



ABC Labor Quick Reference

First Time Labor Assignment

Step 1: LOG IN

- Open Internet Explorer and type in the DCT address: <https://dct.abcm.cni.navy.mil/cnrma>
- Log in with your username and password. Your username is your first name + "." + last name (Ex. John Doe = "john.doe"). Your default/initial password is "ABCM" + the last four digits of your social security number (Ex. "ABCM1234").

Step 2: SELECT ACTIVITIES

First time users must create a list of those activities that best describe the work that they conducted for the previous time period. Activities are listed in categories under a particular core process from the IMAP 2005 structure.

- Select a core process from the drop-down menu that represents the type of work you perform.
- Select a base from the drop down Location menu.
- Review the activities and select the ones that best describe the work you performed for the previous time period. If you are unable to locate an activity, use the keyword search feature by clicking **Search Activities**.
- Click **Submit Selection**. The activities you select will display on the screen. To select activities from another core process click **Select/Deselect Activities**.

Step 3: ASSIGN TIME TO ACTIVITIES

- For each activity you have selected, assign the percentage of time you spent on that activity for the previous period. Note: Percentages must equal 100 percent.
- For military personnel only, a text box is displayed to capture "Actual Hours Worked." Enter the total number of hours you have worked for the previous time period.
- All military personnel should assign some of their time to the activity, "Support Military Duties." Default is 173 hours.

Step 4: VERIFY ORGANIZATIONAL CODE

- First time users should verify their location and organization. On the Labor Assignment page, the organization is displayed on the top in red. Contact the ABC Team and/or HRO with any corrections.

Step 5: SUBMIT ASSIGNMENT

- Click **Submit Assignments**. A receipt page displays with your submission, which you may print for your records. This completes your Labor Assignment for the current period. You may modify your Labor Assignment up until midnight on the last day of the period.

Step 6: LOG OUT

- From the DCT menu on the left, click **Logout**.

Subsequent Labor Assignments

Step 1: LOG IN

- Open Internet Explorer and type in DCT address: <https://dct.abcm.cni.navy.mil/cnrma>
- Log in with your username and password.

Step 2: REVIEW ACTIVITIES

- If you have completed a Labor Assignment for a previous period, the activities will appear on the page, but the time percentage assignments will be reset to zero. To add or change activities, click **Select/Deselect Activities** or **Search Activities**.

Step 3: ASSIGN TIME

- For each activity you have selected, assign the percentage of time you spent on that activity for the previous period. Note: Percentages must total 100 percent.
- For military personnel only, a text box is displayed to capture "Actual Hours Worked." Enter the total number of hours you have worked for the previous time period.

Step 4: SUBMIT ASSIGNMENT

- Click **Submit Assignments**. A receipt page displays with your submission, which you may print for your records. This completes your Labor Assignment for the current period. You may modify your Labor Assignment up until midnight on the last day of the period.

Step 5: LOG OUT

- From the DCT menu on the left, click **Logout**.

Additional resources are available from the DCT Help menu.

For more information contact the CNRMA ABC Team:

Helpdesk Phone: 757-322-3151

Additional Phone: 757-332-3152

E-mail: abcmhelp@cmr.navy.mil

Bulletin Board: <https://dct.abcm.cni.navy.mil/cnrma>