR-N.



*Note: If your name does not appear and you need to create a SAAR-N then select the **New SAAR Request** tab. See the "Managing Your SAARs – Self-Service" quick user guide for more information.*

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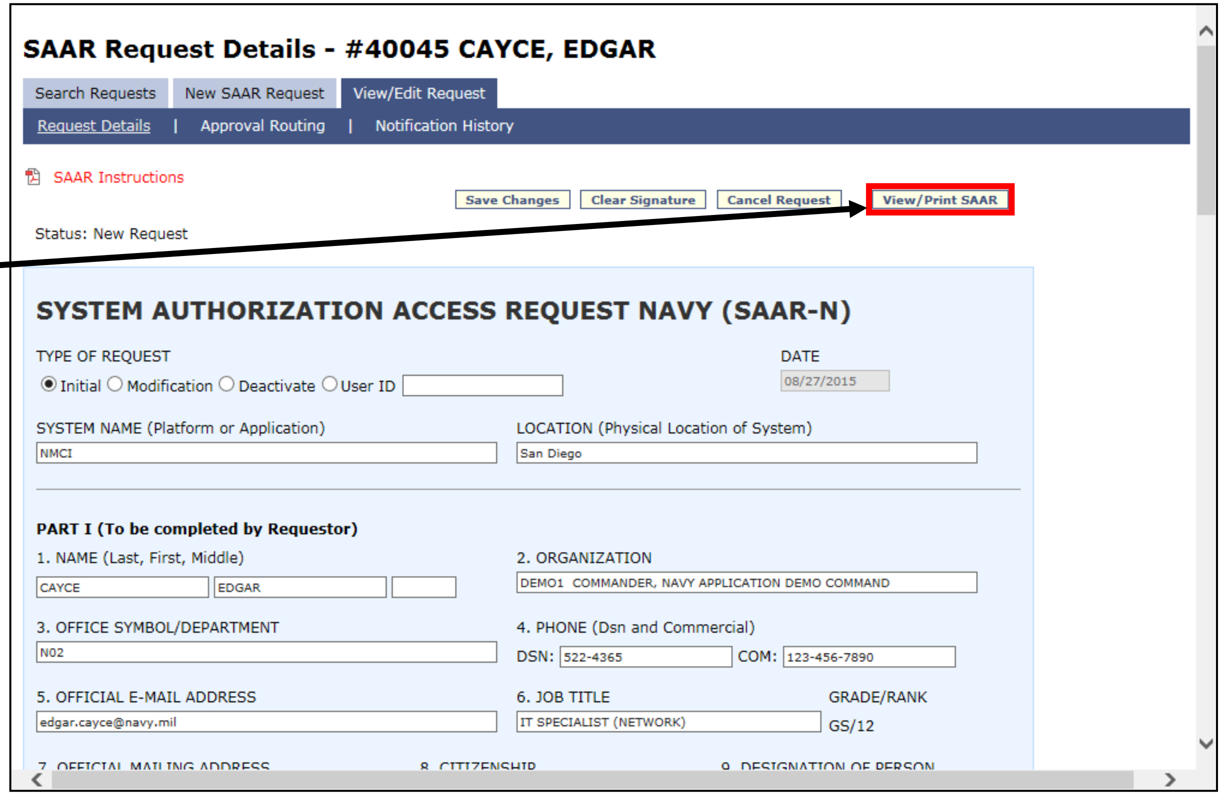
Viewing Your SAAR-N/DD-2875

A web version of your SAAR-N will now be displayed. After your SAAR-N has been signed by you and in routing for approval, you will not be able to make any changes.

3. Click the **View/Print SAAR** button.



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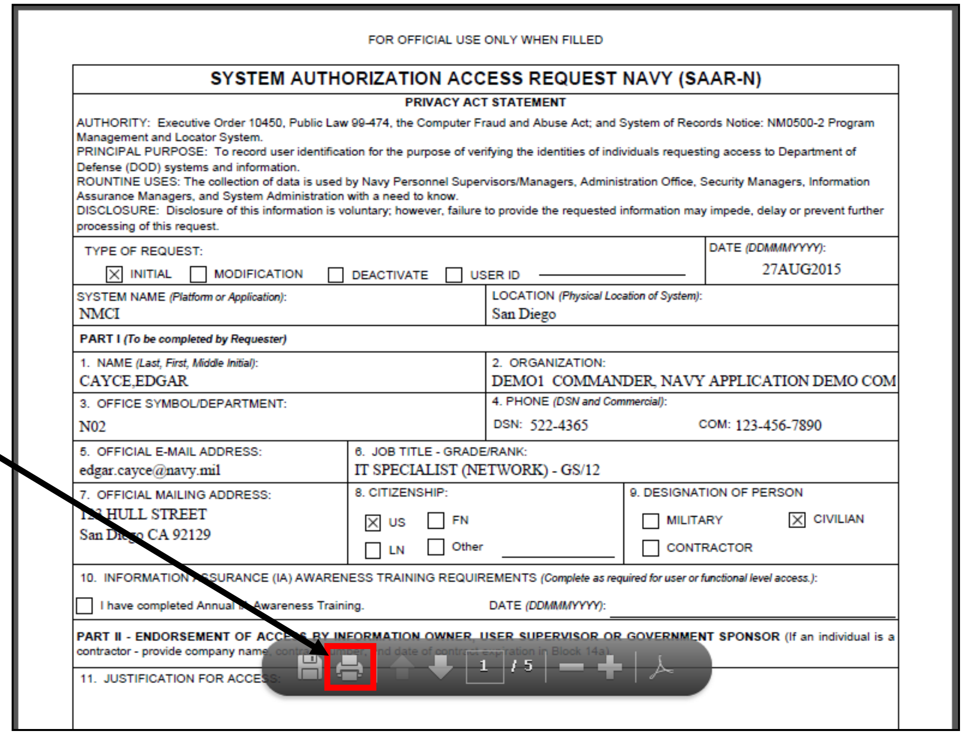
Viewing Your SAAR-N/DD-2875

A new Adobe window will open and display your SAAR-N or DD-2875 form as a PDF document. As shown below, this SAAR-N has five pages.

4. Click the Print icon to print your SAAR.


FOR OFFICIAL USE ONLY WHEN FILLED

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, Public Law 99-474, the Computer Fraud and Abuse Act; and System of Records Notice: NM0500-2 Program Management and Locator System.
PRINCIPAL PURPOSE: To record user identification for the purpose of verifying the identities of individuals requesting access to Department of Defense (DOD) systems and information.
ROUNTINE USES: The collection of data is used by Navy Personnel Supervisors/Managers, Administration Office, Security Managers, Information Assurance Managers, and System Administration with a need to know.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST: ☒ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID	DATE *(DDMMMYYYY)*: 27AUG2015
SYSTEM NAME *(Platform or Application)*: NMCI	LOCATION *(Physical Location of System)*: San Diego
PART I *(To be completed by Requester)*	
1. NAME *(Last, First, Middle Initial)*: CAYCE,EDGAR	2. ORGANIZATION: DEMO1 COMMANDER, NAVY APPLICATION DEMO COM
3. OFFICE SYMBOL/DEPARTMENT: N02	4. PHONE *(DSN and Commercial)*: DSN: 522-4365 COM: 123-456-7890
5. OFFICIAL E-MAIL ADDRESS: edgar.cayce@navy.mil	6. JOB TITLE - GRADE/RANK: IT SPECIALIST (NETWORK) - GS/12
7. OFFICIAL MAILING ADDRESS: 123 HULL STREET San Diego CA 92129	8. CITIZENSHIP: ☒ US ☐ FN ☐ LN ☐ Other; 9. DESIGNATION OF PERSON: ☐ MILITARY ☒ CIVILIAN ☐ CONTRACTOR
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS *(Complete as required for user or functional level access.)*: ☐ I have completed Annual IA Awareness Training. DATE *(DDMMMYYYY)*:	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If an individual is a contractor - provide company name, contract number, and date of contract expiration in Block 14a.)	
11. JUSTIFICATION FOR ACCESS:	

1 / 5

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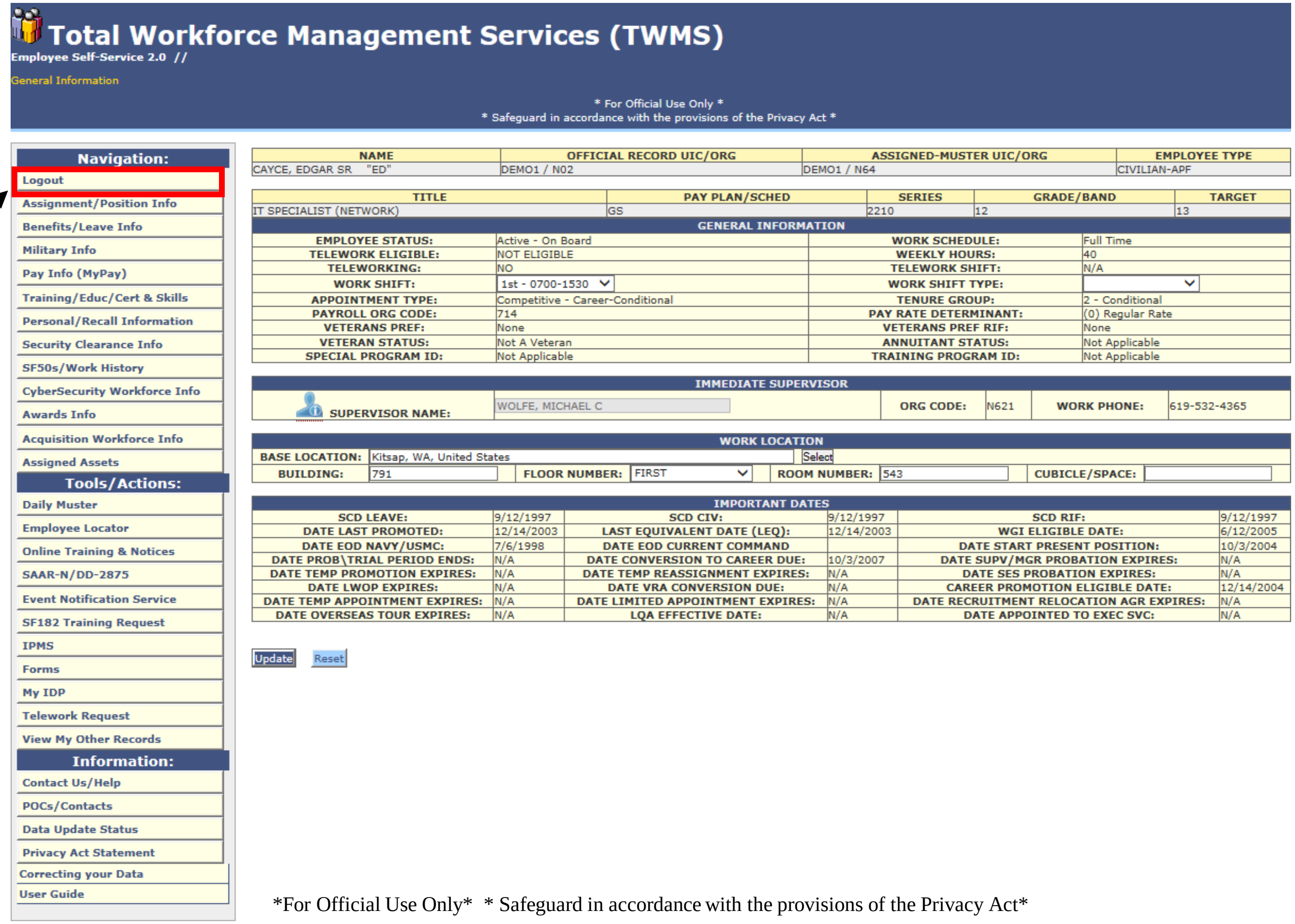
Logging Out of Your Self-Service

To logout of your self-service record:

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



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