



ABC Non-Labor Quick Reference

First Time Non-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").
- From the DCT Menu on the left side of the screen, select **Assignment**, then **Non-Labor**. Note: You will only be able to access the non-labor assignment if you have supervisor permission. It is only available from the 16th to the end of each month.

Step 2: SELECT ACTIVITIES

First time users must create a list of those activities that best describe the work your organization conducted for the previous month. 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 your organization performs.
- Select a base from the drop down Location menu.
- Review the activities and select the ones that best describe the work your organization performed for the previous month. 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: VERIFY ORGANIZATIONAL CODE

- First time users should verify their organization. On the Non-Labor Assignment page, your organization code is displayed as the default in the Organization drop-down box and is shown in red. Contact the ABC Help Desk with any questions or corrections.

Step 4: ASSIGN NON-LABOR RESOURCES TO ACTIVITIES

The previous month's non-labor expenses for your organization will display on the screen. They are separated into categories based on IMAP sub-sub-function and expense elements. For each expense category listed, determine how you want to assign them either by percentage or by FTE. Assigning by percentage lets you assign portions of the expense to activities that consumed those dollars. Assigning by FTE will spread the cost of that expense among all the activities that employees from your organization selected by the aggregate of all their percentages.

- To assign a non-labor expense by percentage, enter a percentage for each activity you have selected.
- To assign by FTE, click the FTE button below the expense category name.

Step 5: SUBMIT ASSIGNMENT

- Click **Submit Assignments**. A receipt page displays with your assignments. This completes your Non-Labor Assignment for the month.

Subsequent Non-Labor Assignments

Step 1: LOG IN

- Open Internet Explorer and type in the DCT address: <https://dct.abcm.cni.navy.mil/cnrma>
- From the DCT Menu on the left side of the screen, select **Assignment**, then **Non-Labor**. The non-labor assignment is only available from the 16th to the end of each month.

Step 2: REVIEW ACTIVITIES

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

Step 3: ASSIGN NON-LABOR RESOURCES TO ACTIVITIES

- Same as Step 4 above.

Step 4: SUBMIT ASSIGNMENT

- Click **Submit Assignments**. A receipt page displays with your assignments. This completes your Non-Labor Assignment for the month.

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>