

Base Level Service Delivery Model (BLSDM) Training Package

Purpose: The system provides commanders the capability to produce a wide-variety of pre-defined and user-driven queries and reports, with the ability to export data to Microsoft. Commanders are able to find an individual member, request actions to be taken and query personnel data in clear text. The following rosters are available: Alpha Roster, Evaluations Roster, Late Evaluations Roster, Pending and Projected Evaluations, Gains Roster, Loss Listing, Decoration Eligible Roster, Unit Personnel Management Roster (UPMR), AEF Roster, Duty Status Roster, Family Care Report Roster, Commanders Management Roster, Classification and OJT Report (ANG only), Excess & Overgrade Report (ANG only), Education Reports (ANG only), and Reenlistment & Extension Roster (ANG only)

OPR: AFPC/DPSSMI.

REFERENCES: AFCSM 36-699, Air Force Computer Systems Manual, Volume 1, and the PSD Handbook

TARGET AUDIENCE: Total Force

Responsibilities:

Commander:

1. Access the BLSDM homepage via AFPC Secure and AMS.
2. Initiate the following personnel action requests to Force Support Squadron/Military Personnel Element (FSS/MPE) for processing.
 - a. Request the Decoration Recommendation (DECOR6)
 - b. Submit a Change of Reporting Official (CRO)
 - c. Input a Duty Status change request
3. Request and receive rosters on assigned personnel. The following rosters will be available: Alpha Roster, Evaluations Roster, Late Evaluations Roster, Pending and Projected Evaluations, Gains Roster, Loss Listing, Decoration Eligible Roster, Unit Personnel Management Roster, AEF Roster, Duty Status Roster, Family Care Report Roster, Commanders Management Roster, Classification and OJT Report (ANG only), Excess & Overgrade Report (ANG only), Education Reports (ANG only), and Reenlistment & Extension Roster (ANG only).
4. Commander may delegate access to member(s) assigned (PAS Admin). Individual must have CMS access.

Note: These requirements apply to all military personnel assigned (Total Force) to commanders at the Squadron-, Group- and Wing-levels. Unit Commanders may view Total Force unit personnel only and Wing Commanders may view Total Force personnel under their command.

Force Support Section (FSS)/Military Personnel Element (MPE):

1. Manage local access.
2. Maintain the capability to manage and provide local commanders Manpower and Personnel data in clear-text format.
3. Access CMS under the FSS/MPE responsibilities and complete the following:

- a. Find an unread DECOR 6 case, request the RIP via MilPDS, once the RIP is produced, open the case, attach the RIP file to it and refer to the CC Box with an Action Complete Status.
- b. Find a CRO case, complete the CRO action, select the link to open the case and give the case a “closed” status.
- c. Find a Duty Status Other case, complete the Duty Status update, select the link to open the case and give the case a “closed” status.

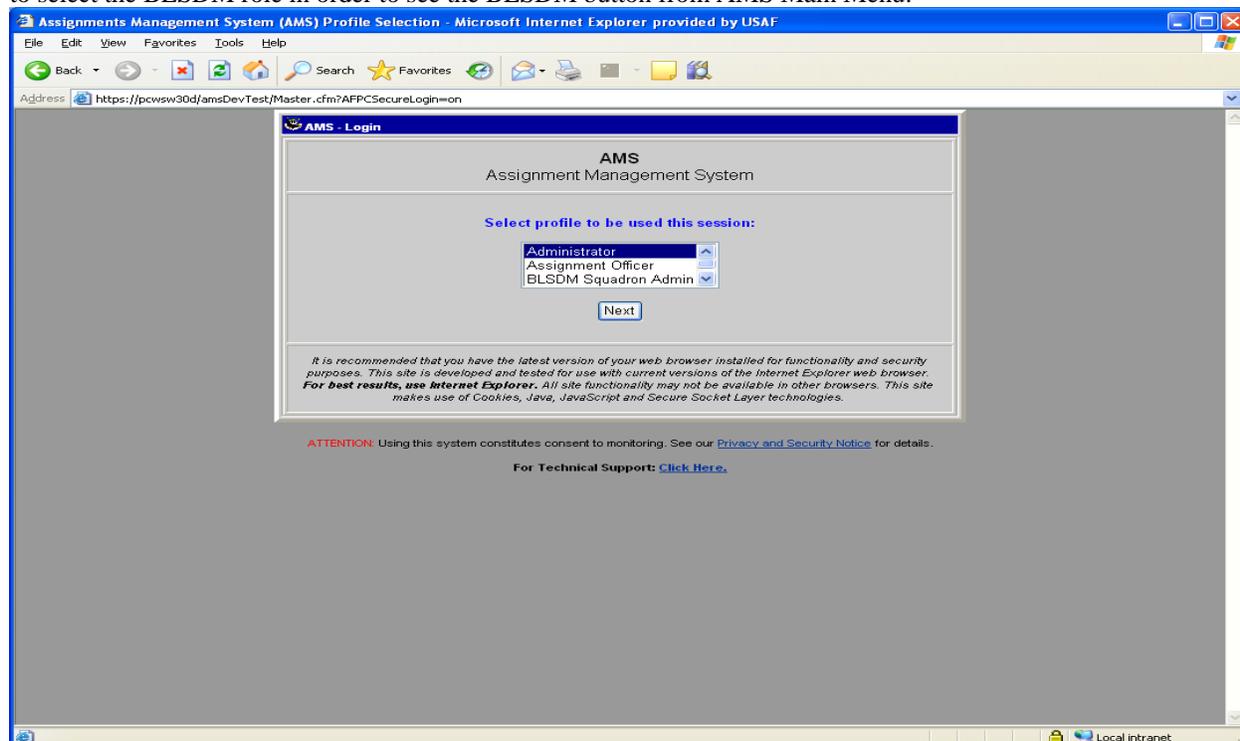
AFPC/DPS:

The responsibility and capability to add, change, delete, and manage access and delegation requests for user accounts for each individual accessing the system

GENERAL INFORMATION:

1. The commander has the capability to request personnel actions. These requests will be forwarded to the FSS/MPE for action. Once the request is complete the FSS/MPE will return confirmation back to the commander. The following personnel actions can be requested:
 - a. DECOR 6- the request for a Recommendation for Decoration
 - b. CRO- the request to change a reporting official. The following information is needed to request a CRO: rater SSAN, supervisor last Name, Supervisor First Name, Supervisor Status and supervisor effective date.
 - c. Duty Status- the request to change duty status. The following information is needed to update duty status: reason for duty status, start date, end date, additional information and supporting FSS.
2. The commander also has the ability to request personnel rosters. These rosters will be immediately available to download via excel.

Commander’s Navigation Path: AMS screen showing all of the roles that a member has. You **do not** have to select the BLSM role in order to see the BLSM button from AMS Main Menu.



Verify email and phone number and click next on this screen.

Assignment Management System (AMS) - Microsoft Internet Explorer provided by USAF

Address: <https://pcws30d/AMSDevTest/master.cfm>

AMS - Login

AMS
Assignment Management System

Users are required to provide an eMail address and phone number. Please confirm below information. Click [Next] to continue login process.

eMail:

If DSN not available, prefix commercial phone number with a 'c'. Example: 'c 555-555-5555'.

Duty Phone DSH:

It is recommended that you have the latest version of your web browser installed for functionality and security purposes. This site is developed and tested for use with current versions of the Internet Explorer web browser. For best results, use Internet Explorer. All site functionality may not be available in other browsers. This site makes use of Cookies, Java, JavaScript and Secure Socket Layer technologies.

ATTENTION: Using this system constitutes consent to monitoring. See our [Privacy and Security Notice](#) for details.

For Technical Support: [Click Here.](#)

Done Local intranet

Click the BLSDM button.

Assignment Management System (AMS) - Microsoft Internet Explorer provided by USAF

Address: <https://pcws30d/AMSWeb/master.cfm>

AMS

AMS IS NOT THE SYSTEM OF RECORD. SURFS ARE FOR INFORMATIONAL PURPOSES ONLY.

Fall 07 VML now visible to CCs & Req Mgrs. Key dates:
 Last Day of Reclaim/Submit Reqs 6/9 Apr 07. PRD Visib. 13 Apr 27 May 07. VML End 27 May 07

Welcome, Other HICKS STEVE
Current Email on file:
steven.hicks_ctr@randolph.af.mil

[Click Here to Update Email.](#)

Enlisted SURF Data is current as of 11 Feb 2007
Officer SURF Data is current as of 11 Feb 2007

ATTENTION: Using this system constitutes consent to monitoring. See our [Privacy and Security Notice](#) for details.

For Technical Support: [Click Here.](#)

Done Local intranet

Ordering Personnel Products:

The screenshot shows a web browser window titled "Base Level Service Development Model - Microsoft Internet Explorer provided by USAF". The address bar displays "https://frew20/BLSDMNet20/default.aspx". The page content includes a header "BASE LEVEL SERVICE DELIVERY MODEL" and a navigation menu on the left with the following items: Home, Individual Form, Alpha Roster, UMPR, AEF Roster, Cmdr Mgt Roster, Decor6 Elig Roster, Duty Status Roster, Evals Listing, Gains Listing, Loss Listing, Late Evals, Proj/Pend Evals, Family Care Report Administration.

The main content area contains a table with the following rows:

| | |
|-----------------------------|--|
| Individual Form | SSANs may be entered either with or without the dashes. Names of 4 characters or less, the results will be a last name exact match. Names of 5 characters or more, the results will be last names that begin with the characters entered. If a last name is entered, it will take 3-5 minutes to process the request. Please be patient. |
| Commander Management Roster | Data for Commander Management Roster is less than 24 hours old. This report is not live to expedite report processing time. |
| UMPR | UMPR data is current as of 14SEP2007. |
| Data Problems | Please contact your servicing Force Support Squadron for assistance. |
| Account Problems | Please contact the BLSDM POC located within the Force Support Squadron. |
| Training Information | |
| Help | CC DSN 665-5004 Commercial (210) 565-5004. |

A yellow callout box with rounded corners is overlaid on the "Commander Management Roster" row, containing the text: "This is the Commander's dash-board front page. The CC can request a multitude of rosters from these menus. CC can request Decor 6, CRO and Duty Status."

The browser's status bar at the bottom shows "Done" and "Local intranet".

Individual Form - Microsoft Internet Explorer provided by USAF

Address: https://rtew20/BLSDMNet20/Forms/IndividualForm.aspx

BASE LEVEL SERVICE DELIVERY MODEL

Home
Individual Form
Alpha Roster
UMPR
AEF Roster
Cmdr Mgt Roster
Decor6 Elig Roster
Duty Status Roster
Evals Listing
Gains Listing
Loss Listing
Late Evals
Proj/Pend Evals
Family Care Report
Administration

Enter Last Name or SSAN:

Submit

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 5)

Enter SSAN or Name

Local intranet

Individual Form - Microsoft Internet Explorer provided by USAF

Address: http://localhost/BLSDM/Forms/IndividualForm.aspx

BASE LEVEL SERVICE DELIVERY MODEL

Home
Individual Form
Alpha Roster
UMPR
AEF Roster
Cmdr Mgt Roster
Decor6 Elig Roster
Duty Status Roster
Evals Listing
Gains Listing
Loss Listing
Late Evals
Proj/Pend Evals
Family Care Report
Administration

Enter Last Name or SSAN: green

Submit

| SSAN | Rank | Name | PASCODE |
|-------------|------|-------------|----------|
| 123-45-6789 | CPT | GREEN, JOE | GMILFDB1 |
| 987-65-4321 | TSG | GREEN, MARY | GMILFDB1 |

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 5)

If entering a partial name, all names starting with the same letters will be displayed. Select the correct name to enter the record.

Local intranet

Decor 6, CRO, Duty Status Change Navigation Path:

Individual Form - Microsoft Internet Explorer provided by USAF

Address: http://localhost/BLSDM/Forms/IndividualForm.aspx

Links: AFFMS, AFPC Secure, AMS ITE

Alpha Roster
UMPR
AEF Roster
Cmdr Mgt Roster
Decor6 Elig Roster
Duty Status Roster
Evals Listing
Gains Listing
Loss Listing
Late Evals
Proj/Pend Evals
Family Care Report
Administration

Name: Rank:
SSAN: Record Status: Status Desc:

DUTY INFORMATION

Office Symbol: Duty Phone:
Duty Title:
Duty Start Date: PAFSC:
Date Arrive Station: DAFSC:
TAFMSD: PASCODE:
Gaining PASCODE: RNLTID:

HOME ADDRESS

Address:
City:
State: ZIP: Home Phone:

REENLISTMENTS

DOE:
DOS:
ETS:
Reel Elig Code:
Reel Elig Desc:

PROJECTED GRADE AND EPR/OPR INFO

Grd Perm Proj: DOR:
EPR Rate Last: Report C/O:
Proj C/O Date: Supv Began:
Rater SSAN:
Supv Name:

MISCELLANEOUS

Unfav Info ID: Unfav Info Desc:
Unfav Info Disp Date: DOB:
Marital Status: Spouse SSAN:

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

Done Local intranet

Request Decor 6, CRO, Duty Status Change

Scroll down for additional information:

Individual Form - Microsoft Internet Explorer provided by USAF

Address: http://localhost/BLSDM/Forms/IndividualForm.aspx

Links: AFFMS, AFPC Secure, AMS ITE

Loss Listing
Gains Listing
Loss Listing
Late Evals
Proj/Pend Evals
Family Care Report

Office Symbol: DOB: Duty Phone: 7017476264
Duty Title: IN FLT REFUEL
Duty Start Date: 03-Nov PAFSC:
Date Arrive Station: 03-Nov DAFSC:
TAFMSD: 27-Jan PASCODE: GM1LF
Gaining PASCODE: RNLTID:

HOME ADDRESS

Address:
City:
State: ZIP: Home Phone:

REENLISTMENTS

DOE: 27-Jan
DOS: 26-Jan
ETS: 26-Jan
Reel Elig Code: 1R
Reel Elig Desc: TODO

PROJECTED GRADE AND EPR/OPR INFO

Grd Perm Proj: DOR: 27-Nov
EPR Rate Last: 5 Report C/O:
Proj C/O Date: Supv Began: 16-Jul
Rater SSAN:
Supv Name:

MISCELLANEOUS

Unfav Info ID: Unfav Info Desc:
Unfav Info Disp Date: DOB: 15-Dec
Marital Status: M Spouse SSAN:

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

Local intranet

Decoration RIP Request (DECOR6)

Once you click submit, this case will be forwarded to your servicing FSS/CSS for resolution. For your convenience, we have provided you with an account on CMS onto which you will be able to logon to see the end product once the process is complete. It is possible that you may receive the end product through encrypted email, hard copy or other acceptable means determined by your local FSS.

Member Information
Rank: Last: First: MI: SSAN:

Additional Information:

3000 Characters remaining
From the dropdown below, please select the FSS or CSS supporting you:
Select your supporting FSS or CSS...

Submit Cancel

This contains information which must be protected IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Act (FOUO). It must be protected or privacy act information removed prior to further disclosure.

Air Force Personnel Center, Randolph AFB, Texas 78150
Last Reviewed: 11 JUN 2007

Done Local intranet

Is the DECOR 6 being generated for mid tour, PCS, PCA, Retirement.

Submit

Change of Reporting Official Notification

Member Information
Rank: Last: First: MI: SSAN:

New Rater Information
SSAN: Last: First:

9 Characters remaining 40 Characters remaining 20 Characters remaining

Start Date: Supervisor Status: Select Supervisor Status...

Additional Information:

3000 Characters remaining
From the dropdowns below, please select the FSS or CSS supporting you:
Select your supporting FSS or CSS...

Submit Cancel

This contains information which... Act of 1974 as Amended Applies, and it... prior to further disclosure.

Air Force Personnel Center, Randolph AFB, Texas 78150
Last Reviewed: 11 JUN 2007

Local intranet

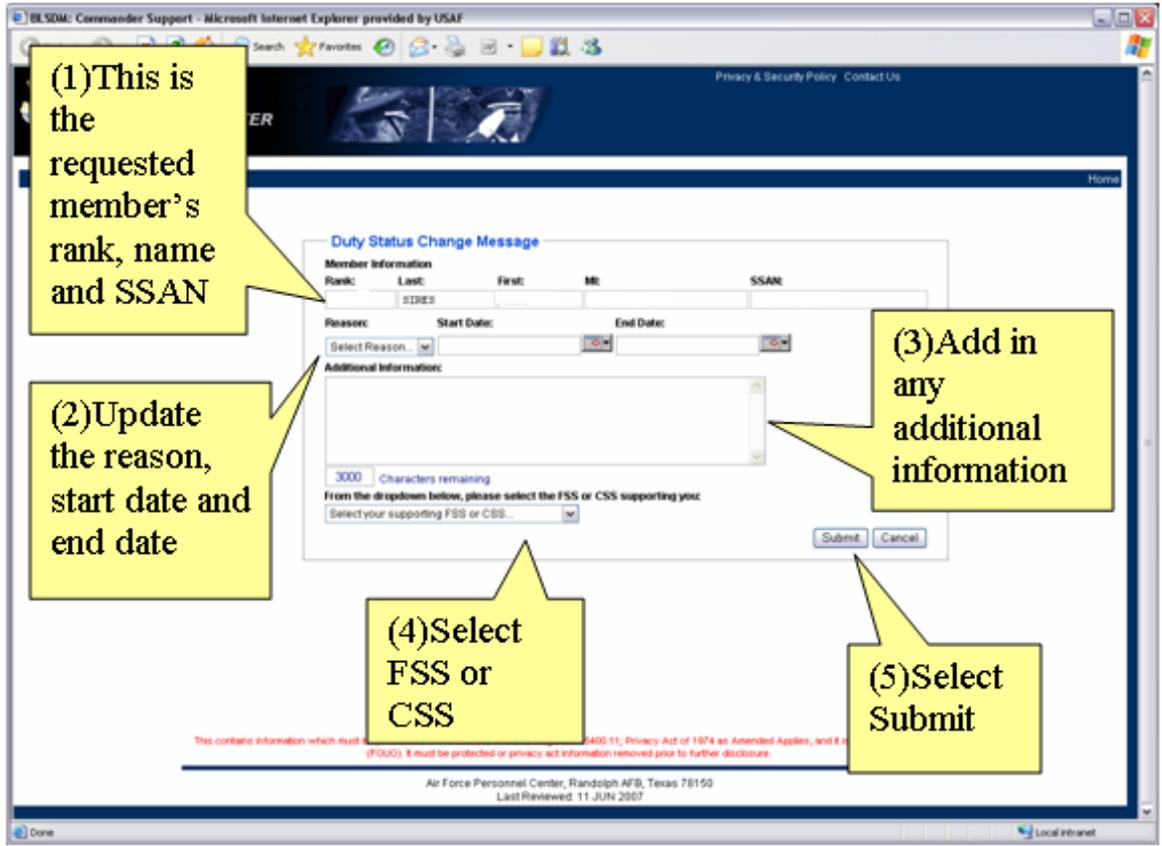
(1) This is the Ratee's rank, name and SSAN

(2) Update the new Rater's SSAN, name, supervision start date and supervisors status

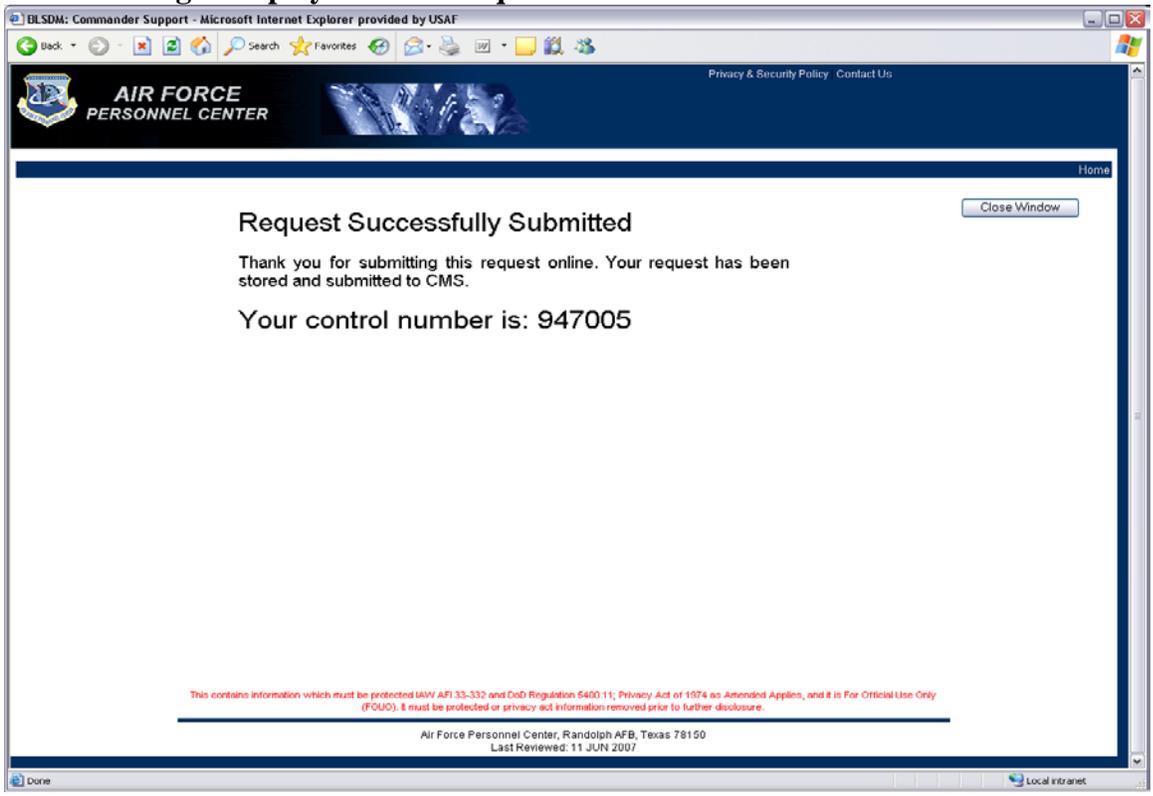
(3) Enter any additional information

(4) Select the CSS or FSS assigned

(5) Select Submit



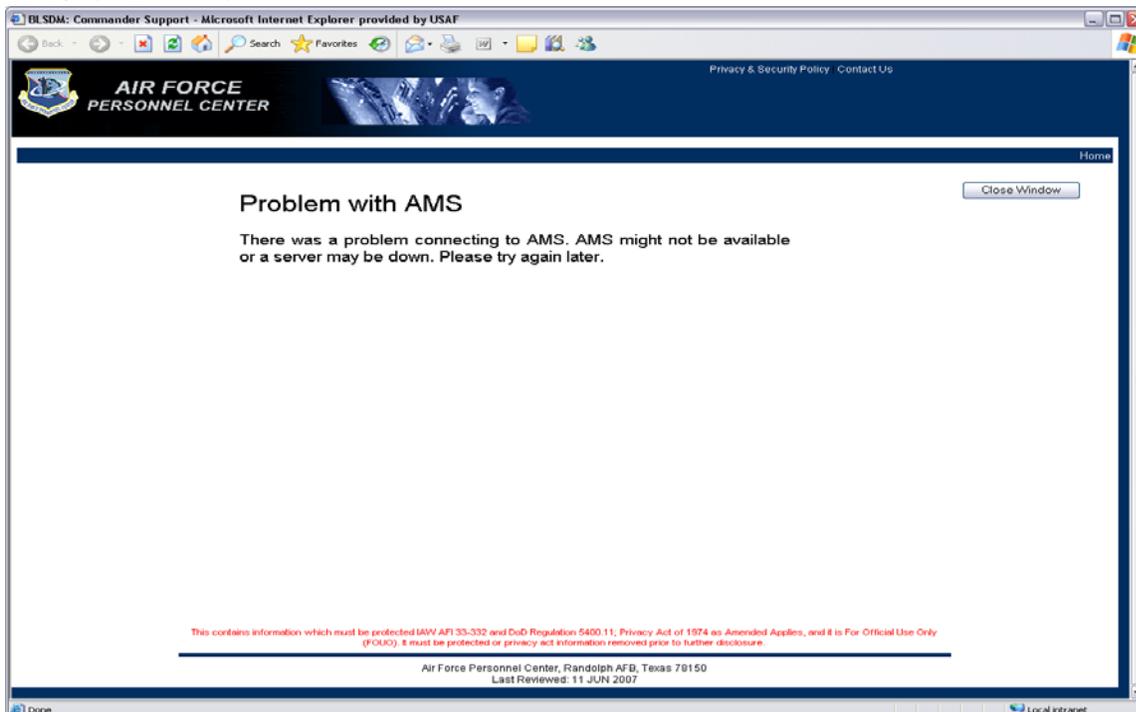
The following is displayed once a request is sent.



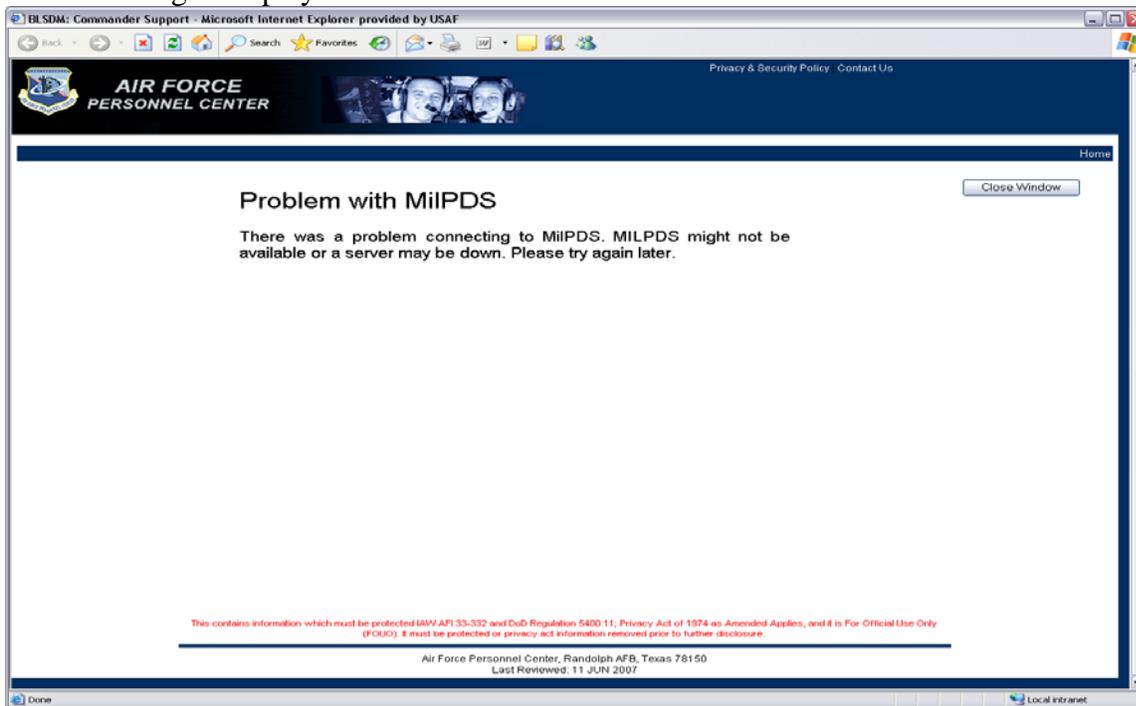
The following is an informational warning if the Commander does not have a CMS Account. If a POC is not found using the Commanders MAJCOM and MPF information, the default POC for CMS is displayed.



The following is displayed if the action is not in the AMS database for the Commander, or if AMS is unavailable.



The following is displayed if the Member is not found in MilPDS or MilPDS is unavailable.



AEF Roster

BASE LEVEL SERVICE DELIVERY MODEL

Export To Excel (AEF Roster)

| FULL_NAME | SSAN | GRADE | DUTY_STATUS | UNIT_DESC | AEF_STATUS | RECORD_STATI |
|-------------|-------------|-------|-------------|----------------------------|------------|--------------|
| DOE, JOHN | 123-45-6789 | TSG | 00 | 319 MISSION SUPPORT SQ/CSS | A8 | 10 |
| SMITH, MARY | 987-65-4321 | SSG | 00 | 319 MISSION SUPPORT SQ/CSS | A4 | 10 |

Commander's Rosters/Individual Reports

Administration Screen (Delegation)

Administration - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://dev20/BLSDMNet20/Forms/Administration.aspx>

Links AFFMS AFPC Secure AMS ITE

BASE LEVEL SERVICE DELIVERY MODEL

Home
Individual Form
Alpha Roster
UMPR
AEF Roster
Cmdr Mgt Roster
Decor& Elig Roster
Duty Status Roster
Evals Listing
Gains Listing
Loss Listing
Late Evals
Proj/Pend Evals
Family Care Report
Administration

Current Users

Enter Last Name or SSAN:

Local intranet

Search by SSAN.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application titled "Administration - Microsoft Internet Explorer provided by USAF". The address bar shows the URL: `http://dev20/BLSDMNet20/Forms/Administration.aspx`. The main content area features a large header with the text "BASE LEVEL SERVICE DELIVERY MODEL". Below this, there is a section for "Current Users" with a search form. The search form includes a text input field labeled "Enter Last Name or SSAN:" containing the value "123456789", a "Search" button, a "Name:" field containing "DOE JOHN", a "Grade:" field containing "37", and an "Add User" button. A yellow callout box with a pointer to the "Add User" button contains the text "Ability to add/delegate users." A blue navigation menu is visible on the left side of the page, listing various options such as "Home", "Individual Form", "Alpha Roster", "UMPR", "AEF Roster", "Cmdr Mgt Roster", "Decor6 Elig Roster", "Duty Status Roster", "Evals Listing", "Gains Listing", "Loss Listing", "Late Evals", "Proj/Pend Evals", "Family Care Report", and "Administration". The browser's status bar at the bottom shows "Done" and "Local intranet".