

UNITED STATES COAST GUARD



# Assignments

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## Functionality User Guide

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## **1 Introduction**

This user guide contains essential information for United States Coast Guard (USCG) Assignments personnel. Provided are detailed descriptions of the system's functions and capabilities, step-by-step procedures for utilizing the system, screen shots of the step-by-step procedures, tables of field descriptions and appendices which include diagrams and tables of pertinent information.

## 2 Wildcard Search

Direct Access supports the use of three wildcard features when searching for data. The wildcards can be helpful in finding the exact information that user wants to process. The following are the supported standard wildcard features.

Character	Function
_ (underscore)	Match any single character.
\ (back slash)	Escape character – don't treat the next character as a wildcard.
% (percent sign)	Match one or more characters.

**Table 1: Wildcard Search**

The “wildcard” search feature may be used when searching for a member. One commonly used wildcard is “\_”. This sign represents a single letter instead of a group of letters. To see all of the members whose last names contain the letters “C”, “H” and “N”, in that particular order, the “\_” wildcard would be used to represent a single letter between the characters in which it is placed.

The screenshot shows a search interface with the following elements:

- Buttons: "Find an Existing Value" (selected), "Add a New Value"
- Input: "Maximum number of rows to return (up to 300): 300"
- Search Criteria:
  - Empl ID: begins with [ ]
  - Profile Type: begins with [ ]
  - Name: begins with [ ]
  - Last Name: begins with [ CH\_N ]
  - Alternate Character Name: begins with [ ]
- Options:  Include History,  Correct History,  Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria
- Section: **Search Results**
- Text: "Only the first 300 results of a possible 489 can be displayed. Enter more search key information and search again to re..."
- Table:
 

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	AWARDS COORD		CHANDLER	(blank)
	PERSON		CHANDLER	(blank)
	PERSON		CHANDRASENA	(blank)
	PERSON		CHANES	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)

**Figure 1: Wildcard “ ”**

Another wildcard that is commonly used is the “%” sign. This wildcard is used to represent multiple characters. For example, to search for members whose last names contain the letters “C”, “H” and “N”, in that particular order the “%” wildcard should be used.

The screenshot shows a search interface with the following search criteria:

- Maximum number of rows to return (up to 300): 300
- Empl ID: begins with
- Profile Type: begins with
- Name: begins with
- Last Name: begins with CH%N
- Alternate Character Name: begins with
- Include History:  Correct History:  Case Sensitive:

Buttons: Search, Clear, Basic Search, Save Search Criteria

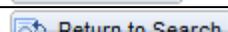
**Search Results**  
 Only the first 300 results of a possible 1459 can be displayed. Enter more search key information and search [View All](#) First 1-100 of 300 Last

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	RETIREE		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	AWARDS COORD		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHADBAND	(blank)
	PERSON		CHADBOURNE	(blank)

**Figure 2: Wildcard "%"**

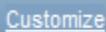
### 3 Functionality

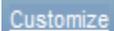
The table below provides a list of icons and their functionality to assist with navigation throughout the different pages use by the CG CAC and AO.

Symbol/Icon	Functionality
*	This symbol represents a required field.
	Click on this icon to generate a list of values.
	Click on this icon to add a row.
	Click on this icon to remove a row.
	This icon will allow user to customize the grid.
	This icon will allow user to search the grid.
	This icon will show all of the search results on one page.
	This icon will display the grid in a separate window.
	This icon will allow user to download the grid to an Excel spreadsheet.
	This icon will navigate to the previous set of grid rows.
	This icon will navigate to the next set of grid rows.
	This icon will navigate to the first page of the grid rows.
	This icon will navigate to the last page of the grid rows.
	This icon performs spell check.
	This icon will navigate to the previous item in the list of the search results.
	This icon will navigate to the next item in the list of the search results.
	This icon will return to the search results page.
	This icon displays the current page in a modal window.
	This icon will navigate to the Communication Log.
	My page link will navigate to the main portal page

**Table 2: Functionality Symbols**

#### 3.1 Customizing Grid Displays

Many PeopleSoft pages allow the end user to customize the grids of data. Grids with the  icon can be customized. The grid may be customized for appearance or to minimize the number of columns displayed which may also speed up the retrieval of data. Once a grid is customized, the grid display will be retained for the individual user profile until the user changes the customization.

Click  to alter the columns that are displayed in a grid. On the **Personalize Column and Sort Order** page, select which columns to display on the grid, hide any columns, freeze columns, sort columns in ascending or descending order, and choose the order in which the columns appear on the grid.

#### To Change the Order of Columns Displayed:

1. Highlight a field in the left side Column Order list.
2. Use the  and  to move the field into its new place in the column order on the grid.
3. Check the **Hidden** box to remove the field from the grid (Uncheck to unhide).

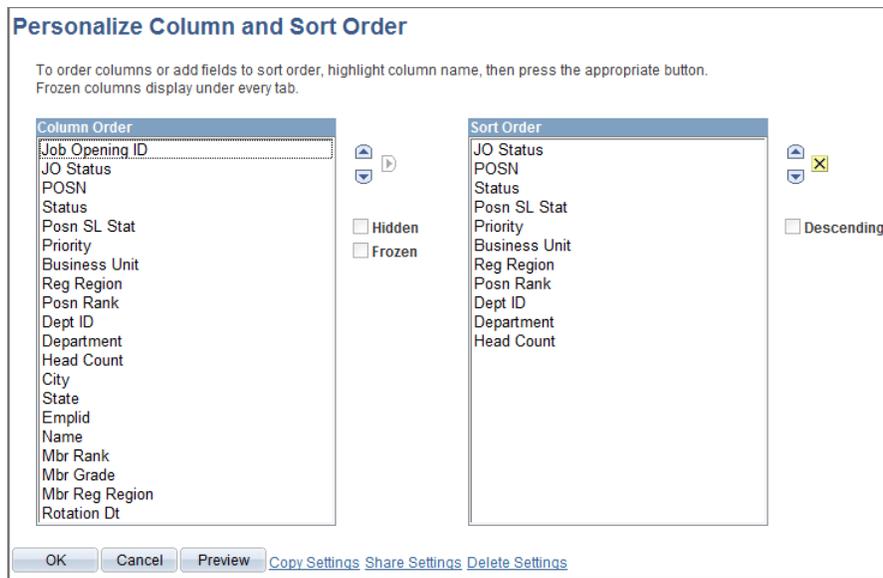
4. Check the **Frozen** box to keep the field visible on all tabs of a multiple tab or scrolling grid.

### To Change the Sort Order of Columns:

1. Highlight a field in the **Column Order** list.
2. Click on  to add the field to the **Sort Order** list on the right.
3. Highlight a field in the **Sort Order** list, use the  and  to change the sort sequence of the fields. One or more fields may be sorted; the top field will be the primary sort.
4. Highlight a field and check the **Descending** box to toggle from the default of A-Z, 0-9 (ascending) to descending sort order.
5. Click  to remove the field from the sorted field list.
6. Click **Preview** to view how the customizations will affect the grid display.
7. Click **Ok** to save customizations and return to the grid.



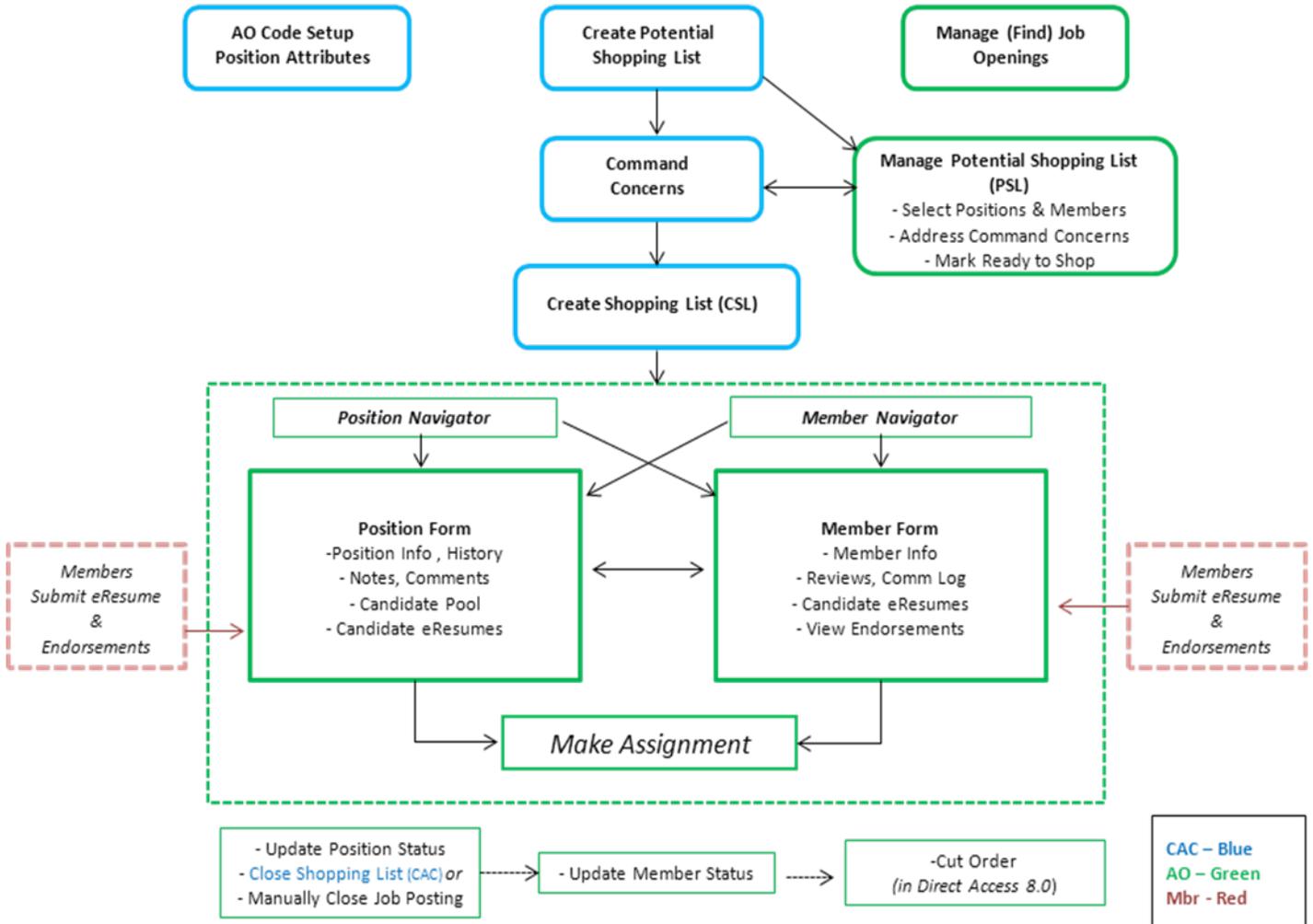
If a grid is not displaying all the expected fields use the 'Delete Settings' option to reset the grid back to the default view.



**Figure 3: Customize Grid**

## 4 Assignments Business Process

### CG Assignments Process



**Figure 4: CG Assignments Process**

## 5 CG CAC Duties

The duties of the CG CAC are:

1. Assignment Officer Code Maintenance
  - Add an AO Code
  - Modify an AO Code
2. Setup Assignment Position Attributes
  - Maintain Position Priority
  - Maintain AO Codes associated with Positions
3. Creating the Potential Shopping List
4. Shopping List Administration
  - Command Concerns
  - Deactivate a Shopping List
5. Creating a Shopping List

### 5.1 Assignment Officer (AO) Code Maintenance

The AO Code is an attribute used to organize and locate positions on a shopping list under a specific Assignment Officer. Once an AO Code is established, the same AO Code can be used when an AO transfers out and the AO's replacement is transferred in.



Only one user or EmplID may be associated with an individual AO Code. However, a user may be associated to more than one AO Code.

#### 5.1.1 Add an AO Code

1. To setup an AO Code, click on **AO Code Setup** from the Assignments portal pagelet.



**Figure 5: AO Code Setup**

2. Click on **Add New Value** and enter the **Assignment Officer Code**.



AO Code Setup

Find an Existing Value | Add a New Value

Assignment Officer Code: CG5

Add

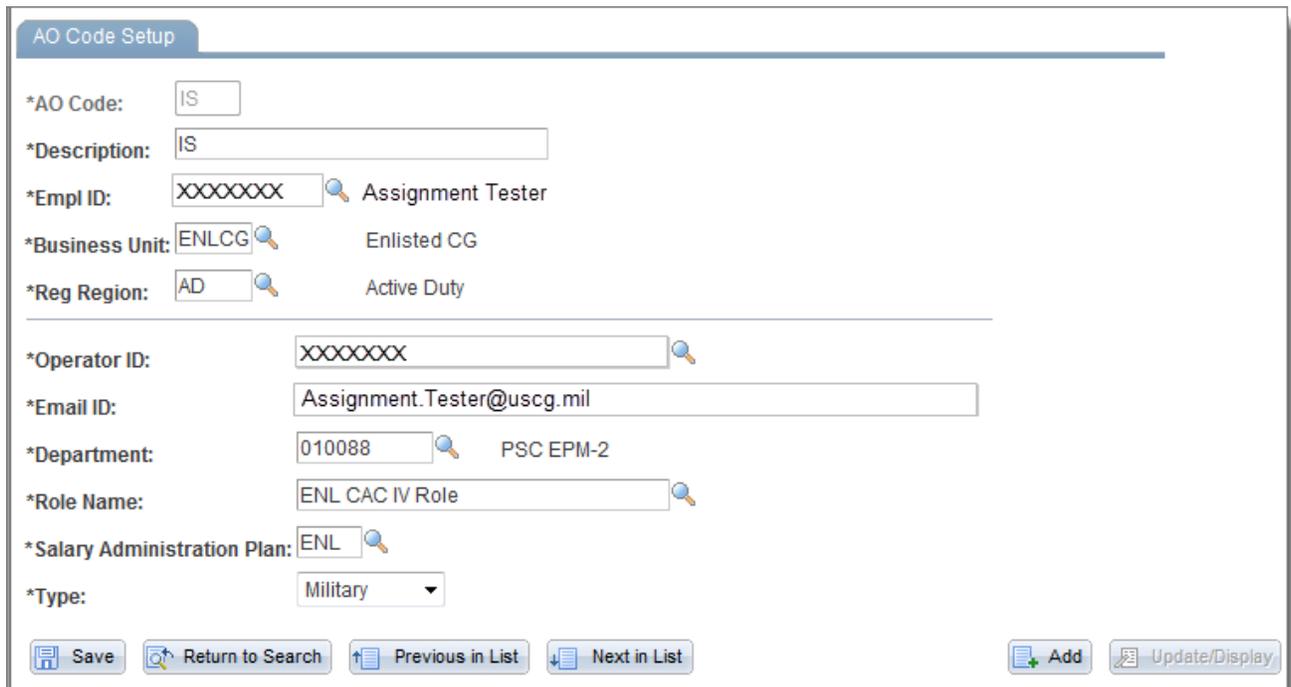
Find an Existing Value | Add a New Value

**Figure 6: Add New Value**

3. Enter data in each of the fields and click **Save**.



The data elements below the line (i.e. Operator ID, Email ID, Department, Role Name, Salary Admin Plan and Type) are required to support the notifications of PAL changes to the Assignment Officers and the Detail Queue.



AO Code Setup

\*AO Code: IS

\*Description: IS

\*Empl ID: XXXXXXXX Assignment Tester

\*Business Unit: ENLCG Enlisted CG

\*Reg Region: AD Active Duty

---

\*Operator ID: XXXXXXXX

\*Email ID: Assignment.Tester@uscg.mil

\*Department: 010088 PSC EPM-2

\*Role Name: ENL CAC IV Role

\*Salary Administration Plan: ENL

\*Type: Military

Save Return to Search Previous in List Next in List Add Update/Display

**Figure 7: Required Fields**

The table below lists the fields on the AO Code Setup page with a description.

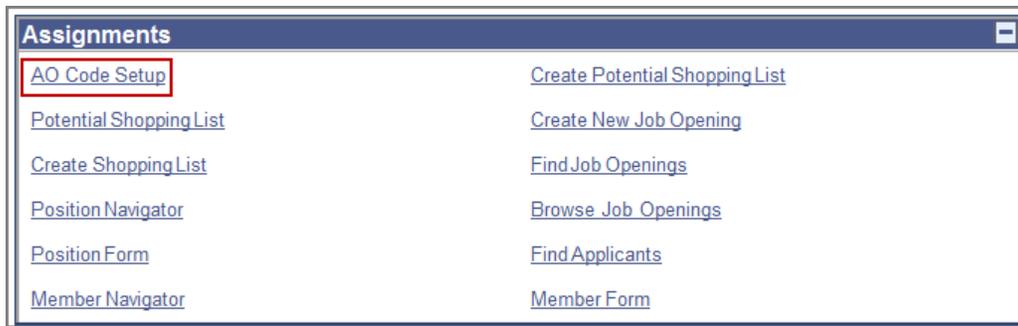
Field Name	Description
AO Code	This is the AO code that is being setup.
Description	This is a description of the AO code.
Empl ID	This is the employee ID of the employee being assigned to the AO code. The Operator ID and Email ID must be associated with the Empl ID.
Business Unit	This is the business unit of the AO code.
Reg Region	This is the regulatory region of the AO code.
Operator ID	This is the operator ID of the AO code.
Email ID	This is the email of the employee being assigned to the AO code for receiving PAL notifications.
Department	This is the department of the AO code.
Role Name	This is the role name of the AO code.
Salary Administration Plan	This is the salary administration plan of the AO code. This should be related to the value selected for the Business Unit.
Type	This is the type of the AO code. This should be related to the value selected for the regulatory region. Values are Civilian, Military, Reservist, or Mixed.

**Table 3: AO Code Setup Field Descriptions**

### 5.1.2 Modify an AO Code

Modifications to AO Codes are in general conducted when an AO transfers out.

1. To modify an AO Code click on **AO Code Setup** from the Assignments portal pagelet.



**Figure 8: AO Code Modification**

- To search for an **AO Code**, select a field to search on from the **Search by** drop down list or click on **Advanced Search**. Enter the search criteria and click search.

**Figure 9: Search AO Code**

- The search results are displayed.

Assignment Officer Code	Empl ID	Business Unit	Regulatory Region	Description
01		ENLCG	RSV	D1 - Res Junior ENL AO (CGD1)
05		ENLCG	RSV	D5 - Reserve ENL AO
07		ENLCG	RSV	D7 - Reserve ENL AO
08		ENLCG	RSV	D8 - Reserve Junior ENL AO
09		ENLCG	RSV	D9 - Reserve ENL AO
11		ENLCG	RSV	D11 - Reserve ENL AO
13		ENLCG	RSV	D13 - Reserve ENL AO
14		ENLCG	RSV	D14 - Reserve ENL AO
17		ENLCG	RSV	D17 - Reserve ENL AO

**Figure 10: AO Code Setup Search Results**

4. From the search results click on the **AO Code** to be modified. Modify the fields that require change and click **Save**.



If the EmplID is changed while creating or modifying an AO Code, ensure the Operator ID and Email ID contain the desired information.

AO Code Setup

\*AO Code: IS

\*Description: IS

\*Empl ID: XXXXXXXX Assignment Tester

\*Business Unit: ENLCG Enlisted CG

\*Reg Region: AD Active Duty

\*Operator ID: XXXXXXXX

\*Email ID: Assignment.Tester@uscg.mil

\*Department: 010088 PSC EPM-2

\*Role Name: ENL CAC IV Role

\*Salary Administration Plan: ENL

\*Type: Military

Save Return to Search Previous in List Next in List Add Update/Display

**Figure 11: AO Code Fields**

## 5.2 Setup Assignment Position Attributes

This page allows CACs to maintain the AO Code associated with a specific position, and/or to reset the position's Priority value.

1. Follow the path below to navigate to **Setup Assignment Position Attributes**.

Recruiting> Assignments> Setup> Setup ASGN Positions Attributes

- The **Position** can be searched for using a basic search or an advanced search. The advanced search is recommended since it provides many different search criteria. Enter the search criteria and click **Search**.

**Figure 12: ASGN Posn Attributes Search**

- From the search results select the position that requires maintenance. The results will show the current and future dated rows for the position. Each row must be updated separately.



For positions that have a current and future effective dated row, both rows require analysis to determine if they are required to be updated.

Position Number	Effective Date	Status as of Effective Date	Description	Business Unit	Department	Job Code
00000903	08/19/2007	Active	ENG/TACTICAL BCM	ENLCG	000139	420095
00000903	05/10/2014	Active	ENG/TACTICAL BCM Future Test	ENLCG	000139	420095

**Figure 13: ASGN Posn Attributes Search Results**

The table below lists the fields on the search results page displays with a description.

Field Name	Description
Position Number	This is the position number.
Effective Date	This is the effective date of the position.
Status as of Effective Date	This is the status of the position from the effective date.
Description	This is the description of the position.
Business Unit	This is the business unit of the position.
Department	This is the department of the position.
Job Code	This is the job code of the position.

**Table 4: Positions Search Results Columns Description**

- The **AO Attribute Maintenance** page allows updating of two fields: the **New AO Code** and **New Priority**.

The **New AO Code** field is associated with the position is a required field to make an update; the value of the field can be set to the current AO Code value if only the Priority requires update.

The **New Priority** of the position is an optional field; the current value will be carried forward if no value is entered.



Position records are maintained elsewhere by system administrators. Only the two fields on the existing position are being updated on this page.

AO Attribute Maintenance

Position Number: 00000903      ENG/TACTICAL BCM

Effective Date: 08/19/2007      Status: Active

AO Code: MKW      Priority: 5

---

New AO Code:        New Priority:

Save    Return to Search    Previous in List    Next in List

**Figure 14: AO Attribute Maintenance**

- Click **Save** after the necessary changes have been made.



The changes may not be immediately available in 8.0 Direct Access due to a batch process that will perform this update the next time it runs.

The table below lists the fields on the AO Attribute Maintenance page with a description.

Field Name	Description
Position Number	This is the position number.
Effective Date	This is the effective date of the position.
Status	This is the status of the position.
AO Code	This is the AO code currently linked to the position.
Priority	This is the priority currently assigned to the position.
New AO Code	This is where a new AO code can be assigned to the position.
New Priority	This is where a new priority code can be assigned to the position.

**Table 5: AO Attribute Maintenance**

### 5.3 Creating a Potential Shopping List (PSL)

CACs primarily create new **Potential Shopping Lists** of positions to be shopped in the new assignment year. A PSL may be created for an individual AO, multiple AO'S or an entire branch.

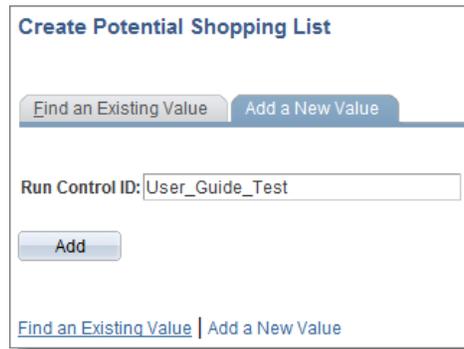
The system will begin to populate the PSL based on specific criteria. Refer to the [Process Type](#).

- To create a PSL, click on **Create a Potential Shopping List** from the Assignments portal pagelet.



**Figure 15: PSL from Assignments Portal Pagelet**

2. Click on **Add a New Value**. Enter the **Run Control ID** and click **Add**. The **Run Control ID** must not contain any spaces.



**Figure 16: Add a New Value**

3. Enter a unique **Shopping List ID**. A previously used **Shopping List ID** cannot be used again since it will generate an error message.

The standard naming convention for the Shopping List ID is as follows:

- Branch\_Assignment Season\_AO Code OR Summary of AO Codes being used in shopping list.

4. Enter a **Start Date** and **End Date** between which the qualifying positions and incumbents will be evaluated.

The **Start** and **End Date** for the assignment year are as follows:

- RPM: August 01 – January 31
- OPM: September 01 – August 31
- EPM: January 01 – December 31

5. The PSL may be created by entering one or more values in either the **Branches** sections or the **AOs** section, not both. Click **+** to add an additional **Branch – Business Unit** and **Reg Region** or **AO Code**. Click **-** to remove a **Branch – Business Unit** and **Reg Region** or **AO Code**.

This example will demonstrate how to create a PSL using one **AO Code**.

6. Click **Run**.

Potential Shopping List RC

Run Control ID: User\_Guide\_Test      Report Manager    Process Monitor    Run

\*Shopping List ID: OPM\_AY13\_IS

\*Start Date: 09/01/2012

\*End Date: 08/31/2013

Branches		
Business Unit	Description	Reg Region

AOs	
AO Code	Description
IS	IS RATING ASSIGNMENT OFFICER

**Figure 17: PSL Run Control Fields**

7. Verify the server name is **PSUNX** and click **Ok**.

Process Scheduler Request

User ID: Assignment Tester      Run Control ID: User\_Guide\_Test

Server Name: PSUNX      Run Date: 04/24/2013

Recurrence:      Run Time: 1:50:51PM      Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Create Potential Shopping List	CG_PSL_AE	Application Engine	Web	TXT	Distribution

OK    Cancel

**Figure 18: Verify Server Name**

- Click **Process Monitor**.

Potential Shopping List RC

Run Control ID: User\_Guide\_Test      [Report Manager](#) **Process Monitor** [Run](#)

\*Shopping List ID: OPM\_AY13\_IS

\*Start Date: 09/01/2012

\*End Date: 08/31/2013

Branches			AOs		
Business Unit	Description	Reg Region	AO Code	Description	
			IS	IS	

[Save](#) [Return to Search](#)

**Figure 19: PSL Run Control**

- Validate the process **Run Status** is **Success**. Larger **Shopping Lists** may require more time for this process to be completed. If the process **Run Status** is **Blocked**, another PSL is currently running. Once that PSL process has completed the next PSL process request will begin running.

Process List    [Server List](#)

View Process Request For

User ID: AssignmentT    Type:    Last    1    Days    [Refresh](#)

Server:    Name:    Instance:    to   

Run    Distribution     Save On Refresh

Status:    Status:   

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	121936		Application Engine	CG_PSL_AE	AssignmentT	05/08/2013 12:16:54PM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Create Potential Shopping List](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

**Figure 20: Run Status Success**



To return to the Process Monitor of an existing PSL at a later time, click on **Create Potential Shopping List** from the Assignments portal pagelet. Click **Find an Existing Value** and select the same Run Control ID that was used to create the PSL. Click **Process Monitor** to validate the **Run Status**.

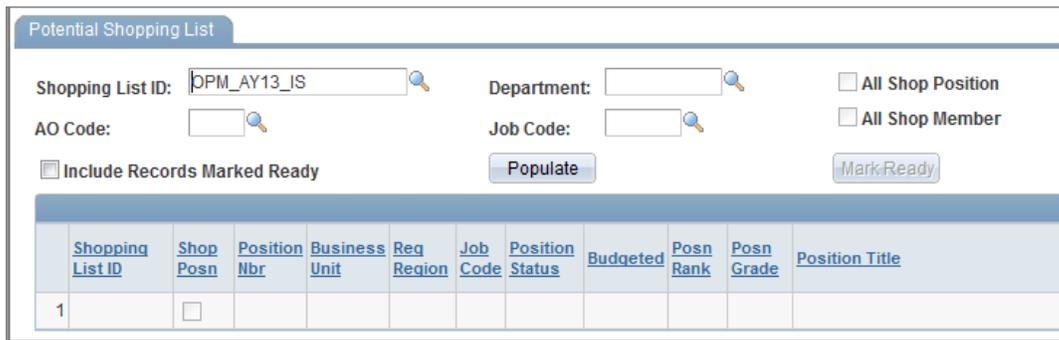
### 5.3.1 Verify Potential Shopping List Results

1. To verify that the PSL was successfully created, navigate to the **Potential Shopping List** page from the Assignments portal pagelet.



**Figure 21: Potential Shopping List**

2. Click on  to display a list of Shopping List IDs.
3. From the list, select the **Shopping List ID** that was created. Enter an **AO Code** and/or **Department** to limit the search results displayed. Using an AO code will not limit the results if only one AO code was used to create the list.



**Figure 22: Populate Shopping List ID**

4. Click **Populate**. The PSL search results will list positions and/or members that met the Create PSL criteria.

 The PSL criteria types are displayed on the Process Type column. They describe how the positions and members are selected for inclusion in the list. Refer to the [Process Type](#) field for a description of each criterion

- Verify that the positions listed all have either an **AO Code** or **Business Unit/Reg Region** matching those selected in the Create Potential Shopping List process.

Potential Shopping List

Shopping List ID: OPM\_AY13\_IS Department: All Shop Position  
 AO Code: Job Code: All Shop Member  
 Include Records Marked Ready

Shopping List ID	Shop Posn	Position Nbr	Shop Mbr	AO Code	Exp AD Term Dt	Rotation Dt	Business Unit	Req Region	Job Code	Position Status	Budgeted	Posn Rank	Posn Grade	Position Title
1	<input checked="" type="checkbox"/>	00000505	<input checked="" type="checkbox"/>	IS	07/07/2013	07/01/2016	ENLCG	AD	441694	Approved	Y	IS2	E5	INTEL WATCH-DUTY
2	<input checked="" type="checkbox"/>	00000506	<input checked="" type="checkbox"/>	IS	01/26/2014	07/01/2016	ENLCG	AD	441694	Approved	Y	IS2	E5	INTEL WATCH-DUTY
3	<input checked="" type="checkbox"/>	00000506	<input checked="" type="checkbox"/>	IS	05/31/2016	07/01/2013	ENLCG	AD	441694	Approved	Y	IS2	E5	INTEL WATCH-DUTY
4	<input checked="" type="checkbox"/>	00001092	<input checked="" type="checkbox"/>	IS	07/31/2027	07/31/2013	ENLCG	AD	441693	Approved	Y	IS1	E6	DDE-INTEL WATCH-DUTY
5	<input checked="" type="checkbox"/>	00001092	<input type="checkbox"/>	IS	12/11/2015	07/01/2016	ENLCG	AD	441693	Approved	Y	IS1	E6	DDE-INTEL WATCH-DUTY
6	<input checked="" type="checkbox"/>	00001095	<input type="checkbox"/>	IS	03/15/2012	07/01/2014	ENLCG	AD	441693	Approved	Y	IS1	E6	DDE-INTEL WATCH-DUTY
7	<input checked="" type="checkbox"/>	00001095	<input checked="" type="checkbox"/>	IS	10/28/2014	07/01/2016	ENLCG	AD	441693	Approved	Y	IS1	E6	DDE-INTEL WATCH-DUTY
8	<input checked="" type="checkbox"/>	00001822	<input checked="" type="checkbox"/>	IS	04/11/2012	07/01/2013	ENLCG	AD	441693	Approved	Y	IS1	E6	INTEL WATCH DUTY

**Figure 23: Verify AO Code/Branches**

- The **Process Type** column indicates the reason a position and/or member was included on the PSL. If the Process Type is 'Rotation or Exp AD Term Date', then the Member's Rotation or Exp AD Term Date should fall between the Start and End Date criteria for the shopping list.
- The **Shop Posn** box will be checked for all positions by default unless the positions are unbudgeted. The **Shop Mbr** box will be checked by default if a member has a Rotation or Expected Active Duty Termination Date within the PSL date range, or if there was a mismatch between the position's and member's **Job Code**.
- After the PSL is created, the CAC can notify the AO that the PSL is available to be retrieved for review. The AO should then search for the Potential Shopping List using the Shopping List ID and an AO code so that any positions unrelated to the AO are excluded.

The table below lists the fields on the PSL with a description of the data it contains. The PSL grid is customizable, see [Grid Customization](#).

Field Name	Description
Shopping List ID	This displays the Shopping List ID.
Shop Posn	This field is used for indicating if a position should be included on the shopping list by creating a new job opening. Checked = Yes, Unchecked = No
Position Number	This displays the position number of the position.
Business Unit	This displays the business unit of the position.
Reg Region	This displays the regulatory region of the position.
Job Code	This displays the job code of the position.
Posn Status	This displays the status of the position.
Budgeted	This displays if the position is budgeted (Y) or unbudgeted (N)
Posn Rank	This displays the rank of the position.
Posn Grade	This displays the grade of the position.

<b>Field Name</b>	<b>Description</b>
Posn Title	This displays the title of the position.
Dept ID	This displays the department ID of the position.
Dept Name	This displays the department name of the position.
Priority	This displays the priority of the position.
Location	This displays the location of the position.
City	This displays the city of the position.
State	This displays the state of the position.
Posn Postal	This displays the postal code of the position.
Job Sensitivity	This displays the job sensitivity of the position.
Clearance Type	This displays the clearance level that is required for the position.
Head Count	The head count displays the number of incumbents in the position.
AO Code	This displays the AO code associated with the position.
Shop Mbr	This field is used for indicating if a member should be included in the shopping season and have their shopping list status set to rotating. Checked = Yes, Unchecked = No
Incumb EmplID	This is the incumbent's employee ID.
Incumb Name	This is the incumbent's name.
Mbr Rank	This is the incumbent's rank.
Mbr Grade	This is the incumbent's grade.
Empl Class	This is the employee class of the incumbent.
Rotation Dt	This is the rotation date of the incumbent.
Exp AD Term Dt	This is the active duty term date of the incumbent.
Exp Loss Dt	This is the expected loss date of the incumbent.
Order In EmplID	This is the employee ID of member who has unfinished orders for reporting to this position. If multiple members were found with outstanding orders the one with the minimum estimated report date before the end date of the PSL will be listed.
Order In Name	This is the name of the member who has unfinished orders for reporting to this position.
Est Report Dt	This is the estimated report date of the unfinished orders for reporting to this position.
Departing Dept ID	This is the department ID of the member with unfinished orders for reporting to this position is departing from.
Departing Dept Name	This is the department name of the member with unfinished orders for reporting to this position is departing from.
JO to Clone	This is the job opening that will be cloned if the position is shopped.
JO Status	This is the job status of the job that is going to be cloned. New job openings will only be created if this is an inactive status (Closed, Canceled or Denied).
Marked Ready	If this is checked then this row has been marked ready for CSL processing.
JO Created	This is the job opening that was created by the CSL if the position was selected to be shopped.

Field Name	Description
Process Type	<p>Indicates why this was included in the PSL results.</p> <p><b>Additional Member</b> – Member is only included because another incumbent in this position qualified.</p> <p><b>AO Add</b> - Added manually by AO</p> <p><b>Jobcode Mismatch</b> - There is a mismatch between the position and member job codes.</p> <p><b>Separation</b> - Member has a separation on file that falls within the PSL date range.</p> <p><b>Rotation or Exp AD Term Date</b> - Member's Rotation or Exp AD Term Date is within PSL date range.</p> <p><b>Vacant Position</b> – The position is vacant.</p> <p><b>30 Years of Service</b> (Reserve ONLY) - Member will have 30 years of service within the PSL date range.</p> <p><b>60 Years Old</b> (Reserve ONLY) - Member will turn 60 years old within the PSL date range.</p>

**Table 6: PSL Fields and Descriptions**

#### 5.4 Shopping List Administration

This page allows users to include the shopping information from a list for Command Concerns on the Positions at Department report and to inactivate a shopping list at the end of the shopping season.

### 5.4.1 Command Concerns Process

1. Navigate to the **Shopping List Admin** using the path below and search for the **Shopping List ID**.

Recruiting> Assignments> Setup> Shopping List Admin

2. Enter the branch the shopping list begins with and click **Search** for a list of Shopping List IDs and select the ID.

**Figure 24: Shopping List Admin Search Results**

3. This page shows the **Shopping List ID**, when it was created and who created along with the date range and branches or AO codes it was create for.

**Figure 25: Shopping List Admin**

- Validate that the Shopping List is Active. Check the checkbox for **Include in Command Concerns**.

**i** **Include in Commands Concerns** check box should be checked when the information for the shopping decision should be included in the **Positions at Department** report. If this checkbox is not checked then the shopping list information will not be included in the **Positions at Department** report.

The screenshot shows the 'Shopping List Admin' interface. At the top, there's a tab labeled 'Shopping List Admin'. Below it, several fields are displayed: 'Shopping List ID: OPM\_AY13\_IS', 'Run Dttm: 05/08/13 12:17:14PM', 'User ID: Tester', 'Start Date: 09/01/2012', and 'End Date: 08/31/2013'. To the right, there's a '\*Status:' dropdown menu set to 'Active'. Below the status, a checkbox labeled 'Include In Command Concerns' is checked and highlighted with a red box. At the bottom of the form, there are four buttons: 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

Branches				AOs			
Business Unit	Description	Reg Region	Description	AO Code	Description		
1				1 IS	IS	+	-

**Figure 26: Shopping List Admin Page Command Concerns**

- Click **Save** once the necessary changes have been made.
- Upon completing this step, enter a message on the message board to notify the Command of the update.

#### 5.4.2 Deactivate Shopping List

At the end of the Assignment Year the CAC should deactivate all open shopping lists. Data from an inactive Shopping List will not appear in the PSL, CSL or Command Concerns in the Positions At Department report.

- Navigate to the **Shopping List Admin** using the path below.

Recruiting> Assignments> Setup> Shopping List Admin

2. Enter the branch the shopping list begins with and click **Search** for a list of Shopping List IDs and select the ID.

**Shopping List Admin**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

**Search by:** Shopping List ID begins with OPM

Search Advanced Search

**Search Results**

View All First 1-2 of 2 Last

Shopping List ID
OPM AY13 IS
OPM AY14

**Figure 27: Shopping List Admin Search Results**

3. This page shows the **Shopping List ID**, when it was created and who it was created by along with the date range and branches or AO codes it was create for.

**Shopping List Admin**

Shopping List ID: OPM\_AY13\_IS \*Status: Active

Run Dttm: 05/08/13 12:17:14PM  Include In Command Concerns

User ID: Tester

Start Date: 09/01/2012 End Date: 08/31/2013

Branches			
Business Unit	Description	Reg Region	Description
1			

AOs	
AO Code	Description
1 IS	IS

Save Return to Search Previous in List Next in List

**Figure 28: Shopping List Admin**

- To deactivate a shopping list change the status to **Inactive**.

The screenshot shows the 'Shopping List Admin' interface. At the top, the title 'Shopping List Admin' is displayed. Below the title, the following information is shown: Shopping List ID: OPM\_AY13\_IS, Run Dttm: 05/08/13 12:17:14PM, User ID: Tester, Start Date: 09/01/2012, and End Date: 08/31/2013. A dropdown menu for '\*Status:' is set to 'Inactive' and is highlighted with a red box. There is also a checkbox for 'Include In Command Concerns' which is unchecked. Below this information are two tables: 'Branches' and 'AOs'. The 'Branches' table has columns for Business Unit, Description, Reg Region, and Description, with one row showing Business Unit '1'. The 'AOs' table has columns for AO Code and Description, with one row showing AO Code '1 IS' and Description 'IS'. At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

**Figure 29: Shopping List Details Inactive**

- Click **Save** once the necessary changes have been made.

The table below lists the fields on the **Shopping List Admin** page with a description of each field.

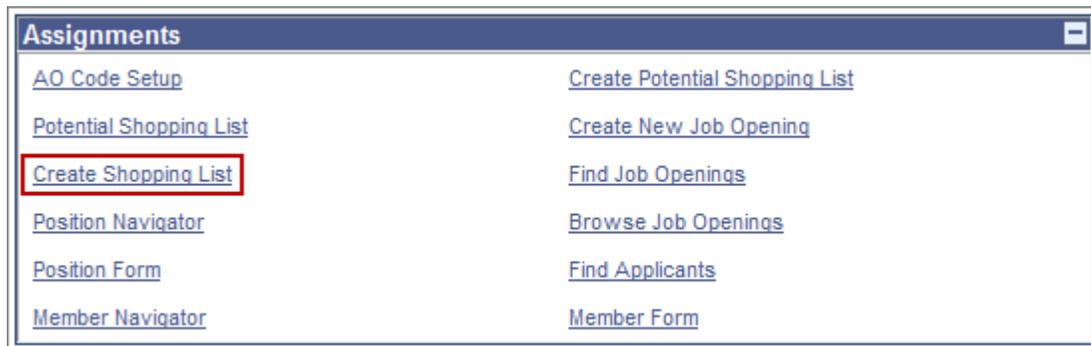
Field Name	Description
Shopping List ID	This is the ID of the shopping list,
Status	This is the status of the shopping list. Only active shopping lists are viewable in the PSL, CSL and for command concerns on the Positions At Department report.
Run Dttm	This is the date and time the create PSL process was run to create the shopping list.
Include In Command Concerns	This indicates if the information from this shopping list is included for command concerns on the Positions At Department report. Checked = Yes, Unchecked = No
User ID	This is the user ID who ran the create PSL process.
Start Date	This is the start date used to evaluate qualifications for the shopping list.
End Date	This is the end date used to evaluate qualifications for the shopping list.
<b>Branches</b>	This section contains information on the branches included in the shopping list.
Business Unit	This is the business unit of the branch included in the shopping list.
Description	This is the description of the business unit.
Reg Region	This is the regulatory region of the branch included in the shopping list.
Description	This is the description of the business unit.
<b>AOs</b>	This section contains information on the AO codes included in the shopping list.
AO Code	This is the AO code included in the shopping list.
Description	This is the description of the AO code.

**Table 7: Shopping List Admin Page Fields**

## 5.5 Create Shopping List (CSL)

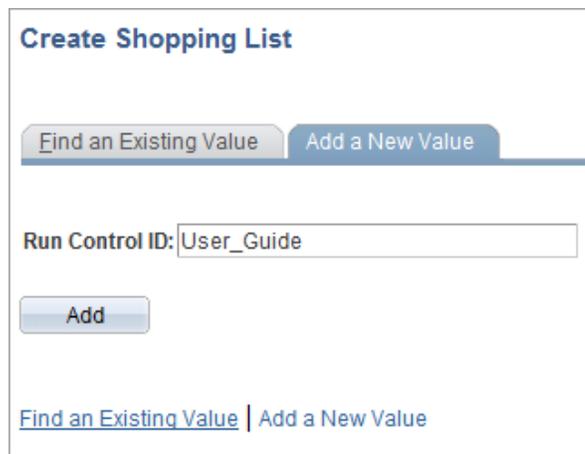
The **Create Shopping List** process takes the positions and members that have been marked ready by the AOs. For positions new job openings will be created. For members the shopping list status will be set to rotating.

1. Once the AO has notified the CAC that the PSL has been marked ready, the CAC can then click on **Create Shopping List** from the Assignments portal pagelet.



**Figure 30: CSL**

2. Click on **Add New Value**. Enter a value for the **Run Control ID** and click **Add**. The Run Control ID must not contain any spaces.

A screenshot of the "Create Shopping List" form. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there is a text input field labeled "Run Control ID:" containing the text "User\_Guide". Below the input field is a blue "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

**Figure 31: CSL Run Control ID**

3. On the **Create Shopping List** page, type in the name of the **Shopping List ID** or click on the  to select from a list of PSL **Shopping List IDs**.
4. Enter the **Start Date** to set the first day the job posting is available for members to apply for the job opening.
5. Leave the **End Date** blank or enter an **End Date** to set the last date the job posting is available for members to view and apply for the job opening.

6. Check the individual **AO Codes** to include in the final shopping list or check the upper box to include all AO's shopping lists with rows marked ready. At least one box must be checked.
7. Click **Run**.

 Once the CSL has run, if the Start or End date was entered incorrectly the only way to correct this error would be to correct it on each job opening manually.

**Figure 32: Create Shopping List**

8. Select the **Server Name** to **PSUNX** and click **Ok**.

**Figure 33: Verify Server Name**

9. Click **Process Monitor**.

Run Control ID: User\_Guide [Report Manager](#) **Process Monitor** [Run](#)  
Process Instance:121941

### Create Shopping List

1. Select a Shopping List ID.
2. Enter a Start Date to add a Job Posting to search results for members.
3. If known, enter an End Date to remove the Job Posting from the search results for members.
4. Select AOs to include in run. Disabled check boxes are not ready for processing.

\*Shopping List ID:

\*Start Date:

End Date:

Include ALL AOs Shopping Lists that are ready:

AOs Included on Shopping List	
Assignment Officer Code	Include
1 IS	<input checked="" type="checkbox"/>

Find  1 of 1

[Save](#)

**Figure 34: CSL Run Control**

10. Validate the process **Run Status** was a **Success**. This process may take some times depending on the size of the CSL that is being processed.

Process List [Server List](#)

View Process Request For

User ID:  Type:  Last  Days [Refresh](#)

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	121941		Application Engine	CG_CSL_PROC	AssignmentT	05/09/2013 11:25:49AM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Create Shopping List](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

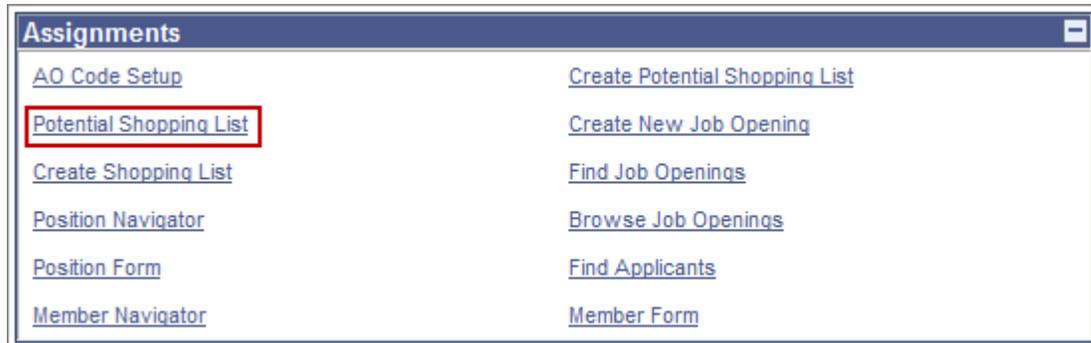
**Figure 35: CSL Run Status**



To return to the Process Monitor of an existing CSL at a later time, click on **Create a Shopping List** from the Assignments portal pagelet. Click **Find an Existing Value** and select the same **Run Control ID** that was used to create the CSL. Click **Process Monitor** to validate the **Run Status**.

### 5.5.1 Verify CSL Results on Potential Shopping List

1. To ensure that the job postings were successfully created access the **Potential Shopping List** from the Assignments portal pagelet.



**Figure 36: Potential Shopping List**

2. Click on  to display a list of Shopping List IDs.
3. From the list, select the **Shopping List ID** that was created. Enter an **AO Code** or **Department** to limit the search results displayed. Using an AO code will not limit the results if only one AO code was used to create the list.
4. Check the **Include Records Marked Ready** box and click **Populate**.

A screenshot of a search form titled "Potential Shopping List". It contains several input fields and controls: "Shopping List ID:" with the value "OPM\_AY13\_IS" and a magnifying glass icon; "Department:" with an empty field and a magnifying glass icon; "AO Code:" with an empty field and a magnifying glass icon; "Job Code:" with an empty field and a magnifying glass icon; a checked checkbox labeled "Include Records Marked Ready"; a "Populate" button; a "Mark Ready" button; and two unchecked checkboxes labeled "All Shop Position" and "All Shop Member".

**Figure 37: Job Posting Validation Using PSL**

- Records with the **Shop Posn** and **Marked Ready** boxes checked should have a new Job **Opening ID** value for **JO Created**. This indicates a job opening was created by the CSL process.

Shopping List ID	Shop Posn	Position Nbr	Shop Mbr	JO to Clone	JO Status	Marked Ready	JO Created	Process Type
1 OPM_AY13_IS	<input checked="" type="checkbox"/>	00000505	<input checked="" type="checkbox"/>	57381	Closed	<input checked="" type="checkbox"/>	157487	Rotation or Exp AD Term Date
2 OPM_AY13_IS	<input checked="" type="checkbox"/>	00000506	<input checked="" type="checkbox"/>	57383	Closed	<input checked="" type="checkbox"/>	157378	Jobcode Mismatch
3 OPM_AY13_IS	<input checked="" type="checkbox"/>	00000506	<input checked="" type="checkbox"/>	57383	Closed	<input checked="" type="checkbox"/>	157378	Rotation or Exp AD Term Date
4 OPM_AY13_IS	<input checked="" type="checkbox"/>	00001092	<input checked="" type="checkbox"/>	42198	Closed	<input checked="" type="checkbox"/>	157410	Rotation or Exp AD Term Date
5 OPM_AY13_IS	<input checked="" type="checkbox"/>	00001092	<input type="checkbox"/>	42198	Closed	<input checked="" type="checkbox"/>	157410	Additional Member
6 OPM_AY13_IS	<input checked="" type="checkbox"/>	00001095	<input type="checkbox"/>	42199	Closed	<input checked="" type="checkbox"/>	157401	Additional Member
7 OPM_AY13_IS	<input checked="" type="checkbox"/>	00001095	<input checked="" type="checkbox"/>	42199	Closed	<input checked="" type="checkbox"/>	157401	Jobcode Mismatch
8 OPM_AY13_IS	<input checked="" type="checkbox"/>	00001822	<input checked="" type="checkbox"/>	58229	Closed	<input checked="" type="checkbox"/>	157527	Rotation or Exp AD Term Date
9 OPM_AY13_IS	<input checked="" type="checkbox"/>	00001822	<input checked="" type="checkbox"/>	58229	Closed	<input checked="" type="checkbox"/>	157527	Rotation or Exp AD Term Date
10 OPM_AY13_IS	<input checked="" type="checkbox"/>	00001828	<input type="checkbox"/>	58231	Closed	<input checked="" type="checkbox"/>	157543	Vacant Position

**Figure 38: JO Created on Customized PSL Grid**

- To verify a member with the **Shop Mbr** box checked was processed, click the **EmplID** link to open the Member Form. On the Member Form, verify the member has a **Member SL Status** of Rotating.

Empl ID	Name	Tot Sea Tm	Rate Sea Tm	<input type="checkbox"/> Spec Needs	AO Member Comment			
		5.03	3.06	<input type="checkbox"/> COLO				
Posn Nbr	Position Title							
	RFMC (IS)							
Dept ID	Department Name		Rank					
007811			ISCM					
Rotation Dt	Department Name		Priority					
07/01/2013	AY13_IS		3	<a href="#">Docs</a>				
Tags	Height	Board 1						
0	66	ISS=A=3=04/14/2009 z13 10 NON=N 3						
Weigh In Date	Board 2							
04/01/2013	OSS=A=4=04/09/2007 z35 78 UND=N -43							
Most Recent eResume	Board 3							
<input type="checkbox"/> Realistic	COMM=A=9=06/14/2004 z25 48 NE=N -23			<a href="#">CO Endorsements</a>	<a href="#">Make Assignment</a>			
<b>Current eResume</b>								
Job Opening ID	Date Entered	Choice	Posn SL Stat	Position Nbr	Posn Rank	Posn Title	Dept ID	Department Name
1								

**Figure 39: Mbr SL Status**

## 5.6 Closing Job Postings

Users may close one job posting or all job postings on a shopping list.

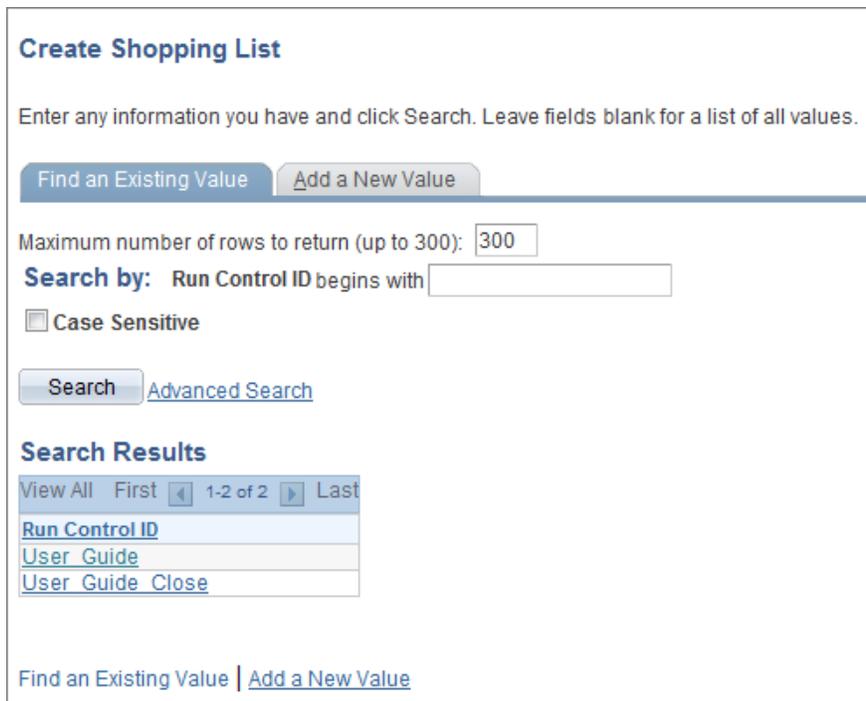
### 5.6.1 Manually Close a Single Job Posting

To close individual job postings see [Manually Close a Job Posting](#).

### 5.6.2 Close All Job Postings on a Shopping List via the CSL

Use the **Create Shopping List** process to close job postings for selected AO codes if an End Date was not entered.

1. To close job postings for a shopping list that does not have an end date, click on **Create Shopping List** from the Assignments portal pagelet.
2. Click **Find an Existing Value** and select the same Run Control ID that was used to create the CSL.



The screenshot shows the 'Create Shopping List' interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. There is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300' entered. Below that is a 'Search by:' dropdown menu set to 'Run Control ID begins with' and an empty text input field. There is a checkbox for 'Case Sensitive' which is unchecked. Below these are 'Search' and 'Advanced Search' buttons. The 'Search Results' section shows a table with the following content:

Run Control ID
User Guide
User Guide Close

At the bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.

**Figure 40: Find an Existing Value to Close Job Postings**

3. Enter the new **End Date** for the last day the posting should be available for members to apply.
4. Check the individual **AO Codes** to include in the shopping list update or check the upper box to include all AOs. At least one box must be checked.

- Click **Run**.

Run Control ID: User\_Guide [Report Manager](#) [Process Monitor](#) **Run**

### Create Shopping List

- Select a Shopping List ID.
- Enter a Start Date to add a Job Posting to search results for members.
- If known, enter an End Date to remove the Job Posting from the search results for members.
- Select AOs to include in run. Disabled check boxes are not ready for processing.

\*Shopping List ID:

\*Start Date:

End Date:

Include ALL AOs Shopping Lists that are ready:

AOs Included on Shopping List	
Assignment Officer Code	Include
1 IS	<input type="checkbox"/>

Find 1 of 1

**Save** **Return to Search** **Previous in List** **Next in List**

**Figure 41: Closing a CSL**

- Select **PSUNX** as the **Server Name** and click **Ok**.

Process Scheduler Request

User ID: AssignmentTester Run Control ID: User\_Guide\_Close

Server Name:  Run Date:

Recurrence:  Run Time:  **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Create Shopping List	CG_CSL_PROC	Application Engine	Web	TXT	Distribution

**OK** **Cancel**

**Figure 42: Verify Server Name**

- Click **Process Monitor**.

Run Control ID: User\_Guide [Report Manager](#) [Process Monitor](#)

Process Instance: 122042

### Create Shopping List

- Select a Shopping List ID.
- Enter a Start Date to add a Job Posting to search results for members.
- If known, enter an End Date to remove the Job Posting from the search results for members.
- Select AOs to include in run. Disabled check boxes are not ready for processing.

\*Shopping List ID:

\*Start Date:

End Date:

Include ALL AOs Shopping Lists that are ready:

AOs Included on Shopping List	
Assignment Officer Code	Include
1 IS	<input checked="" type="checkbox"/>

Find  1 of 1

**Figure 43: Closing Job Postings CSL**

- Verify the status of the CSL is **Success**. This process may require extra time depending on the size of the PSL that is being processed. Click the **Refresh** button at any time to see the refreshed status.

Process List [Server List](#)

View Process Request For

User ID:  Type:  Last  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	121942		Application Engine	CG_CSL_PROC	AssignmentT	05/09/2013 1:27:10PM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Create Shopping List](#)

[Process List](#) | [Server List](#)

**Figure 44: Process Monitor Status**



To return to the Process Monitor of an existing CSL at a later time, click on **Create a Shopping List** from the Assignments portal pagelet. Click **Find an Existing Value** and select the same Run Control ID that was used to create the CSL. Click **Process Monitor** to validate the **Run Status**.

### 5.6.3 Verifying the End Date Updated on the Job Posting

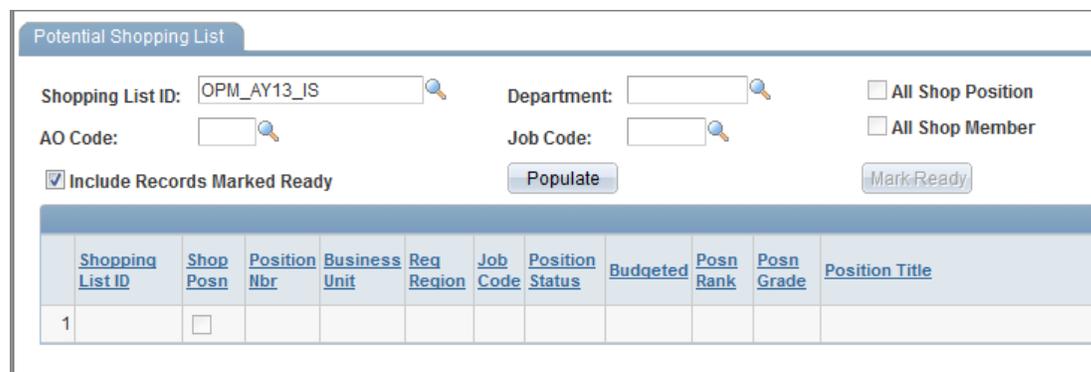
After the CSL process updates the End Dates of Job Postings on a shopping list, access the Job Posting to view the newly updated End Date.

1. To ensure that the job postings were successfully created access the **Potential Shopping List** from the Assignments portal pagelet.



**Figure 45: Potential Shopping List**

2. Click on  to display a list of Shopping List IDs.
3. From the list, select the **Shopping List ID** that was updated. Enter an **AO Code** or **Department** to limit the search results displayed. Using an AO code will not limit the results if only one AO code was used to create the list.
4. Check the **Include Records Marked Ready** box and click **Populate**.



**Figure 46: Verifying End Dates of Job Postings**

- In the **JO Created** column click on a JO Created link.

Job Name	JO to Clone	JO Status	Marked Ready	Link
				<a href="#">157487</a>
	<a href="#">57381</a>	Closed	<input type="checkbox"/>	
	<a href="#">57383</a>	Closed	<input type="checkbox"/>	<a href="#">157378</a>
	<a href="#">57383</a>	Closed	<input type="checkbox"/>	<a href="#">157378</a>
	<a href="#">42198</a>	Closed	<input type="checkbox"/>	
	<a href="#">42198</a>	Closed	<input type="checkbox"/>	<a href="#">157410</a>
	<a href="#">42199</a>	Closed	<input type="checkbox"/>	<a href="#">157410</a>
	<a href="#">42198</a>	Closed	<input type="checkbox"/>	

**Figure 47: JO Created**

- A new **Job Opening** window will display the job opening details. Click the **Job Posting Details** link.

**Find Job Opening**

### Job Opening

[Print Job Opening](#)

Posting Title: INTEL WATCH-DUTY - MIAMI, FL      Job Opening ID: 157487  
 Job Opening Status: 010 Open      Job Type: Standard  
 Job Title:      Job Code: 441694  
 Position Number: 0000505 INTEL WATCH-DUTY  
 Business Unit: ENLCG Enlisted CG

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

Manage Applicants   Find Applicants   Activity & Attachments   Job Opening Details

Job Details   [Qualifications](#)   [Assignment Officer](#)   [Basic Eligibility](#)   **[Job Posting Details](#)**

**Opening Information**

Job Opening Type: Standard Requisition  
 Created By:   
 Created: 05/09/2013  
 \*Openings to Fill: Limited  
 Target Openings: 1  
 Available Openings: 1  
 Establishment ID: USCG Active CG  
 Business Unit: ENLCG Enlisted CG

**Figure 48: Job Posting Details**

- Click the link in the **Job Postings** section. This opens the Job Postings page.

### Find Job Opening

---

## Job Opening

**Posting Title:** INTEL WATCH-DUTY - MIAMI, FL

**Job Opening Status:** 010 Open

**Job Title:**

**Position Number:** 00000505 INTEL WATCH-DUTY

**Business Unit:** ENLCG Enlisted CG

 [Print Job Opening](#)

**Job Opening ID:** 157487

**Job Type:** Standard

**Job Code:** 441694

---

 Save
 Clone
 Create New

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

---

[Manage Applicants](#)

[Find Applicants](#)

[Activity & Attachments](#)

[Job Opening Details](#)

[Job Details](#)

[Qualifications](#)

[Assignment Officer](#)

[Basic Eligibility](#)

[Job Posting Details](#)

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Job Postings		
Postings	Primary Posting Title	
INTEL WATCH-DUTY - MIAMI, FL	☑	

[+ Add Job Postings](#)

[Job Details](#)

[Qualifications](#)

[Assignment Officer](#)

[Basic Eligibility](#)

[Job Posting Details](#)

[Manage Applicants](#)

[Find Applicants](#)

[Activity & Attachments](#)

[Job Opening Details](#)

---

 Save
 Clone
 Create New

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

**Figure 49: Postings Link**

- On the Job Postings page verify that the job **Remove Date** in the **Job Posting Destinations** section matches the **End Date** that was entered in CSL to close the job postings.



If the job opening selected was manually closed before CSL update was run the End Date entered will not be reflected.

**Job Opening**  
**Posting Information**

Job Postings

Posting Title: INTEL WATCH-DUTY - MIAMI, FL

**Job Descriptions** Find First 1 of 1 Last

\*Visible: Internal Only

\*Description Type: Description

Description ID: Job Description

Description:

DEPARTMENT: 008133 - D7 INTELLIGENCE STAFF (DI)  
 ATU/OPFAC: 0771107  
 POSITION: 00000505 - INTEL WATCH-DUTY  
 PRIORITY: 5  
 JOB: 441694 - Second Class Intel Specialist  
 CITY: MIAMI  
 STATE: FL  
 ENDORSEMENT: Not Required  
 AO: IS  
 INCUMBENT: King II, Eugene D  
 ROTATION DATE: 07/01/2016  
 COMPETENCY:  
 INTEL001-Intelligence Professional

+ Add Posting Descriptions

**Job Posting Destinations** Customize | Find | First 1 of 1 Last

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal		09/01/2012	05/10/2013	251

+ Add Posting Destinations

OK Cancel Preview

**Figure 50: Job Posting End Date**

## 6 AO Duties

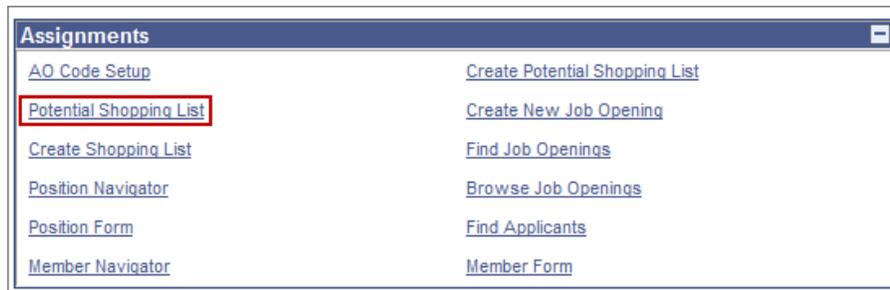
The duties of an AO are:

- Managing PSLs
- Utilizing the Position Navigator
- Utilizing the Position Form
- Utilizing the Member Navigator
- Utilizing the Member Form
- Managing the Job Openings
- Finding Applicants
- Viewing the Communication Log
- Making Assignments
- Viewing Endorsements
- Add a Position to the Potential Shopping List
- Update PSL for Command Concerns

### 6.1 Manage Potential Shopping List (PSL)

Once the CAC has created the **Potential Shopping List**, AO users manage the list of positions and members to produce a working shopping list and generate new job postings.

1. To manage a **PSL**, click on Potential Shopping List from the Assignments portal pagelet.



**Figure 51: PSL from Assignments Portal Pagelet**

2. To view the results of a PSL, click on  to display a list of Shopping Lists already created.
3. From the list, select the **Shopping List ID** to be reviewed.

A screenshot of a web form titled "Potential Shopping List". The form contains several input fields and checkboxes. The "Shopping List ID" field contains the text "OPM\_AY13\_IS" and has a magnifying glass icon to its right. The "Department" field is empty and also has a magnifying glass icon. The "AO Code" field is empty with a magnifying glass icon. The "Job Code" field is empty with a magnifying glass icon. There are two checkboxes: "All Shop Position" and "All Shop Member", both of which are currently unchecked. At the bottom of the form, there is a checkbox labeled "Include Records Marked Ready", a "Populate" button, and a "Mark Ready" button.

**Figure 52: Shopping List Criteria**

4. To view only positions for a specific AO code enter an **AO Code**.
5. To view only positions for a specific department enter a **Department**.
6. To view only positions for a specific job code enter a **Job Code**.
7. To review rows previously marked ready check the **Include Records Marked Ready** box to include them in the returned results.



All criteria fields are optional; however one field must be entered. Entering an AO Code will only limit the results in a multi-AO Code shopping list.

8. Click **Populate** to display the results. The PSL grid is customizable, see [Grid Customization](#).



The JO Created column will be empty until the Create Shopping List process runs.

Potential Shopping List																
Shopping List ID:		OPM_AY13_IS			Department:					<input type="checkbox"/> All Shop Position						
AO Code:					Job Code:					<input type="checkbox"/> All Shop Member						
<input type="checkbox"/> Include Records Marked Ready		<input type="button" value="Populate"/>			<input type="button" value="Mark Ready"/>											
Shopping List ID	Shop Posn	Position Nbr	Business Unit	Reg Region	Job Code	Position Status	Budgeted	Posn Rank	Posn Grade	Position Title	Dept ID	Department Name	Priority	Location	City	
1	<input checked="" type="checkbox"/>	00000506	ENLCG	AD	441694	Approved	Y	IS2	E5	INTEL WATCH-DUTY	008133	D7 INTELLIGENCE BR (DRI)	5	FL0018	MIAMI	
2	<input checked="" type="checkbox"/>	00000506	ENLCG	AD	441694	Approved	Y	IS2	E5	INTEL WATCH-DUTY	008133	D7 INTELLIGENCE BR (DRI)	5	FL0018	MIAMI	
3	<input checked="" type="checkbox"/>	00000506	ENLCG	AD	441694	Approved	Y	IS2	E5	INTEL WATCH-DUTY	008133	D7 INTELLIGENCE BR (DRI)	5	FL0018	MIAMI	
4	<input checked="" type="checkbox"/>	00001092	ENLCG	AD	441693	Approved	Y	IS1	E6	DDE-INTEL WATCH-DUTY	003981	J1ATF SOUTH KEY WEST FL	5	FL0173	KEY WEST	

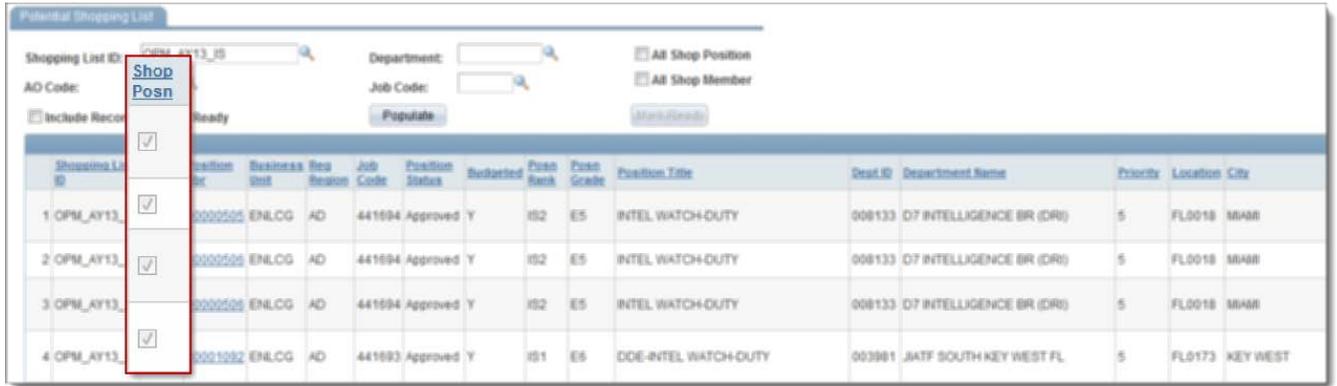
**Figure 53: PSL Results Grid**

### 6.1.1 AO Shopping Actions on the PSL

The PSL is used to indicate which positions should be included in the shopping list and which members are rotating for the shopping season. Positions and members not identified by the Create PSL process may be manually added. When the shopping decisions are final they are marked ready to be processed by the Create Shopping List process.

1. To include a position on the shopping list and have a job opening created, the **Shop Posn** box should be checked.

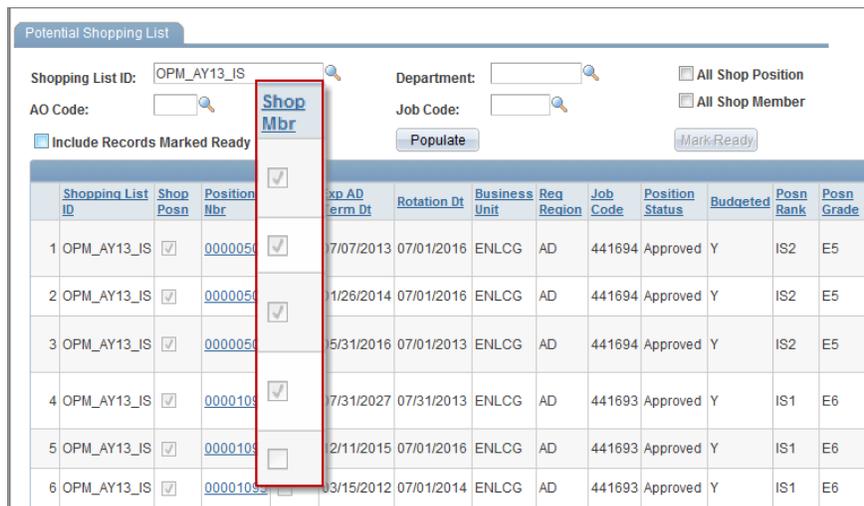
**i** The **Shop Posn** box will be checked by default for all budgeted positions meeting the criteria for inclusion on the Shopping List. Unbudgeted positions will not be checked.



**Figure 54: Shop Posn Box On PSL**

2. To include a member as rotating in the shopping season, the **Shop Mbr** box should be checked.

**i** The **Shop Mbr** box will be checked by default if a member has a **Rotation** or **Exp AD Term Dt** within the PSL date range, or there was a mismatch between the position's and member's **Job Code**.



**Figure 55: PSL Shop Mbr**

3. The **All Shop Position** and **All Shop Member** boxes can be used to check or uncheck all the returned results at once.



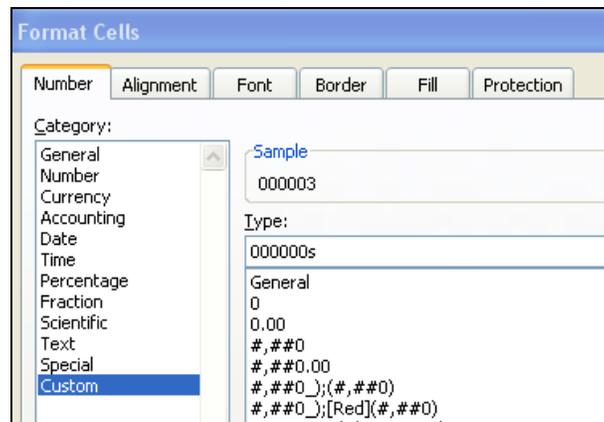
This is useful for un-checking the Shop Posn and Shop Mbr for departments that contain support allowances.

- A position and its incumbents can be manually added to the potential shopping list by entering a Shopping List ID and Position number at the bottom of the page. Click **Add to PSL**.

- The returned results can be exported to Excel using the .



When exporting to Excel, the leading zeros are removed from numeric fields. Fields must be set to Custom and set to the appropriate amount of zeros for the number, i.e. Dept ID would be set to 000000.



**Figure 56: Customizing Fields in Excel**

This table below lists the fields on the PSL with a description.

<b>Field Name</b>	<b>Description</b>
Shopping List ID	This displays the shopping list ID.
Shop Posn	This field is used for indicating if a position should be included on the shopping list by creating a new job opening. Checked = Yes, Unchecked = No
Position Number	This displays the position number of the position.
Business Unit	This displays the business unit of the position.
Reg Region	This displays the regulatory region of the position.
Job Code	This displays the job code of the position.
Posn Status	This displays the status of the position.
Budgeted	This displays if the position is budgeted (Y) or unbudgeted (N)
Posn Rank	This displays the rank of the position.
Posn Grade	This displays the grade of the position.
Posn Title	This displays the title of the position.
Dept ID	This displays the department ID of the position.
Dept Name	This displays the department name of the position.
Priority	This displays the priority of the position.
Location	This displays the location of the position.
City	This displays the city of the position.
State	This displays the state of the position.
Posn Postal	This displays the postal code of the position.
Job Sensitivity	This displays the job sensitivity of the position.
Clearance Type	This displays the clearance level that is required for the position.
Head Count	The head count displays the number of incumbents in the position.
AO Code	This displays the AO code associated with the position.
Shop Mbr	This field is used for indicating if a member should be included in the shopping season and have their shopping list status set to rotating. Checked = Yes, Unchecked = No
Incumb EmplID	This is the incumbent's employee ID.
Incumb Name	This is the incumbent's name.
Mbr Rank	This is the incumbent's rank.
Mbr Grade	This is the incumbent's grade.
Empl Class	This is the employee class of the incumbent.
Rotation Dt	This is the rotation date of the incumbent.
Exp AD Term Dt	This is the active duty term date of the incumbent.
Exp Loss Dt	This is the expected loss date of the incumbent.
Order In EmplID	This is the employee ID of member who has unfinished orders for reporting to this position. If multiple members were found with outstanding orders the one with the minimum estimated report date before the end date of the PSL will be listed.
Order In Name	This is the name of the member who has unfinished orders for reporting to this position.
Est Report Dt	This is the estimated report date of the unfinished orders for reporting to this position.
Departing Dept ID	This is the department ID of the member with unfinished orders for reporting to this position is departing from.
Departing Dept Name	This is the department name of the member with unfinished orders for reporting to this position is departing from.
JO to Clone	This is the job opening that will be cloned if the position is shopped.
JO Status	This is the job status of the job that is going to be cloned. New job openings will only be created if this is an inactive status (Closed, Canceled or Denied).

Field Name	Description
Marked Ready	If this is checked then this row has been marked ready for CSL processing.
JO Created	This is the job opening that was created by the CSL if the position was selected to be shopped.
Process Type	<p>Indicates why this was included in the PSL results.</p> <p><b>Additional Member</b> – Member is only included because another incumbent in this position qualified.</p> <p><b>AO Add</b> - Added manually by AO</p> <p><b>Jobcode Mismatch</b> - There is a mismatch between the position and member job codes.</p> <p><b>Separation</b> - Member has a separation on file that falls within the PSL date range.</p> <p><b>Rotation or Exp AD Term Date</b> - Member's Rotation or Exp AD Term Date is within PSL date range.</p> <p><b>Vacant Position</b> – The position is vacant.</p> <p><b>30 Years of Service (Reserve ONLY)</b> - Member will have 30 years of service within the PSL date range.</p> <p><b>60 Years Old (Reserve ONLY)</b> - Member will turn 60 years old within the PSL date range.</p>

**Table 8: PSL Fields and Descriptions**

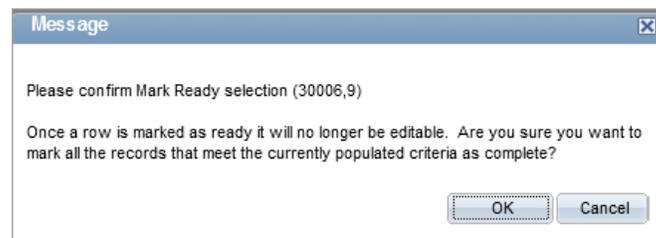
### 6.1.2 Incorporating Command Concerns on the PSL

The AO should update the PSL after the Command Concerns report is run and the commands provide feedback about positions/members on the shopping list. The AO can select or unselect the Shop checkboxes to tailor the list. Once the final selections are set, the next step is to Mark Ready for the Create Shopping List process.

### 6.1.3 Mark List Ready to Shop

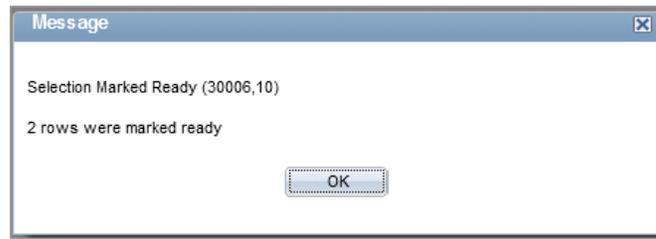
After the AO has revised the **Potential Shopping List**, including addressing any command concerns, and ensured that all shop boxes have been set appropriately for the returned results they can be marked ready for the Create Shopping List (CSL) process.

1. Click **Mark Ready** to indicate that the list is complete and ready for the CSL process.
2. A confirmation message box warns that rows marked ready may not be edited. Click **Ok** to proceed with the mark ready or **Cancel** to abandon the mark ready.



**Figure 57: Mark Ready Row**

3. A second message box confirms the amount of rows that were marked ready. Click **OK**.



**Figure 58: Mark Ready Confirmation**

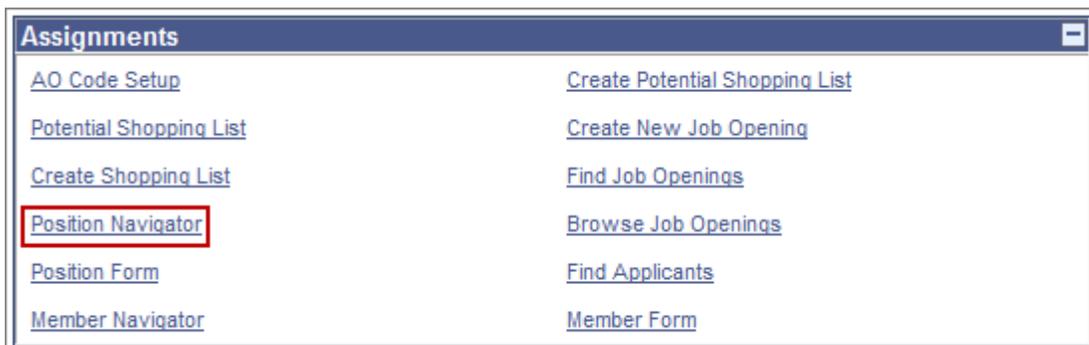


When the shopped positions are marked ready, they will not be displayed on the PSL by default. Shopped positions may be reviewed on a PSL by checking the **Include Records Marked Ready** box in the PSL search criteria.

## 6.2 Position Navigator

The Position Navigator is used to find shopped positions by various criteria.

1. Click on **Position Navigator** from the Assignments portal pagelet to search for positions.



**Figure 59: Position Navigator Link**

2. Enter search criteria for positions and click **Populate** to view the results.

**Figure 60: Position Navigator Search**

The table below lists the fields on the **Position Navigator** search page with a description.

Field Name	Description
AO Code	This is the AO code of positions that are being searched for.
BU	This is the business unit for positions that are being searched for.
Dept ID	This is the department ID for positions that are being searched for.
Reg Region	This is the regulatory region for positions that are being searched for.
State	This is the state where the positions are located that are being searched for.
City	This is the city where the positions are located that are being searched for.
Include Filled Positions	Checking this will allow the search results to include positions that have a shopping list status of Filled in addition to the default status values.
Include Positions Not Shopped	Checking this will include positions that have a shopping list status of Closed in addition to the default status values.

**Table 9: Position Navigator Search Fields**

### 6.2.1 Working with Position Navigator Results

Position Navigator search results display positions with their associated job openings. The grid displays both position and incumbent data on each row. The Position Navigator grid is customizable, see [Grid Customization](#).

Job Opening ID	Job Status	POSN	Position Title	Status	Posn SA Stat	Priority	Business Unit	Reg Region	Posn Rank	Dept ID	Department	Head Count	City	State	EmplID	Name	Min Rank	Max Rank
157372	Open	00029438	INTEL WATCH - DUTY	A	Open	5	ENLGC	AD	IS3	006933	MFC LANI	1	VIRGINIA BEACH	VA			IS2	E5
157479	Open	00029438	INTEL WATCH-LINGUIST (SP)	A	Open	5	ENLGC	AD	IS3	006933	MFC LANI	2	VIRGINIA BEACH	VA			IS3	E4
157401	Open	00001095	DDE-INTEL WATCH-DUTY	A	Open	5	ENLGC	AD	IS1	003981	DDE-JATF SOUTH KEY WEST FL	2	KEY WEST	FL			IS1	E6
157454	Open	00012060	INTEL-DUTY	A	Open	5	ENLGC	AD	IS2	010487	ICC NTC RESTON MAR INTEL BR	1	RESTON	VA			IS3	E4
157552	Open	00014172	INTEL DUTY	A	Open	5	ENLGC	AD	IS2	000554	CC AIRSTA SAVANNAH	2	SAVANNAH	GA			IS3	E4
157493	Open	00002081	INTEL-DUTY	A	Open	5	ENLGC	AD	ISC	004375	ICC EPIC TX MARITIME INTEL BR	1	EL PASO	TX			ISC	E7
157415	Open	00002335	INTEL BRANCH-DUTY	A	Open	4	ENLGC	AD	IS1	008276	D17 INTELLIGENCE BR (DR)	1	JUNEAU	AK			IS1	E6
157459	Open	00002535	INTEL STAFF	A	Open	4	ENLGC	AD	IS2	007378	SEC SAN JUAN INTEL STAFF	1	SAN JUAN	PR			IS3	E4
157427	Open	00029438	INTEL WATCH-LINGUIST (SP)	A	Open	5	ENLGC	AD	IS3	006933	MFC LANI	2	VIRGINIA BEACH	VA			IS2	E5
157485	Open	00028821	INTEL WATCH-DUTY	A	Open	5	ENLGC	AD	IS3	009599	MFC PAC FUSION WATCH SEC	1	ALAMEDA	CA			IS2	E5

**Figure 61: Position Navigator Search Results**

Position Navigator Links:

1. Click the POSN link to open the [Position Form](#) for the listed position.
2. Click the EmplID link to open the [Member Form](#) for the listed member.
3. Click the Name link to generate the [CG Member Info Report](#) for the listed member.

The table below lists the fields on the search results of the Position Navigator with a description.

<b>Field Name</b>	<b>Description</b>
Job Opening ID	This is the numerical value that is assigned once a job opening is created.
Job Opening Status	This is the status of the job opening.
POSN	This is the position number. It provides a link to open the Position Form for the position.
Status	This is the status of the position.
POSN SL Status	This is the shopping list status of the position which can be Open, Proposed, Tagged, RWP Hold or Do Not Fill.
Priority	This is the priority of the position.
Business Unit	This is the business unit of the position.
Reg Region	This is the regulatory region of the position.
Posn Rank	This is the rank of the position.
Dept ID	This is the department Id of the position.
Department	This is the department of the position.
Head Count	This is the number of incumbents in the position.
City	This is the city where the position is located.
State	This is the state of where the position is located.
EmplID	This is the employee ID of the incumbent. It provides a link to open the Member Form for the incumbent. Only one is displayed for a multi-encumbered position. View others on the Position Form.
Name	This is the name of the incumbent. It provides a link to generate the CG Member Info report for the incumbent.
Mbr Rank	This is the rank of the incumbent.
Mbr Grade	This is the grade of the incumbent.
Mbr Reg Region	This is the regulatory region of the incumbent.
Rotation Date	This is the rotation date of the incumbent.

**Table 10: Position Navigator Fields**

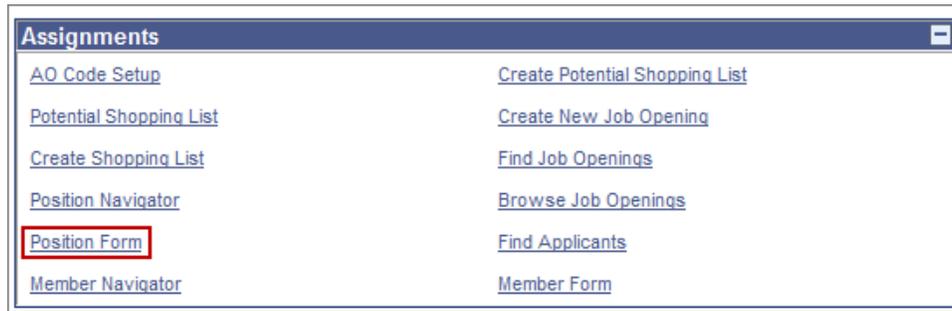
## 6.3 Position Form

The Position Form displays detailed information about a position, its incumbents, and displays member candidates who have applied to the position. Members may be added to the candidate pool and assignments may be made from the Position Form page.

### 6.3.1 Position Form Search

The Position Form search page allows searching for positions by more specific criteria. The Position Form page is accessed from the search results. It is the same page that displays when clicking on a Position Number link from Position Navigator and other Assignments pages.

1. Click on **Position Form** from the Assignments portal pagelet to access the search page for positions.



**Figure 62: Position Form on Assignments Portal Pagelet**

2. Enter search criteria for positions and click **Populate** to view the results.
3. Limit search results by specifying criteria in the search page (**Business Unit** and **AO Code** are commonly used to group sets of positions).
4. If the **Position Number** is known, it may be specified to open the Position Form immediately.

The screenshot shows the "Position Form" search page. At the top, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" button. The main form has a "Maximum number of rows to return (up to 300):" field set to "300". The search criteria include: Job Opening ID (operator: =), Position Number (operator: begins with), Posn Description (operator: begins with), Position Shopping List Status (operator: =), Business Unit (operator: begins with), Department (operator: begins with), Assignment Officer Code (operator: begins with, value: IS), Job Code (operator: begins with), Rank (operator: begins with), Job Family (operator: begins with), State (operator: begins with), and Briefing Order (operator: =). There is a "Case Sensitive" checkbox which is unchecked. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

**Figure 63: Position Form Search Page**

The table below lists the fields on the Position Form Search Results with a description.

Field Name	Description
Job Opening ID	This is the numerical value that was assigned when the job opening was created.
Position Number	This is the numerical value that was assigned to the position when it was created.
Position Description	This is the description of the position.
POSN Shopping List Status	This is the shopping list status of the position.
Business Unit	This is the business unit of the position.
Department	This is the department of the position.
Assignment Officer Code	This is the AO code that is assigned to the position.
Job Code	This is the job code of the position.
Rank	This is the rank of the position.
Job Family	This is the job family of the position.
State	This is the state where the position is located.
Briefing Order	This is used to indicate the order in which the proposed assignment should be briefed.
Case Sensitive	This is checked if the search criterion is case sensitive.

**Table 11: Position Form Search Fields**

- The search results display a list of the positions based on the search criteria. Closed and newly Open (shopped) positions will display unless a **Posn Shopping List Status** is specified. Clicking on any of the links from the search results will navigate to the **Position Form**.

Find an Existing Value

Maximum number of rows to return (up to 300):

Job Opening ID: =

Position Number: begins with

Posn Description: begins with

Position Shopping List Status: =

Business Unit: begins with

Department: begins with

Assignment Officer Code: begins with

Job Code: begins with

Rank: begins with

Job Family: begins with

State: begins with

Briefing Order: =

Case Sensitive

**Search Results**

Only the first 300 results of a possible 425 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

[View All](#)

Job Opening ID	Position Number	Posn Description	Short Description	Position Shopping List Status	Business Unit	Department	Assignment Officer Code	Job Code	Rank	Job Family	City	State	Briefing Order
0	00000507	INTEL WATCH-DUTY	ISC	Closed	ENL CG	008133	IS	441692	ISC	IS	MIAMI	FL	0
0	00002830	INTEL-DUTY	IS3	Closed	ENL CG	002295	IS	441695	IS3	IS	WASHINGTON	DC	0
0	00010554	INTEL-DUTY	ISC	Closed	ENL CG	000614	IS	441692	ISC	IS	KODIAK	AK	0
0	00012746	INTEL-DUTY	IS2	Closed	ENL CG	000598	IS	441694	IS2	IS	AIR STATION CAPE COD	MA	0
0	00013616	INTEL-DUTY	IS3	Closed	ENL CG	002295	IS	441695	IS3	IS	WASHINGTON	DC	0
0	00017422	INTEL-DUTY	IS3	Closed	ENL CG	002294	IS	441695	IS3	IS	WASHINGTON	DC	0
0	00017432	INTEL-DUTY	IS2	Closed	ENL CG	002295	IS	441694	IS2	IS	WASHINGTON	DC	0
0	00017461	INTEL-DUTY	IS3	Closed	ENL CG	002294	IS	441695	IS3	IS	WASHINGTON	DC	0
0	00024660	WMSL STEADY STATE-9 WKS	ISC	Closed	ENL CG	002124	IS	441692	ISC	IS	WASHINGTON	DC	0
0	00025112	INTEL-DUTY	IS3	Closed	ENL CG	002295	IS	441695	IS3	IS	WASHINGTON	DC	0
0	00029439	INTEL WATCH-LINGUIST(SP)	IS3	Closed	ENL CG	006933	IS	441695	IS3	IS	VIRGINIA BEACH	VA	0
0	00023890	INTEL WATCH-DUTY	IS3	Closed	ENL CG	009599	IS	441695	IS3	IS	ALAMEDA	CA	0
0	00023892	INTEL WATCH-DUTY	IS3	Closed	ENL CG	009599	IS	441695	IS3	IS	ALAMEDA	CA	0
0	00023897	INTEL WATCH-DUTY	IS3	Closed	ENL CG	009599	IS	441695	IS3	IS	ALAMEDA	CA	0

**Figure 64: Position Form Search Results**



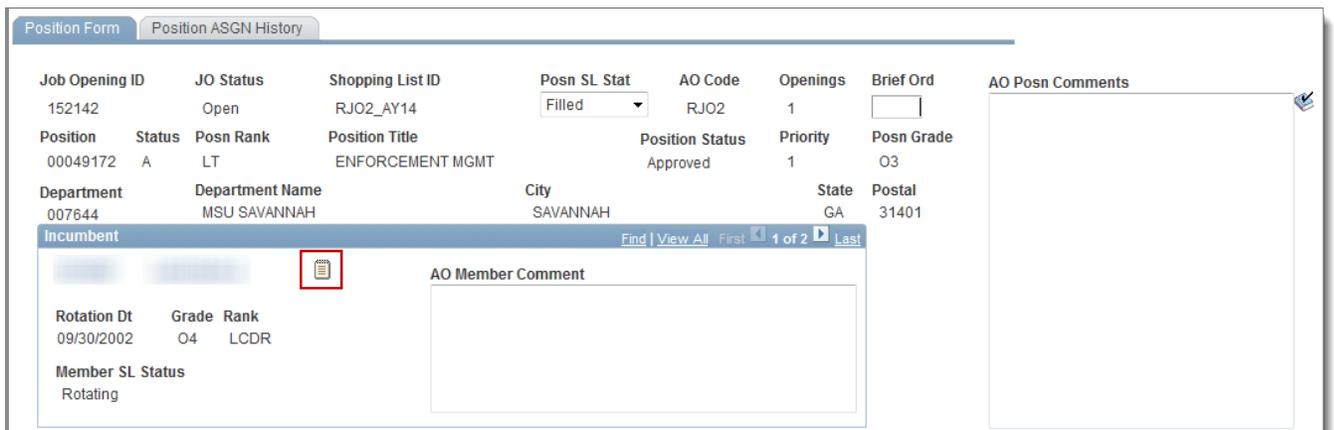
Newly created Job Opening IDs will begin with '150###' as of the 9.1 Tech Refresh implementation.

### 6.3.2 Position Form Page

The **Position Form** tab displays the current position data and the associated Job Opening ID. Current Incumbent(s) are listed with links to their member records. If the position is multi-encumbered, additional Incumbent rows are accessible using the View All or arrow buttons.

AOs may update the **Position Form** as they shop the position:

1. Enter a Briefing Order number (optional) in which the assignment should be briefed. This also displays on the **Position Form** search results.
2. Enter **AO Posn Comments** in the text box to the right, for more information about the position to be filled. There are no historical comments; comments will remain until they are over written.
3. Click the EmplID to open the [Member Form](#) in a new window.
4. Click the member Name to generate a [CG Member Info Report](#) in a new window.
5. Click the Notepad icon  to open the Communication Log in a new window. Any existing notes are hyperlinked; users may add a new note. Refer to the [Communication Log](#).



The screenshot shows the 'Position Form' tab with the following details:

Job Opening ID	JO Status	Shopping List ID	Posn SL Stat	AO Code	Openings	Brief Ord	AO Posn Comments
152142	Open	RJO2_AY14	Filled	RJO2	1		
Position	Status	Posn Rank	Position Title	Position Status	Priority	Posn Grade	
00049172	A	LT	ENFORCEMENT MGMT	Approved	1	O3	
Department	Department Name	City	State	Postal			
007644	MSU SAVANNAH	SAVANNAH	GA	31401			

Incumbent information:

Rotation Dt	Grade	Rank	AO Member Comment
09/30/2002	O4	LCDR	

Member SL Status: Rotating

A red box highlights a notepad icon in the incumbent section, which is used to access the communication log.

**Figure 65: Position Form Communication Log Link**



To avoid system errors DO NOT use the browser **Back** button. Utilize the EmplID link to access the Member Form and the Position Number link to access the Position Form.

The Posn SL Status field defaults to Open for newly shopped positions. The status will automatically update as the AO tags or proposes candidates.

The table below lists the fields on the Position Form with a description.

<b>Field Name</b>	<b>Description</b>
Job Opening ID	This displays the associated job opening ID
JO Status	This displays the status of the associated job opening status
Shopping List ID	This displays that shopping list id that the job is currently associated with.
Posn SL Status	This displays that status of the position on the shopping list.
AO Code	This displays the AO code associated with the position.
Openings	This displays the number of openings that are to be filled for the associated job opening.
Briefing Ord	This should be set for the order the proposed assignment should be briefed.
AO Posn Comments	This displays any comments by the AO for the position.
Position	This displays the position number.
Status	This displays the active status of the position.
Posn Rank	This displays the rank of the position.
Position Title	This displays that title of the position.
Position Status	This displays the status of the position.
Priority	This displays the priority of the position.
Posn Grade	This displays the grade of the position.
Department	This displays the department of the position.
Department Name	This displays the department name of the position.
City	This displays the city that the position is located in.
State	This displays the state that the position is located in.
Postal	This displays the postal code that the position is located in.
<b>Incumbent</b>	<b>This scroll area allows for viewing all incumbents for multi-encumbered positions.</b>
EmplID Link	Clicking on this will navigate to the member form of the associated incumbent.
Name link	Clicking on this will navigate to the member info report for the associated incumbent.
	Clicking on this icon will provide access to the associated incumbents Communication Log.
AO Member Comment	This displays the AOs comment in regards to the incumbent.
Rotation Dt	This displays that rotation date of the incumbent.
Grade	This displays that grade of the incumbent.
Rank	This displays the rank of the incumbent.
AO Member Status	This displays that status of the member by the AO.
Make Assignment	Clicking on this link will navigate to the Make Assignment page.
Include Hidden Candidates	Checking this will show hidden (those with the Hide box checked) candidates in the candidate pool.
<b>Candidate Pool</b>	<b>This lists the members who have applied for this position.</b>
EmplID	This is the emplid of the candidate.
Name	This is the name of the candidate.
AO Member Status	This is the shopping list status of the candidate.
Choice	This indicates the candidates ranking of this position on their eResume.
Reg Region	This is the regulatory region of the candidate.
Gender	This is the gender of the candidate.
Grade	This is the grade of the candidate.
Rank	This is the rank of the candidate.
Postal Code	This is the home postal code of the candidate.
Mbr Priority	This is the candidate's member priority.
Avg	This is the candidate's marks average. This only applies to Enlisted members.

Field Name	Description
Rotation Date	This is the rotation date of the member.
Date Entered	This is the date that the candidate initially included the job opening on their eResume for continuous submissions. This date will not be retained if a member removes it from a subsequent eResume submission.
Year Group	This is the year group for the candidate. This applies to Officers.
Preference	This is a free text field for the officers to indicate preference of candidate assignment
Rec Read Comment	This field displays comments by AOs who have reviewed a candidate's member record.
Hide	This is used to determine if the candidate should be displayed in the candidate pool by default. If this is checked then the applicant will be hidden from the candidate pool. Check Include Hidden Candidates to display them again.
Tag	If this is checked the member has been tagged for this position, a prerequisite condition for Making an Assignment. Checking or un-checking this field will create or delete a tag record for the candidate indicating the position AO, job opening and position number. Checking or un-checking this box may update the position shopping list status and may also impact the member shopping list status.
Proposed	If this is checked then the member will be proposed for the position, a prerequisite condition for Making an Assignment. Checking or un-checking this box may update the position shopping list status and may also impact the member shopping list status. Only candidates with this box checked will appear on the Make Assignment page. Un-checking this box will remove any statistics previously entered on the Make Assignment page.
Position ASGN History	Clicking on this link will navigate to the history of this position.
<b>eResume</b>	
EmplID	This is the emplid of the candidate.
Name	This is the name of the candidate.
App Date	This is the application date the eResume was submitted on.
Choice	This indicates the candidates ranking of this position on their eResume.
Department Name	This displays the department name of the position.
Position Number	This displays that position number.
Position Title	This displays that title of the position.

**Table 12: Position Form Fields**

### 6.3.3 Working with Candidates

The **Candidate Pool** section displays all candidates who applied to the position via eResume or were added manually by an AO. The pool will be empty until members apply. The Candidate Pool grid is customizable, see [Grid Customization](#).

EmplID	Name	Member SL Status	Choice	Hide	Tag	Proposed	Reg Region	Gender	Grade	Rank	Postal Code	Mbr Priority	Avg	Rotation Date	Date Entered	Year Group	Preference	Rec Read Comment
1		Assigned	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RSV	M	E8	MKCS	18067-9545	1	5.570	06/30/2013	04/30/2013			
2		Assigned	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSV	M	E7	MKC	23139	1	5.610	09/30/2013	04/30/2013			
3		Rotating	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AD	M	E9	MKCM	20121-2592	5	6.470	07/20/2012	04/30/2013			
4		Assigned	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSV	M	E8	MKCS	28570	1	5.560	07/01/2015	04/30/2013			test

**Figure 66: Candidate Pool**

Actions for the Candidate Pool:

1. Click the **EmplID** link to open the [Member Form](#) page.
2. Click the **Name** link to generate a [CG Member Info](#) report.
3. Enter a comment in the candidate's **Preference** field.
4. Check the **Hide** checkbox if you do not wish to view this candidate for the position. Click **Refresh Candidate View** to refresh the list and exclude the hidden member(s). Check **Include Hidden Candidates** to display the hidden candidates in the **Candidate Pool**.

Candidate Pool									
Emplid	Name	Member SL Status	Choice	Hide	Tag	Proposed	Reg Region	Gender	
1		Proposed	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSV	M	
2		Assigned	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSV	M	
3		Assigned	<a href="#">2</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSV	M	

**Figure 67: Hide & Hidden Candidates**

5. Check **Tag** to create a tag for the AO code associated with the position showing interest in this candidate for this position. On the candidate's **Member Form**, the Tags count will increment with a link for other AOs to view who tagged the member. The **Posn SL Status** and **Mbr SL Status** on the **Member Form** will be updated to Tagged if this is their first associated tag
6. Check the **Proposed** box to propose the member for this position. The **Posn SL Status** will be updated to Filled if a candidate has not previously been proposed. The **Mbr SL Status** on the **Member Form** will update to **Proposed**.
7. Member must be **Proposed** before making an assignment.
8. Click on a candidate's **Choice** to display that member's entire eResume below; the candidate's Choice may be blank if the member was manually added by an AO.

Empl ID	Name	App Date	Choice	Department Name	Position Number	Position Title
1		04/30/2013	<a href="#">1</a>	SEC DEL BAY ENFORCEMENT DIV	00043037	ENFORCEMENT MGMT
2		04/30/2013	<a href="#">2</a>	MSU SAVANNAH	00049172	ENFORCEMENT MGMT
3		04/30/2013	<a href="#">3</a>	SEC SE NEW ENG RESPONSE DEPT	00046371	ENFORCEMENT MGMT
4		04/30/2013	<a href="#">4</a>	SEC NY INCIDENT MGMT DIV	00044809	INCIDENT MGMT
5		04/30/2013	<a href="#">5</a>	MSU SAVANNAH	00050122	INCIDENT MGMT

**Figure 68: Candidate eResume**

9. Click **eResume** to collapse (hide) the eResume section from view. Clicking again will expand (unhide) the eResume section from view
10. Click on a candidate's **Choice** from the eResume section to display the **Secondary Candidate Pool**.

**Secondary Candidate Pool**

**Job Opening ID:** 152169 ENFORCEMENT MGMT - PHILADELPHIA, PA  
**Position Number:** 00043037 ENFORCEMENT MGMT  
**Department:** 007325 SEC DEL BAY ENFORCEMENT DIV

Empl ID	Name	Choice	Member SL Status	Proposed
1			1 Assigned	<input checked="" type="checkbox"/>

Return

**Figure 69: Secondary Candidate Pool**

11. To manually add a candidate to the pool without an eResume enter a **Candidate EmplID** and click **Add to Pool**. The page will refresh to include the candidate in the Pool.

**Candidate EmplID**

**Figure 70: Candidate EmplID**

12. Click **Make Assignment** to assign a Proposed candidate to this position. Refer to [Make Assignment](#).

### 6.3.4 Make Assignment

1. In the **Candidate Pool** select the member being assigned by checking the **Proposed** check box and click the **Make Assignment** link above the **Candidate Pool** section.

The screenshot shows the 'Position Form' interface. At the top, there are tabs for 'Position Form' and 'Position ASGN History'. Below this, there are several fields for job opening details: Job Opening ID (152142), JO Status (Open), Shopping List ID (RJO2\_AY14), Posn SL Stat (Filled), AO Code (RJO2), Openings (1), and Brief Ord. Below these are fields for Position (00049172), Status (A), Posn Rank (LT), Position Title (ENFORCEMENT MGMT), Position Status (Approved), Priority (1), and Posn Grade (O3). Further down are Department (007644), Department Name (MSU SAVANNAH), City (SAVANNAH), State (GA), and Postal (31401). An 'Incumbent' section shows details for member 1074897, Lana Kevin A., with rotation date 09/30/2002, grade O4, rank LCDR, and member SL status Rotating. A 'Make Assignment' link is highlighted with a red box. Below this is the 'Candidate Pool' table with columns: EmpID, Name, Member SL Status, Choice, Reg Region, Gender, Grade, Rank, Postal Code, Mbr Priority, Avg, Rotation Date, Date Entered, Year Group, Preference, Rec Read Comment, Hide, Tag, and Proposed. The 'Proposed' checkbox for member 1 (Stephen Walters) is checked. A 'Save' button is also visible at the bottom left.

**Figure 71: Position Form**

2. Check any statistical boxes that apply for reporting purposes.
3. Click **Save**.
4. Click on the **Position Number** to return to the **Position Form**. Do not click **Return to Search**.



AOs must manually update the Member's Mbr SL Status to Assigned on the Member Form and update the Positions Posn SL status to Filled on the Position Form.

The screenshot shows the 'Make Assignment' form. It displays job opening details: Job Opening ID (152142), JO Status (Open), Openings (1), Available (1), and Shopping List ID (RJO2\_AY14). Position details include Position Number (00049172, highlighted with a red box), Posn Title (ENFORCEMENT MGMT), Posn Rank (LT), and Posn Grade (O3). Department details include Department (007644), Dept Name (MSU SAVANNAH), Posn SL Stat (Filled), and AO Code (RJO2). Below this is a table with columns: EmpID, Name, Grade, Rotation Dt, Member SL Status, Member Contacted, Unit Contacted, Program Contacted, Over, Acsn, No Cost, Fit Up, Ext, Regional, and Outside RCD. The 'Member Contacted' checkbox for member 1 is checked. A 'Save' button is highlighted with a red box at the bottom left.

**Figure 72: Make Assignment for Proposed Member**

The table below lists the fields on the Make Assignments page with descriptions.

<b>Field Name</b>	<b>Description</b>
Job Opening ID	This displays the job opening ID
JO Status	This displays the job opening status
Openings	This displays the number of openings to fill for the job opening.
Available	This displays how many of the openings to fill are available.
Shopping List ID	This displays the ID of the shopping list that is linked to this job opening.
Position Number	This displays the position number of the position associated with the job opening. Clicking on this link will navigate to the Position Form.
Posn Title	This displays the title of the position.
Posn Rank	This displays the rank of the position.
Posn Grade	This displays the grade of the position.
Department	This displays the department ID of the position.
Dept Name	This displays the department name of the position.
Posn SL Stat	This displays the shopping list status of the position
AO Code	This displays the AO code associated with this position.
EmplID	This is the employee ID for which the assignment is being made. Clicking on this link will navigate to the Member Form.
Name	This is the name of the member. Clicking on this link will generate the member's CG Member Info report.
Grade	This is the grade of the member.
Rotation Date	This is the rotation date of the member.
Member SL Status	This is the shopping list status of the member.
Member Contacted	This indicates the member has been contacted about the assignment when checked.
Unit Contacted	This indicates the unit has been contacted about the assignment when checked.
Program Contacted	This indicates the program has been contacted about the assignment when checked.
Over	This indicates the position is multi-encumbered (over billet) when checked.
Acsn	This indicates the position is filled by an accession when checked.
No Cost	This indicates the assignment was no cost when checked.
Flt Up	This indicates the assignment was a fleet up when checked.
Ext	This indicates the assignment was an extension when checked.
Regional	This indicates the assignment was regional when checked.
Outside RCD	This indicates the assignment was made even though the position is outside of the reasonable commuting distance.

**Figure 73: Make Assignment Field Descriptions**

### 6.3.5 Position ASGN History

The second tab on the Position Form displays all of the required non-person profiles attributes for this position and lists members previously assigned to the position (through the current incumbent).

This is a read-only page; no actions are available.

Position Form
Position ASGN History

Position Number	Position Title	Job Family	Posn Exp Dt	PAA ID
00049172	ENFORCEMENT MGMT	COMOFF		
Department	Department Name	Type	OPFAC	ATU Hull Nbr
007644	MSU SAVANNAH	MSU	33264	07

Position Requirements			
1	COMPETENCY	MSF42	Port Safety/Env Protect (OBC)
2	OSC	CG-OAP10	Ops Ashore- Prevention (OSC)

Position Assignment History							
Empl ID	Name	Grade	Effdt	Position Title	Department	Department Name	Grade
1		O1	11/07/2012	MARINE INSP/PSCO-JRNYMAN	007644	MSU SAVANNAH	O3
2		O3	07/25/2008	RESERVE	007644	MSU SAVANNAH	O3
3		O3	11/30/2005	RESERVE	007644	MSU SAVANNAH	O3
4		O5	07/01/2005	RESERVE	007644	MSU SAVANNAH	O3
5		O4	11/04/2004	RESERVE	007644	MSU SAVANNAH	O3
6		O4	08/29/2003	RESERVE	000275	CG MSO SAVANNAH	O4
7		O4	04/01/2003	RESERVE	000275	CG MSO SAVANNAH	O4
8		O4	02/06/2003	RESERVE	000275	CG MSO SAVANNAH	O4
9		O4	01/13/2003	RESERVE	000275	CG MSO SAVANNAH	O4
10		O4	07/01/2002	RESERVE	000275	CG MSO SAVANNAH	O4
11		O4	02/01/1999	RESERVE	000275	CG MSO SAVANNAH	O4
12		O5	07/03/1998	RESERVE	000275	CG MSO SAVANNAH	O4
13		O5	01/01/1998	RESERVE	000275	CG MSO SAVANNAH	O4
14		O4	10/01/1997	RESERVE	000275	CG MSO SAVANNAH	O4

Save
Return to Search
Previous in List
Next in List

[Position Form](#) | [Position ASGN History](#)

**Figure 74: Position ASGN History Page**

The table below lists the fields on the Position ASGN History tab with descriptions.

Field Name	Field Description
Position Number	This is the number of the position.
Position Title	This is the title of the position.
Job Family	This is the job family that the position belongs to.
Posn Exp Dt	This displays the actual expiration date for Support Allowance.
PAA ID	This displays the PAL ID.
Department	This is the department ID.
Department Name	This is the department name.
Type	This displays the type of Department.
OPFAC	This displays the Operation Facility.
ATU	This displays Administrative Target Unit.
Hull Nbr	This displays Hull Number.
<b>Position Requirements</b>	This section of the page lists all competency types required for the position. OSCs also appear here.
Comp Type	This is the type of competency.
Comp Code	This is the competency code.
EffDt	This is the effective date of the competency.
Description	This is the description of the competency.
<b>Position Assignment History</b>	This section lists all members previously assigned to this position. Position Title and Department are shown, as of each assignment. Grid will include rows for all Position Title, or Grade changes.
EmplID	This is the employee ID of the member that was in the position.
Name	This is the name of the member.
Grade	This is the grade that the member held while in the position.
EffDt	This is the effective date of the position.
Position Title	This is/was the title of the position for the effective date.
Department	This is the department ID of the position.
Department Name	This is the department name of the position.

**Table 13: Position ASGN History**

## 6.4 Member Navigator

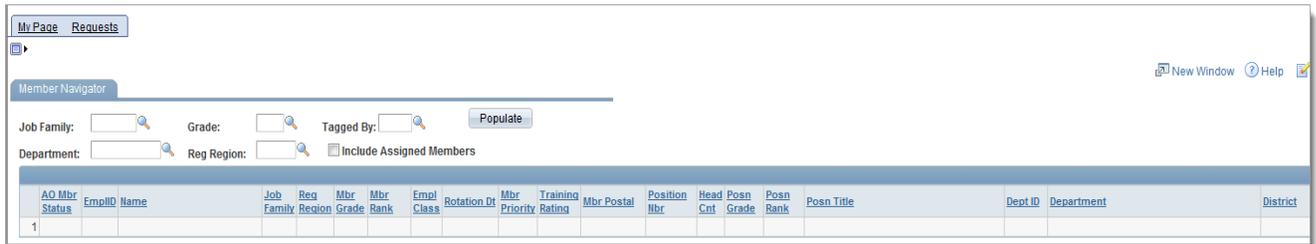
The **Member Navigator** allows searching for members by Job Family, Department, Grade, Reg Region or by AO tags. This function is used to create results lists of members being shopped.

1. Click on **Member Navigator** from the Assignments portal pagelet.



**Figure 75: Member Navigator**

2. A Job Family, Department, Grade, or Tagged By (AO Code) must be entered in order for the search to run.



**Figure 76: Member Navigator Search**

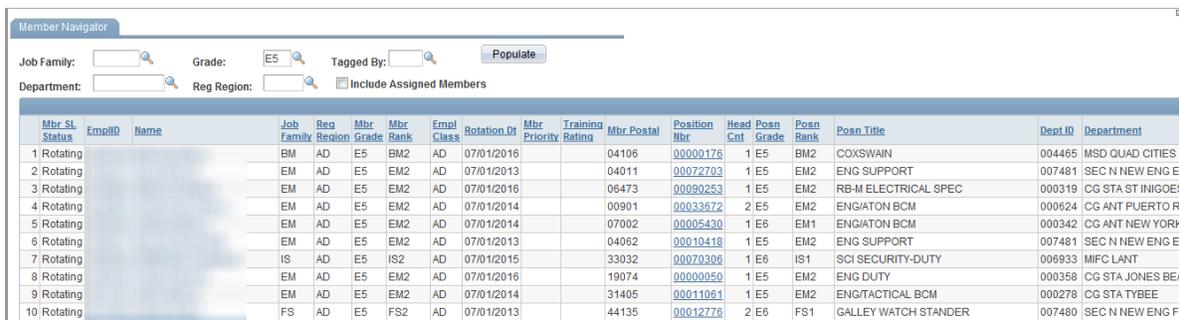
The table below lists the search criteria fields on the Member Navigator search page with descriptions.

Field Name	Description
Job Family	Limits the results to members of the specified job family.
Grade	Limits the results to members of the specified grade.
Tagged By	Limits the results to members tagged by the specified AO code.
Department	Limits the results to members of the specified department ID.
Reg Region	Limits the results to members of the specified regulatory region.
Include Assigned Members	Includes members with a shopping list status of Assigned in the results.

**Table 14: Member Navigator Search Page Fields**

### 6.4.1 Working With Member Navigator Results

1. The **Member Navigator** search results lists members who meet the search criteria.



**Figure 77: Member Navigator Search Results**

2. Click on the **EmpID** to open the [Member Form](#) in a new window.
3. Click on the **Member Name** to generate the [Member Info Report](#).
4. Click on the **Position number** to open the [Position Form](#) in a new window.

5. The **Member Navigator** results grid lists each member's Average Marks. Click the **Avg Marks** link to open the [Employee Review](#) page with marks details in a new window.

	Posn Postal	Posn Priority	Avg Marks	Con Flag	Rec Flag	Rate Sea Tm
	66683	1	0			0.00
(DX)	08204-5002	3	<a href="#">6.095</a>	S	R	0.03
(DX)	23690-5000		<a href="#">5.47</a>	S	N	3.10
(DX)	43229	3	<a href="#">5.895</a>	S	R	0.00
(DX)	02543-1099		<a href="#">5.084</a>	S	N	0.01
(DX)	23690-5000	5	<a href="#">5.22</a>	S	N	5.01
(DX)	08204-5002	5	<a href="#">5.285</a>	S	N	0.00
/ (DX)	99619		<a href="#">5.845</a>	S	R	0.00
(DX)	10305	5	<a href="#">5.291</a>	S	R	0.02
(DX)	78597		<a href="#">5.23</a>	S	R	3.05

**Figure 78: Avg Marks**

The table below lists the fields on the Member Navigator search results page with a description.

Field Name	Field Description
Mbr SL Status	This displays the shopping list status of the member.
EmplID	This displays the employee ID of the member.
Name	This displays the member's name.
Job Family	This displays that job family to which the member belongs to.
Reg Region	This displays the regulatory region of the member.
Mbr Grade	This is the member's grade.
Mbr Rank	This is the member's rank.
Empl Class	This is the employee class of the member.
Rotation Dt	This is the rotation date of the member.
Mbr Priority	This is the member's assignment priority.
Training Rating	This is the member's training rating.
Mbr Postal	This is the postal code of the member's home address.
Position Nbr	This displays the position number in which the member is an incumbent.
Head Cnt	This displays the number of incumbents in the position.
Posn Grade	This displays the grade of the position.
Posn Rank	This displays the rank of the position applied for.
Posn Title	This displays the title of the position.
Dept ID	This displays the department ID of the position applied for.
Department	This displays that department of the position.
District	This displays the district of the position.
Posn Postal	This displays the postal code of the position.
Posn Priority	This displays the assignment priority of the position,
Avg Marks	Average of marks scores for the Enlisted members.
Con Flag	Conduct flag summary based on averaged marks.
Rec Flag	Recommend flag summary based on averaged marks.
Rate Sea Tm	Rated sea time for the member.

**Table 15: Member Navigator Search Result Field Descriptions**

## 6.5 Member Form

The **Member Form** displays detailed information about a member, their eResume, details of the member's Employee Reviews, and AO tag and record read information for the assignment process. AOs may make assignments from the **Member Form** page and update the member's assignment status and assignment priority manually, indicate if the member's PCS eResume is realistic and access the member's Communication Log.

### 6.5.1 Member Form Search

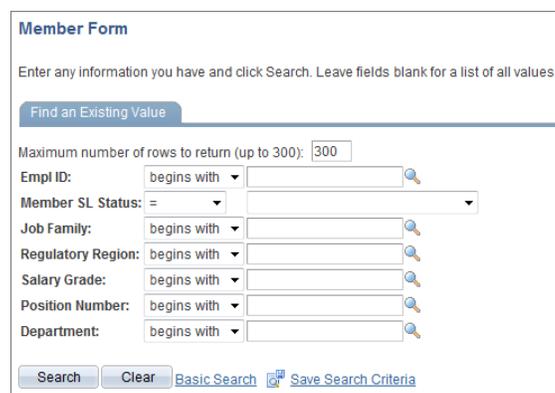
The Member Form search page allows searching for members by more specific criteria. The Member Form page is accessed from the search results. It is the same page that is displayed when clicking on a Member Name link from Member Navigator and other Assignments pages.

1. Click on the **Member Form** link from the Assignments portal pagelet.



**Figure 79: Member Form**

2. The **Member Form** search page displays. Enter the search criteria and click **Search**.
3. Limit search results by specifying criteria in the search page. **Job Family** and **Reg Region** are commonly used to group lists of members.
4. If the Member number is known, it may be specified it to open that Member Form immediately.

A screenshot of the "Member Form" search page. At the top, it says "Member Form" and "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" button. A "Maximum number of rows to return (up to 300):" field is set to "300". There are seven search criteria, each with a "begins with" dropdown and a search input field with a magnifying glass icon: "Empl ID:", "Member SL Status: =", "Job Family:", "Regulatory Region:", "Salary Grade:", "Position Number:", and "Department:". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

**Figure 80: Member Form Search Page**

The table below lists the fields on the Member Form Search page with a description.

Field Name	Description
Empl ID	Enter the full or partial employee ID of the member.
Member SL Status	Select the shopping list status of the member.
Job Family	Select a job family to which the member belongs.
regulatory region	Select the regulatory region of the member.
Salary Grade	Select the grade of the member.
Position Number	Select the position number for which the member in an incumbent.
Department	Select the department of the position.

**Table 16: Member Form Search Fields Descriptions**

5. A list of search results is displayed. Click on any of these links to open the **Member Form**.

The screenshot shows the 'Member Form' search interface. At the top, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with a 'Maximum number of rows to return (up to 300):' set to 300. Search criteria include: Empl ID (begins with), Member SL Status (=), Job Family (begins with IS), Regulatory Region (begins with), Salary Grade (begins with), Position Number (begins with), and Department (begins with). Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are visible. Below the search criteria is the 'Search Results' section, which states 'Only the first 300 results of a possible 584 can be displayed.' A table of results is shown with columns: Empl ID, Member SL Status, Job Family, Regulatory Region, Salary Grade, Position Number, and Department. The results list various members with their respective statuses and details.

Empl ID	Member SL Status	Job Family	Regulatory Region	Salary Grade	Position Number	Department
Tagged	IS	AD		E7	00094733	008574
Assigned	IS	AD		E7	00090645	009018
Assigned	IS	AD		E8	00066996	009572
Rotating	IS	AD		E9	00001515	007006
Assigned	IS	RSV		E7	00062541	003333
Assigned	IS	RSV		E8	00054484	003333
Assigned	IS	RSV		E6	00062541	003333
Rotating	IS	RSV		E7	00044770	007279
Assigned	IS	AD		E9	00084767	009018
Assigned	IS	RSV		E7	00050541	007582
Assigned	IS	RSV		E6	00067450	007531
Assigned	IS	AD		E7	00000507	008133
Assigned	IS	RSV		E7	00054484	003333
Assigned	IS	AD		E7	00030582	009597
Assigned	IS	AD		E6	00072268	043806
Assigned	IS	RSV		E7	00045270	007279

**Figure 81: Member Form Search Results**

The table below lists the fields on the Member Form search page with a description.

Field Name	Description
Empl ID	This displays the employee ID of the member.
Mbr SL Status	This displays the shopping list status of the member.
Job Family	This displays that job family to which the member belongs to.
regulatory region	This is the regulatory region of the member.
Salary Grade	This displays the grade of the member.
Position Number	This displays that position number for which the member in an incumbent.
Department	This displays that department of the position.

**Table 17: Member Form Fields**

## 6.5.2 Member Form Page

The **Member Form** displays member information across multiple tabbed pages. AOs will update certain member data during the candidate screening process. AOs may view tags and comments made by other AOs.

The screenshot shows the 'Member Form' tab with the following fields and options:

- Empl ID:** [Redacted]
- Name:** [Redacted]
- Tot Sea Tm:** 10.01
- Rate Sea Tm:** 6.09
- Spec Needs
- COLO
- AO Member Comment:** [Text area with a callout box]
- Posn Nbr:** [00035965](#)
- Position Title:** BUDGET OFFICER
- Dept ID:** 008564
- Department Name:** D17 RES & PERF MGT STAFF (DM)
- Rank:** LT
- Rotation Dt:** 06/30/2014
- Mbr SL Status:** Rotating
- Shopping List ID:** PO2J\_AY14
- Priority:**
- Tags:** 0
- Height:** 68
- Board 1:** LCDR=A=20=08/20/2012|UND=N|Eligible|B
- Board 2:** WLTFs=A=8=09/14/2009|SEL=Y|Eligible|
- Board 3:**
- Weigh In Date:** 04/01/2013
- Weight Met
- Most Recent eResume:**  Realistic
- [Docs](#)
- [CO Endorsements](#)
- [Make Assignment](#)

**Current eResume Table:**

Job Opening ID	Date Entered	Choice	Posn SL Stat	Position Nbr	Posn Rank	Posn Title	Dept ID	Department Name
1								

Navigation buttons: Save, Return to Search, Previous tab, Next tab.

**Figure 82: Member Form Tab**

On the Member Form tab, AOs will view the member's current Position, Rotation Date, Shopping List Status, Members Priority, Sea Time, Height/Weight, COLO and Special Needs and up to three Board numbers.

Member Form actions:

1. Click the member's name to display the [CG Member Info Report](#).
2. Click the position number to navigate to the [Position Form](#).
3. Click the  to access the [Communications Log](#).
4. Click **Docs** to open Image Now.
5. Add **AO Member Comments** about this member.
6. Update the member's assignment **Priority**.

7. View the member's current PCS eResume.
8. **Propose** the member.
9. Click [CO Endorsements](#) to view assignment endorsements for the member.
10. Click [Make Assignment](#) to make an assignment for this member to a position they have applied to on their eResume that they are Proposed for.
11. Update the **Mbr SL Status** manually.
12. Mark the most recent eResume as **Realistic**. This is reset the next time the member submit a PCS eResume.

The table below lists the fields on the Member Form page with a description.

Field Name	Description
Empl ID	This displays the employee ID of the member.
Name	This displays the member's name.
Tot Sea Tm	This displays the member's total sea time in months.days format. The Tot Sea Tm is from Jumps.
Rate Sea Tm	This displays the member's rated sea time in months.days format. It does not include TDY orders and calculates on a weekly basis. Based on rounding and weekly calculations it can differ from JUMPS up to two months.
Spec Needs	Indicates if the member has special needs. Checked = Y, Unchecked = No
AO Member Comment	This displays any comments entered by the AO in regards to the member. Comments will remain until overwritten, no history is kept.
Posn Nbr	This is the position number that the member is currently in.
Position Title	This is the position title of the position that the member is currently in.
COLO	Indicates if the member has a COLO. Checked = Y, Unchecked = No
Spouse Svc	Displays the service of the spouse if a COLO exists.
Spouse Empl ID	Displays the employee ID from dependent beneficiary information for CG Spouses. Link provided for spouse's Member Form if available.
Dept ID	This displays the department ID of the position in which the member is an incumbent.
Department Name	This displays the department name for the position.
Rank	This displays the rank of the member.
Rotation Dt	This displays the rotation date of the member.
Mbr SL Status	This indicates the current shopping list status of the member.
Shopping List ID	This displays the shopping list ID that this member is listed on.
Priority	This indicates the assignment priority of the member.
	Clicking on this icon will provide access to the member's Communication Log.
Docs	Clicking on this link will open Image Now.
Tags	This displays the number of tags a member currently has.
Height	This displays the height of the member in inches.

Field Name	Description
Board 1, Board 2, Board 3	<p>The board information is translated as follows:</p> <ul style="list-style-type: none"> <li>Officer  <b>Brd Type=AD/Res Ind=Sequence=Convene Dt   <a href="#">Board Cand Status=Adv   Promo Stat   Zone</a></b>  <b>Example:</b> LCDR=A=20=08/20/2012   UND=N   Eligible   B</li> <li>Warrant  <b>Brd Type=AD/Res Ind=Sequence=Convene Dt   <a href="#">Board Cand Status=Adv   Zone</a></b>  <b>Example:</b> WLTFS=A=8=09/14/2009   SEL=Y   Eligible     I</li> <li>Enlisted  <b>Brd Type=AD/Res Ind=Sequence=Convene Dt   zZone Size/Cut   Selector Number   <a href="#">Board Cand Status=Adv   Difference between Zone Size/Cut and Selector Number</a></b>  <b>Example:</b> BMC=A=12=05/01/2012   z88   593   SEL=N   -505</li> </ul>
Weigh in Date	This displays the most recent date that the member was weighed in.
Weight Met	This displays if the member met the weight requirement on the Weigh in Date.
Most Recent Resume	This displays the date of the most recent eResume submitted by the member in 9.1
Realistic	This indicates if the most recent eResume is realistic. Checked = Yes, Unchecked = No
Current eResume	Displays the most current PCS e-Resume submitted by member.
Job Opening ID	This displays the job opening ID that the member has applied for.
Date Entered	This displays the date that the member initially included this job opening on their eResume. If a member removes this job opening from a subsequent eResume submission the date will be reset to the next eResume submission date on which this job opening is included again.
Choice	This displays the member's ranking of this position on their eResume.
Posn SL Status	This displays the shopping list status of the position.
Position Nbr	This displays the position number associated with the job opening.
Posn Rank	This displays the rank of the position applied for.
Posn Title	This displays the title of the position applied for.
Dept ID	This displays the department ID of the position applied for.
Department Name	This displays the department name of the position applied for.
City	This displays the city where the position applied for is located.
State	This displays the state where the position applied for is located.
Postal Zip	This displays the postal code of the applied for is located.
AO Code	This displays the AO code of the current position of the member.
Hide	Indicates if member has been hidden in the candidate pool for this job opening.
Tag	Indicates if member has been tagged in the candidate pool for this job opening.
Proposed	Indicates if member has been proposed for this job opening. This can be checked to propose the member. Checking or un-checking this box may update the position shopping list status and may also impact the member shopping list status. Un-checking this box will remove any reporting statistics previously entered on the Make Assignment page.
CO Endorsements	Clicking on this will navigate to the member's assignment endorsements.
Make Assignment	Clicking on this link will navigate to the Make Assignment page if the member is Proposed for a single position on their eResume.

**Table 18: Member Form Fields Descriptions**

The table below lists the Boards Status Codes Field Values with the short and long description.

<b>Field Values</b>	<b>Long Description</b>	<b>Short Description</b>
A	Refused Promotion	Refused
ACT	Above Cut Previous List	Above Cut
ALT	Alternate	Alternate
APL	Advanced from Previous List	Adv Prev
B	Basic Eligibility	Basic
D	Denied Promotion	Denied
ELG	Eligible	Eligible
EX	Exempt	Exempt
N	None	None
NE	Not Eligible	Not Elig
NE2	2 years ineligibility War Appt	2 yrs Inel
NE5	5 years Ineligibility War Appt	5 yrs Inel
NON	Not Selected	Non Sel
NQ	Not Qualified	Not Qualfd
PBQ	No EPQ	No EPQ
PRI	Primary	Primary
RNA	Returned Not Administered Exam	RNA
SEL	Select	Select
UND	Undecided	Undecided
UNS	Unsatisfactory Performance	Uns. Perf

**Table 19: Board Status Code Field Values**

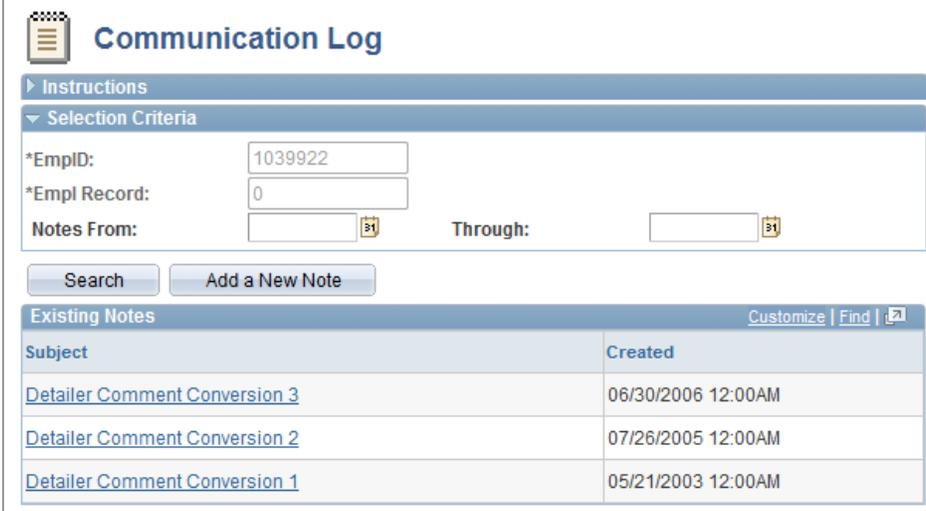
The table below lists the Zone Field Values with the description

<b>Field Values</b>	<b>Description</b>
A	Above Cut
B	Below Cut
I	In Zone

**Table 20: Zone Field Values**

### 6.5.3 Communication Log

1. The **Communication Log** can be accessed by clicking on the . The **Communication Log** contains detailer comments that have been converted from 8.0. New comments may also be added using the **Communication Log**.



The screenshot displays the 'Communication Log' interface. At the top, there is a header with a calendar icon and the title 'Communication Log'. Below this, there are sections for 'Instructions' and 'Selection Criteria'. The 'Selection Criteria' section includes input fields for '\*EmpID:' (containing '1039922'), '\*Empl Record:' (containing '0'), 'Notes From:' (with a calendar icon), and 'Through:' (with a calendar icon). There are 'Search' and 'Add a New Note' buttons. Below the search criteria is a table titled 'Existing Notes' with columns 'Subject' and 'Created'. The table contains three rows of data.

Subject	Created
<a href="#">Detailer Comment Conversion 3</a>	06/30/2006 12:00AM
<a href="#">Detailer Comment Conversion 2</a>	07/26/2005 12:00AM
<a href="#">Detailer Comment Conversion 1</a>	05/21/2003 12:00AM

**Figure 83: Communication Log**

- To add notes to the **Communication Log** click **Add a New Note**. Once the notes have been entered click **Save**. To cancel adding notes, click **Return to Note Selection Page**.



It is important that the AOs standardize the communication log **Subject Field**. This will ensure all AOs know what type of note is posted by looking at the Subject.

**Figure 84: Add New Notes to Communication Log**

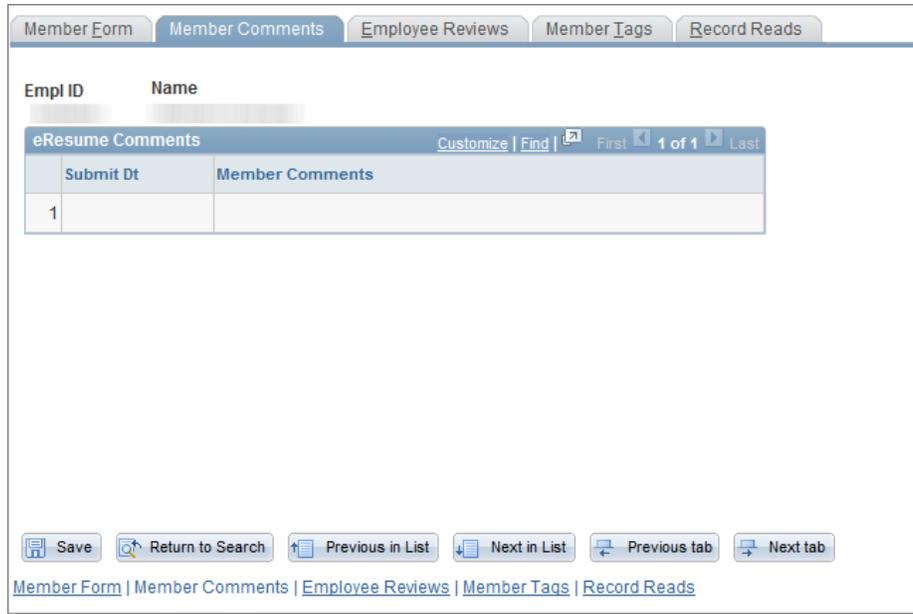
The table below lists the fields on the Communication Log page with a description.

Field Name	Field Description
EmplID	This is the employee ID of the user that created the note.
Empl Record	This is the employee record of the user that created the note.
Created	This displays that date and time that the note was created.
Creator	This displays the name of the AO that created the notes.
Updated by	This displays the name of the AO that updated the notes.
Subject	This is the subject of the note.
Note Text	This is the body of the note.

**Table 21: Communication Log Fields**

#### 6.5.4 Member Comments Tab

The **Member Comments** tab within the Member Form group displays comments the member made while submitting the eResume.



**Figure 85: Member Comments Tab**

The table below lists the fields on the **Member Comments** tab with a description of each field.

Field Name	Field Description
EmplID	The member's EmplID.
Name	The member's name.
Submit Dt	The date that the comments were submitted on the eResume.
Member Comments	The comments entered by the member.

**Table 22: Member Comments Tab Fields**

### 6.5.5 Employee Reviews Tab

The **Employee Reviews** tab contains a review summary of the member reviews and displays the related data for Officer or Enlisted reviews depending on the member.

Officer employees display an OER Summary tab as seen below.

Rank	Eff Date	Type	Perf	Comm	Lead	Pers Qual	Interpers Rel	Rep CG	Compare	Promo Scale
1	BOSN3	07/31/2012	Regular	76777	65	777665	77676		F	
2	BOSN3	07/05/2011	Detachment of Reporting Off	76777	65	777665	67676		F	
3	BOSN3	07/31/2010	Regular	66776	66	767666	67666		F	
4	BOSN3	07/24/2009	Transfer	76767	66	777666	77766		F	
5	BOSN2	05/29/2008	Detachment of Reporting Off	76767	65	777666	77766		F	
6	BOSN2	06/10/2007	Transfer	77667	66	777766	67667		F	
7	BOSN2	06/30/2006	Regular	67667	66	676766	66666		F	

**Figure 86: Officer Employees Review Tab**

The table below lists the fields on the Officers **Employee Reviews** tab with a description.

Field Name	Description
EmplID	This is the member's employee ID.
Name	This is the member's name.
Rank	This member's rank.
Eff Date	This is the effective date of the review.
Type	This is the type of review. (I.e. Regular, Transfer, etc.)
Perf	Performance marks
Comm	Employee communication marks
Lead	Leadership marks
Pers Qual	Personal qualification marks
Interpers Rel	Interpersonal Relationship marks
Rep CG	Representing the CG marks
Compare	Comparison
Promo Scale	Promotional Scale
Date Created	Date that employee review data was last refreshed.

**Table 23: Employee Review Tab Fields**

Enlisted employees display an Enlisted Marks tab which includes a Marks Average

The screenshot shows a web interface for an employee review. At the top, there are tabs for Member Form, Member Comments, Employee Reviews (selected), Member Tags, and Record Reads. Below the tabs, the member's information is displayed: EmplID, Name, and Marks Average (3.000). The main section is titled 'Employee Review Summary' and includes a sub-tab 'Enlisted Marks' with an 'As of Date' filter. A table displays the review data for one entry. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Previous tab, and Next tab. A breadcrumb trail at the very bottom reads: Member Form | Member Comments | Employee Reviews | Member Tags | Record Reads.

Rank	Eff Date	Type	Lead Sum	Prof Sum	Perf Sum	Mil Sum	Lead	Prof	Perf	Mil	Rec	Con	
1	BCMC	06/30/2010	Regular	21	24	24	6	33333333	33333333	33333333	33	R	S

**Figure 87: Enlisted Employee Review**

The table below lists the fields on the Enlisted Employee Reviews tab with a description.

Field Name	Description
EmplID	This is the member's employee ID.
Name	This member's rank.
Marks Average	This is the average of the member's marks for last four years
Rank	This member's rank.
Eff Date	Effective date of the review
Type	The type of Employee Review. (I.e. Regular, Transfer, etc.)
Perf Sum	Total of performance marks
Lead Sum	Total of leadership marks
Prof Sum	Total of professionalism marks
Mil Sum	Total of military marks
Perf	Performance marks
Lead	Leadership marks
Prof	Professionalism marks
Mil	Military marks
Rec	Recommend R=Recommended, N = Not Recommended
Con	Conduct - S = Satisfactory U = Unsatisfactory

**Table 24: Enlisted Reviews Tab Fields**

## 6.5.6 Member Tags Tab

The **Member Tags** tab displays AOs who have tagged the member.

**Figure 88: Member Tags Tab**

1. The Member Form page allows entry of a general AO Code tag without tying it to a specific job opening or position. The AO name is automatically populated.
2. If an AO has tagged a member from a specific Position form, the Job Opening and Position information will display in the AO Tags grid.

The table below lists the fields on the Member Tags tab with a description.

Field Name	Description
AO Code	This is the AO code that has tagged the member.
AO Name	This is the name of the AO that has tagged the member.
Job Opening ID	This is the job opening ID for which the AO tagged the member. Only populated if the member is tagged on the Position Form Candidate Pool.
Position Number	This is the position number for which the AO tagged the member. Only populated if the member is tagged on the Position Form Candidate Pool.
Posn Rank	This is the rank of the position for which the AO has tagged the member. Only populated if the member is tagged on the Position Form Candidate Pool.
Posn Title	This is the title of the position for which the AO has tagged the member. Only populated if the member is tagged on the Position Form Candidate Pool.

**Table 25: Member Tags Fields**

### 6.5.7 Record Reads Tab

The **Record Reads** tab allows the AO to record comments after a member's record has been reviewed

1. To enter comments, enter an **AO Code**. The **AO Name** and Date Entered will automatically be populated.
2. Enter a free form comment in the **Comment** box.
3. Click **Save**.



These comments will appear in the Candidate Pool for this member if the position AO Code matches the Record Read AO Code.

AO Code	AO Name	Date Entered	Comment
1 IS		05/16/2013	looks qualified

**Figure 89: Record Reads Tab**

The table below lists the fields on the Record Reads tab with a description.

Field Name	Field Description
AO Code	This is the code of the AO entering the comments.
AO Name	This is the name of the AO entering the comments.
Date Entered	This is the date that the AO entered the comments.
Comments	This is the comment that was entered by the AO.

**Table 26: Record Reads Tab Fields**

### 6.5.8 View Endorsements

The endorsements view provides a list of assignment endorsement requests a member submitted and details for requests that are final.

1. Access the member's form using [Member Form](#).

2. Click **CO Endorsements**.

The screenshot shows a web application interface for a member's profile. At the top, there are tabs for 'Member Form', 'Member Comments', 'Employee Reviews', 'Member Tags', and 'Record Reads'. The main area contains various fields for member information, including 'Empl ID', 'Name', 'Tot Sea Tm', 'Rate Sea Tm', 'Spec Needs', 'AO Member Comment', 'Posn Nbr', 'Position Title', 'Dept ID', 'Department Name', 'Rank', 'Rotation Dt', 'Mbr SL Status', 'Shopping List ID', 'Priority', 'Tags', 'Height', 'Board 1', 'Board 2', 'Board 3', 'Weigh In Date', 'Weight Met', and 'Most Recent eResume'. A red box highlights the 'CO Endorsements' button. Below the form is a 'Current eResume' table with columns for Job Opening ID, Date Entered, Choice, Posn SL Stat, Position Nbr, Posn Rank, Posn Title, Dept ID, and Department Name. At the bottom, there are navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Previous tab', and 'Next tab'.

**Figure 90: CO Endorsements**

3. A new window will open.
4. This page will display the member's name with a functional mouse-over for detailed member information.
5. The page is defaulted with the submission status of **Complete** with no records being displayed in the grid. Select a different **Submission Status** from the drop down if desired.

The screenshot shows a web application interface titled 'View Member's Assignments Endorsements'. It includes a search filter for 'Submission Status' set to 'Complete', 'Submission From Date', and 'Submission To Date'. There are 'Populate Grid' and 'Refresh' buttons. Below the filters is a table with columns for Submitted Date, Submitted By, Submitter Name, Department Name, Endorser, Endorser Name, Final, and Detail. The table is currently empty. At the bottom, there is a 'Save' button.

**Figure 91: View Member's Assignments Endorsements**

6. Enter **Submission From Date** which will limit the results to those where the endorsement was submitted on or before the date entered if desired.
7. Enter the **Submission End Date**. This date will limit the results to display endorsements that were submitted on or before the date entered.
8. Click **Populate** to generate results. Clicking **Refresh** will clear the search criteria and return the page to the default state.

**View Member's Assignments Endorsements**

1. Refresh button clears the grid and defaults it back to display all Endorsements.  
2. Populate Grid button populates the grid based on what was entered in the Submission From/Submission To Dates and Submitted By.

\*Submission Status:

Submission From Date:

Submission To Date:

Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
04/30/2013			ATC MOBILE HH-60J BR			Yes	<a href="#">View Endorsement</a>

**Figure 92: View Member's Assignments Endorsements**

9. In the search results, endorsements with a Final status of Yes will have a **View Endorsement** link in the Detail column. Click on **View Endorsements** to view the [Endorsement Detail](#). Endorsements with a Final status of No will display the status of the endorsement in the Detail column.



The **Endorser** and **Endorser Name** will display who the member requested the endorsement from even if it has been forwarded before being marked final.

### 6.5.8.1 Endorsement Detail

The Endorsement Detail page provides the final endorsement detail including the final endorser, the endorser's rank and department, a rating for each position the member applied for and comments based on the endorsement types.

The screenshot displays the 'Endorsement Detail' page. At the top, it shows 'Submitted By:' and 'Endorser:' with redacted names, and 'Submitted Date: 03/18/2013' with a 'Mbr Comments' link. A 'Final' checkbox is checked. Below this is a table titled 'Positions Applied For' with columns for Job Opening ID, Position Number, Posting Title, Endorsement, Date Entered, and Rating. The table lists six positions with various endorsement types like 'IIP', 'Not Req'd', 'Overseas', and 'Not Req'd'. Below the table is an 'Endorsement Comments' section with three entries, each showing a 'Type' and a 'Comment'.

Job Opening ID	Position Number	Posting Title	Endorsement	Date Entered	Rating
1 15931	00050992	INCIDENT MGMT - SAULT STE MARIE, MI	IIP	03/18/2013	Qualified
2 15700	00045703	MEDICAL OFFICER - PORT CLINTON, OH	Not Req'd	03/18/2013	Qualified
3 15685	00045706	SERVICE SUPPORT DIV CHIEF - PORT CLINTON, OH	Not Req'd	03/18/2013	Qualified
4 15691	00051014	INCIDENT MGMT - BUFFALO, NY	Not Req'd	03/18/2013	Qualified
5 15781	00049499	PREPAREDNESS SPEC - BUFFALO, NY	Overseas	03/18/2013	Not Qualfd
6 15840	00052149	DDE MSRON 5 OPERATIONS-N3 - SAN DIEGO, CA	Not Req'd	03/18/2013	Qualified

**Endorsement Comments**

Type: International Ice Patrol COMDTINST M1000.8 1.C.15.c  
Comment: Policy for International Ice Patrol: COMDTINST M1000.8 1.C.15.c.

Type: Overseas COMDTINST M1000.8 1.H.2  
Comment: This position really isn't overseas but if it was the members comments don't include what they need anyway for an overseas position. This is just testing for entry and display of multiple endorsement comments. Policy for Overseas: COMDTINST M1000.8 1.H.2.

Type: Not Required No Policy Requirements  
Comment: None of these positions really require CO Endorsement but we are testing. This is a general comment that has no policy requirements and applies to all the positions where the endorsement type is not required.

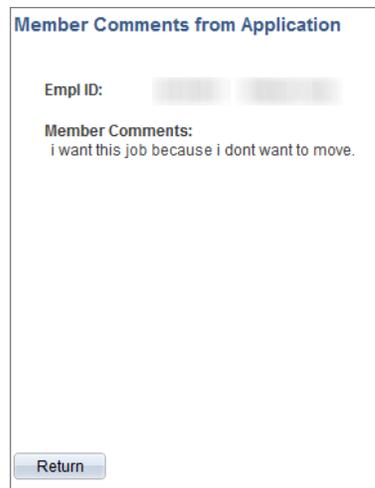
**Figure 93: Endorsement Detail**

1. The **Final Endorser** is the member who finalized the endorsement. The EmplID of the Final Endorser provides a functional mouse-over for detailed member information.
2. The **Submitted Date** displays the date the member submitted the eResume with the endorsement request.
3. The **Marked Final** date displays the date that the endorsement was final.



**Figure 94: Endorsements Detail**

4. Clicking on the **Mbr Comments** link will navigate to **Member Comments** page. This page will display the member’s EmplID, name and member comments from the associated eResume. If no comments were entered this page will display “Member did not include any comments”.



**Figure 95: Mbr Comments**

5. The **Positions Applied** for grid displays all positions that the member applied for by the member on the associated eResume with a **Rating**.
6. The **Endorsement Comments** section contains a comment box for each unique type of endorsement associated with the positions applied for.

## 6.5.9 Make Assignment

To Make an Assignment from the Member Form page:

1. Click the Make Assignment link above the eResume section.

The screenshot displays the 'Member Form' page with several tabs: Member Form, Member Comments, Employee Reviews, Member Tags, and Record Reads. The main content area shows member information including Empl ID, Name, Tot Sea Tm (10.01), Rate Sea Tm (6.09), and checkboxes for Spec Needs and COLO. Below this, it lists Posn Nbr (00035965), Position Title (BUDGET OFFICER), Dept ID (008564), Department Name (D17 RES & PERF MGT STAFF (DM)), and Rank (LT). Other fields include Rotation Dt (06/30/2014), Mbr SL Status (Rotating), Shopping List ID (PO2J\_AY14), and Priority. There are also sections for Tags, Height (68), and three Boards (Board 1, Board 2, Board 3) with their respective details. A 'Most Recent eResume' section has a 'Realistic' checkbox. On the right, there is an 'AO Member Comment' text area and a 'Docs' link. At the bottom right, there are links for 'CO Endorsements' and 'Make Assignment'. A 'Current eResume' table is shown below, with one row containing the number '1'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous tab', and 'Next tab'. A navigation bar at the very bottom contains links for 'Member Form', 'Member Comments', 'Employee Reviews', 'Member Tags', and 'Record Reads'.

Job Opening ID	Date Entered	Choice	Posn SL Stat	Position Nbr	Posn Rank	Posn Title	Dept ID	Department Name
1								

2. Check any statistical boxes that apply for reporting purposes.
3. Click **Save**.
4. Click on the **Member Number** to return to the **Member Form**. Do not click **Return to Search**.

## 6.5.10 Update Member SL Status

Once a member is assigned, you must manually update the Member's Shopping List Status. A status of **Assigned** will display on the Member Form page and Member Navigator results to inform other AOs.

1. Click on the Member's EmplID to return to the Member Form page.

My Page Guest Self Service Investor Administration Requests

Member Form Member Comments Employee Reviews Member Tags Record Reads

Empl ID Name Tot Sea Tm Rate Sea Tm  Spec Needs AO Member Comment  
 COLO

Posn Nbr Position Title  
[00001515](#) SILVER BADGE CMD CHIEF-OCO

Dept ID Department Name Rank  
 007006 PATFOR SWA BAHRAIN ISCM

Rotation Dt Mbr SL Status Shopping List ID Priority  
 07/01/2013 Rotating SA\_AY14 2 [Docs](#)

Tags Board 1  
 0 Assigned OSS=A=4=04/09/2007[z35]82[NE=N]-47  
 Proposed  
 Rotating  
 Tagged

Weigh In Date Board 2  
 04/03/2013  Weight met

Most Recent eResume Board 3  
 Realistic [CO Endorsements](#) [Make Assignment](#)

Current eResume

Job Opening ID	Date Entered	Choice	Posn SL Stat	Position Nbr	Posn Rank	Posn Title	Dept ID	Department Name
1								

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Previous tab](#) [Next tab](#)

Member Form | [Member Comments](#) | [Employee Reviews](#) | [Member Tags](#) | [Record Reads](#)

**Figure 96: Member SL Status**

2. Update the **Member SL Status** field to **Assigned**.
3. Click **Save** to update the SL Status.

## 6.6 Manage Job Openings

**Manage Job Openings** is used to view and update **Job Openings**. Most data on **Job Openings**, including the Non Person Profile data is batch updated by the PAL process. Job openings may require manual updates for the following:

- Changing the Endorsement Type
- Updating the Assignment Officer (Recruiter)
- Adding a Job Posting 'Remove' Date.



Updates to job opening Endorsement or Recruitment Type must be made before running the CSL.

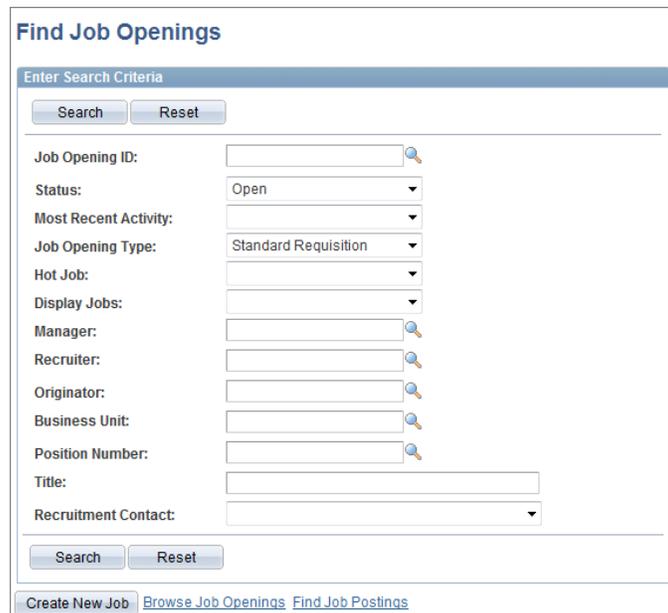
## 6.6.1 Find Job Openings

1. Click on **Find Job Opening** from the Assignments portal pagelet.



**Figure 97: Find Job Openings**

2. On the Find Job Openings page enter search criteria. AOs should only search for **Standard Requisition** job openings.

A screenshot of the "Find Job Openings" search interface. The title "Find Job Openings" is at the top left. Below it is a section titled "Enter Search Criteria" with a light blue background. This section contains two "Search" and "Reset" buttons. Below the buttons are several search fields: "Job Opening ID:" (text input with a magnifying glass icon), "Status:" (dropdown menu with "Open" selected), "Most Recent Activity:" (dropdown menu), "Job Opening Type:" (dropdown menu with "Standard Requisition" selected), "Hot Job:" (dropdown menu), "Display Jobs:" (dropdown menu), "Manager:" (text input with a magnifying glass icon), "Recruiter:" (text input with a magnifying glass icon), "Originator:" (text input with a magnifying glass icon), "Business Unit:" (text input with a magnifying glass icon), "Position Number:" (text input with a magnifying glass icon), "Title:" (text input), and "Recruitment Contact:" (dropdown menu). At the bottom of the search criteria section are two more "Search" and "Reset" buttons. Below the search criteria section are three links: "Create New Job", "Browse Job Openings", and "Find Job Postings".

**Figure 98: Job Openings Search**

3. Click on the **Job Opening** link from the search results.

**Find Job Openings**

View Job Opening Search Criteria

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

Search Results Customize | Find | View 100 | First 1-8 of 300 Last

	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created
<input type="checkbox"/>	<a href="#">ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ</a>	152333	Standard Requisition	CG SFO ATLANTIC CITY	1	1		04/29/2013
<input type="checkbox"/>	<a href="#">DSF RSV PROGRAM MGMT - WASHINGTON, DC</a>	152332	Standard Requisition	COMMANDANT	1	1		04/29/2013
<input type="checkbox"/>	<a href="#">INTEL DUTY - WILMINGTON, NC</a>	152331	Standard Requisition	SECTOR NORTH CAROLINA	1	1		04/29/2013
<input type="checkbox"/>	<a href="#">FIRE DEPARTMENT - DUTY - CAPE MAY, NJ</a>	152330	Standard Requisition	CG TRACEN CAPE MAY	1	1		04/29/2013
<input type="checkbox"/>	<a href="#">BOARDING OFFICER/PWCS - CAPE MAY, NJ</a>	152329	Standard Requisition	DD-CAPE MAY	1	1		04/29/2013

**Figure 99: Job Openings Results**

The table below lists the fields on the Find Job Openings search results page with a description.

Field Name	Field Description
Job Opening	This displays the job opening title.
ID Nbr	This displays the job opening ID.
Type	This displays the type of job opening
Location	This displays the location of the job opening
Target Openings	This displays the number of openings to be filled.
Available Openings	This displays the number of job openings not yet filled.
Hot Job	N/A
Created	This displays when the job opening was created. This is the date the Create Shopping List process cloned old job openings to create new openings for job opening created by the CSL process.

**Table 27: Job Opening Search Results Fields**

## 6.6.2 Update Job Opening

Majority of the information on the job opening details is pre-populated and only requires validation.

1. Click on the **Job Opening Details** tab. The information on this tab is maintained by a batch process that is run weekly to synchronize PAL updates and changes into job openings.
2. To update the **Endorsement** and/or **Recruitment Type**, select the appropriate value from the drop down and click **Save**. The update will be included if the job opening is cloned to create a new job opening when the CSL is run.

The screenshot displays the 'Job Opening Details' page. At the top, it shows 'Job Title' and 'Job Code: 417092'. Below this are 'Position Number: 00069643 ARMORY SUPPORT-SAI' and 'Business Unit: ENLCG Enlisted CG'. A navigation bar includes 'Save', 'Clone', 'Create New', and links for 'Previous Job Opening', 'Next Job Opening', and 'Job Opening List'. A secondary navigation bar has tabs for 'Manage Applicants', 'Find Applicants', 'Activity & Attachments', and 'Job Opening Details'. Underneath, there are sub-tabs: 'Job Details', 'Qualifications', 'Assignment Officer', 'Basic Eligibility', and 'Job Posting Details'. The main content area is titled 'Opening Information' and contains a list of fields: 'Job Opening Type: Standard Requisition', 'Created By: 2062775', 'Created: 04/29/2013', '\*Openings to Fill: Limited', 'Target Openings: 1', 'Available Openings: 1', 'Establishment ID: USCG Active CG', 'Business Unit: ENLCG Enlisted CG', 'Position Number: 00069643 ARMORY SUPPORT-SAI', 'Job Code: 417092', 'Company: ACG Active CG', 'Department: 007640 SFO ATLANTIC CITY', 'Location: NJ0005 CG SFO ATLANTIC CITY', 'Recruiting Location: 9999', 'Status Code: 010 Open', 'Status Reason: New Authorization', 'Status Date: 04/29/2013', 'Desired Start Date: 04/29/2013', 'Encumbrance Date:', 'Projected Fill Date:', 'Date Authorized: 04/29/2013', 'Referral Program ID:', 'Recruitment Type: SELRES PCS', 'Recruitment Contact:', and 'Endorsement: Not Required'. The 'Recruitment Contact' and 'Endorsement' fields are highlighted with a red border.

**Figure 100: Job Opening Page**

- Click on the **Qualifications** link on the Job Details page. The **Qualifications** page displays Competencies, Degrees, Languages, OSCs, etc., that are required for this job. The information on this tab is maintained by a batch process that is run weekly to process any updates made to the associated non-person profile.



Do NOT manually add Competencies, Degrees, Languages, and OSCs on this page. The non-person profile should be updated and will be reflected in the job opening by a batch process.

**Find Job Opening**

---

**Job Opening**

[Print Job Opening](#)

Posting Title: ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ      Job Opening ID: 152333

Job Opening Status: 010 Open      Job Type: Standard

Job Title:      Job Code: 417092

Position Number: 00069643 ARMORY SUPPORT-SAI

Business Unit: ENLCG Enlisted CG

---

[Save](#)   [Clone](#)   [Create New](#)   Previous Job Opening | [Next Job Opening](#) | [Job Opening List](#)

---

[Manage Applicants](#)   [Find Applicants](#)   [Activity & Attachments](#)   [Job Opening Details](#)

[Job Details](#)   [Qualifications](#)   [Assignment Officer](#)   [Basic Eligibility](#)   [Job Posting Details](#)

---

**Additional Job Specifications** Find | View All | First 1 of 1 Last

To add Competencies, select the Add Competencies hyperlink below. To change information for Competencies, select the hyperlink under the Competencies field. Select the delete icon to remove Competencies information.

▼ **Competencies** Find | View All | First 1-2 of 2 Last

Profile ID	Competencies	*Effective Date	Rating Model	Rating Model	Proficiency	
0223029	<a href="#">ACET Mechanical Technology</a>	07/03/2012	GOOE	Good (Single Tier)	Good	
0223029	<a href="#">RB-S Contingency BCM</a>	07/03/2012	GOOE	Good (Single Tier)	Good	

[+ Add Competencies](#)

To add Degrees to the Job Opening, select the Add Degrees hyperlink below.

▼ **Degrees**

There are no items for the Degrees section. Please add one if required.

[+ Add Degrees](#)

**Figure 101: Qualifications Section**

- The **Assignment Officer** page displays the assignment officer that is associated with the job opening position. A primary recruiter is required.

### Find Job Opening

---

## Job Opening

 [Print Job Opening](#)

<b>Posting Title:</b>	ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ	<b>Job Opening ID:</b>	152333
<b>Job Opening Status:</b>	010 Open	<b>Job Type:</b>	Standard
<b>Job Title:</b>		<b>Job Code:</b>	417092
<b>Position Number:</b>	00069643 ARMORY SUPPORT-SAI		
<b>Business Unit:</b>	ENLCG Enlisted CG		

---

 [Save](#)
 [Clone](#)
 [Create New](#)

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

---

Manage Applicants

Find Applicants

Activity & Attachments

Job Opening Details

[Job Details](#)

[Qualifications](#)

[Assignment Officer](#)

[Basic Eligibility](#)

[Job Posting Details](#)

Assignments

To assign a Recruiter to the Job Opening select the Add Recruiters hyperlink. To add a Recruiter Team, containing one or more recruiters, to the Job Opening select the Add Recruiter Team hyperlink.

Recruiters	Recruiter ID	Primary	
<input style="width: 95%; height: 20px;" type="text"/> 		<input checked="" type="checkbox"/>	

+ [Add Recruiters](#)

+ [Add Recruiter Team](#)

[Job Details](#)

[Qualifications](#)

[Assignment Officer](#)

[Basic Eligibility](#)

[Job Posting Details](#)

Manage Applicants

Find Applicants

Activity & Attachments

Job Opening Details

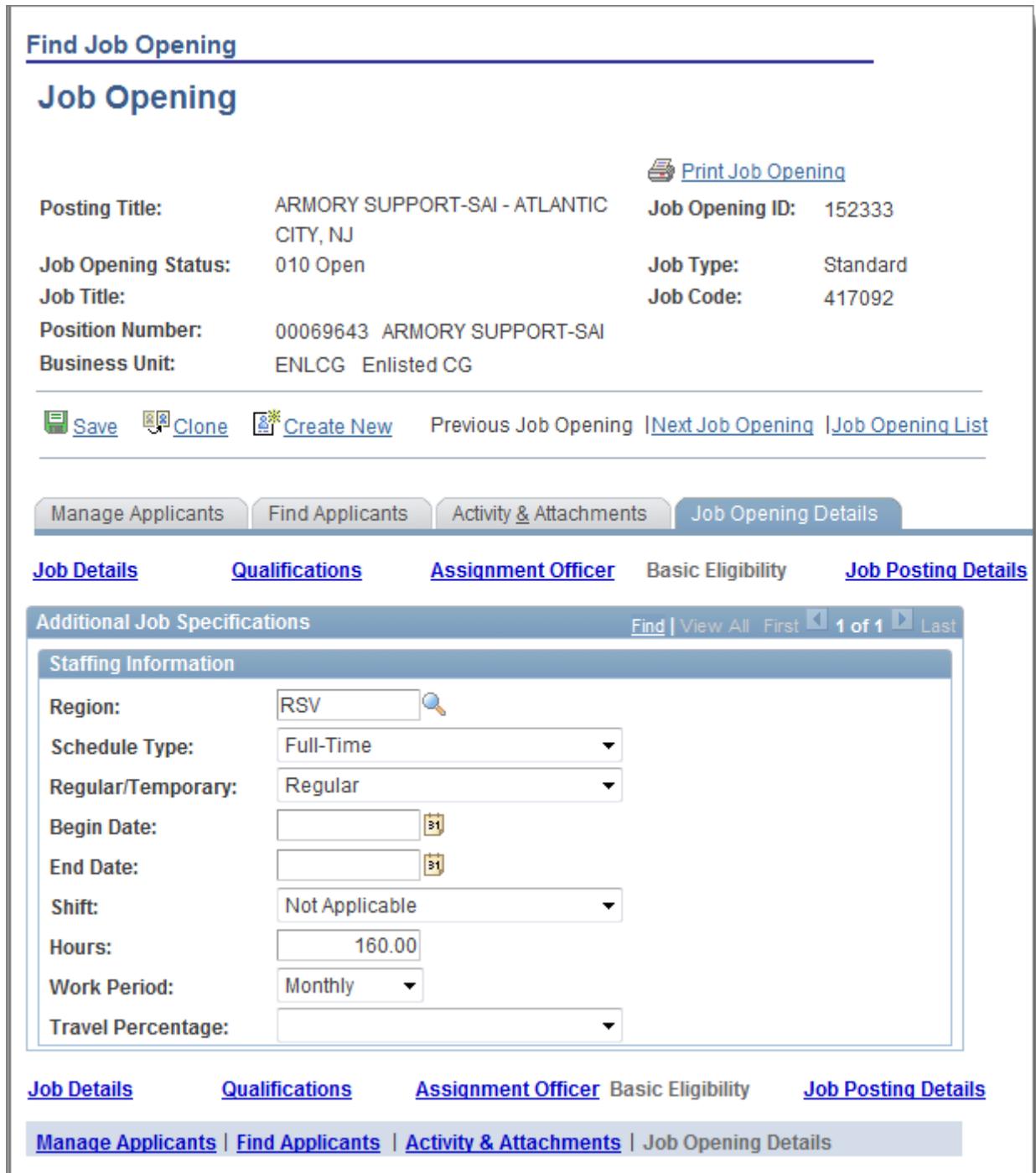
 [Save](#)
 [Clone](#)
 [Create New](#)

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

**Figure 102: Assignment Officer Section**

5. The **Basic Eligibility** section displays the eligibility requirements for the position.

 Do **NOT** update any fields on this page.



**Find Job Opening**

## Job Opening

[Print Job Opening](#)

Posting Title:	ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ	Job Opening ID:	152333
Job Opening Status:	010 Open	Job Type:	Standard
Job Title:		Job Code:	417092
Position Number:	00069643 ARMORY SUPPORT-SAI		
Business Unit:	ENLCG Enlisted CG		

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

[Manage Applicants](#) [Find Applicants](#) [Activity & Attachments](#) [Job Opening Details](#)

[Job Details](#) [Qualifications](#) [Assignment Officer](#) [Basic Eligibility](#) [Job Posting Details](#)

### Additional Job Specifications

Find | View All First 1 of 1 Last

**Staffing Information**

Region:	<input type="text" value="RSV"/>
Schedule Type:	<input type="text" value="Full-Time"/>
Regular/Temporary:	<input type="text" value="Regular"/>
Begin Date:	<input type="text"/>
End Date:	<input type="text"/>
Shift:	<input type="text" value="Not Applicable"/>
Hours:	<input type="text" value="160.00"/>
Work Period:	<input type="text" value="Monthly"/>
Travel Percentage:	<input type="text"/>

[Job Details](#) [Qualifications](#) [Assignment Officer](#) [Basic Eligibility](#) [Job Posting Details](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

**Figure 103: Basic Eligibility Section**

- The **Job Posting** section displays the details for the job posting for the position. Click on the link under **Postings** in the **Job Posting** section. This will open the actual job posting page. A primary posting title is required.

### Find Job Opening

---

## Job Opening

**Posting Title:** ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ

**Job Opening Status:** 010 Open

**Job Title:**

**Position Number:** 00069643 ARMORY SUPPORT-SAI

**Business Unit:** ENLCG Enlisted CG

[Print Job Opening](#)

**Job Opening ID:** 152333

**Job Type:** Standard

**Job Code:** 417092

---

[Save](#)
 [Clone](#)
 [Create New](#)

Previous Job Opening
[Next Job Opening](#)
[Job Opening List](#)

---

[Manage Applicants](#)

[Find Applicants](#)

[Activity & Attachments](#)

[Job Opening Details](#)

[Job Details](#)

[Qualifications](#)

[Assignment Officer](#)

[Basic Eligibility](#)

[Job Posting Details](#)

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Job Postings		
Postings	Primary Posting Title	
ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ	<input checked="" type="checkbox"/>	

[+ Add Job Postings](#)

[Job Details](#)

[Qualifications](#)

[Assignment Officer](#)

[Basic Eligibility](#)

[Job Posting Details](#)

[Manage Applicants](#)

[Find Applicants](#)

[Activity & Attachments](#)

[Job Opening Details](#)

---

[Save](#)
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 [Create New](#)

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**Figure 104: Job Posting Section**

- The **Job Description** information that is displayed on the **Posting Information** page is the actual information that the member will see on the job posting. This information is all defaulted and should not be changed as it will be overwritten by a batch process when any PAL or Non-person Profile updates are made that impact the job opening. If **Endorsement** changes were made in [Step 2](#) they must be updated here as well to be reflected to the member if the posting is open.

The **Job Posting Destination** can be edited. The CSL populates these values for all job openings it creates. The **Post Date** indicates the first day the job posting is available to be viewed by members. The **Remove Date** is the last day the posting is available to be viewed by members. To return to the job posting click on **Ok**.

- Click **Preview** to view the posting as a member would or click **Cancel** to return to the previous page without keeping changes.

**Job Opening**  
**Posting Information**

Job Postings

Posting Title: ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ

**Job Descriptions** Find First 1 of 1 Last

\*Visible: Internal Only

\*Description Type: Description

Description ID: Job Description

Description:

DEPARTMENT: 007640 - SFO ATLANTIC CITY  
 ATU/OPFAC: 05/37520  
 POSITION: 00069643 - ARMORY SUPPORT-SAI  
 PRIORITY: N/A  
 JOB: 417092 - Chief Gunner's Mate  
 CITY: ATLANTIC CITY  
 STATE: NJ  
 ENDORSEMENT: Not Required  
 AO: Reserve E7-E9 AO D5  
 INCUMBENT: Short,Phillip B.  
 ROTATION DATE: 09/30/2016  
 COMPETENCIES:  
 ACET/M-ACET Mechanical Technology.  
 CNTCRWRB-RB-S Contingency BCM

[+ Add Posting Descriptions](#)

**Job Posting Destinations** Customize Find First 1 of 1 Last

Destination	Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal		04/30/2013		

[+ Add Posting Destinations](#)

OK Cancel Preview

**Figure 105: Job Description and Destination**

8. On the Job Opening page click **Save** to save changes to the job posting information.

**Find Job Opening**

---

## Job Opening

 [Print Job Opening](#)

**Posting Title:** ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ      **Job Opening ID:** 152333

**Job Opening Status:** 010 Open      **Job Type:** Standard

**Job Title:**      **Job Code:** 417092

**Position Number:** 00069643 ARMORY SUPPORT-SAI

**Business Unit:** ENLCG Enlisted CG

---

 [Save](#)    [Clone](#)    [Create New](#)   [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

---

[Manage Applicants](#)   [Find Applicants](#)   [Activity & Attachments](#)   **[Job Opening Details](#)**

[Job Details](#)   [Qualifications](#)   [Assignment Officer](#)   [Basic Eligibility](#)   [Job Posting Details](#)

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Job Postings		
Postings	Primary Posting Title	
<a href="#">ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ</a>	<input checked="" type="checkbox"/>	

[+ Add Job Postings](#)

[Job Details](#)   [Qualifications](#)   [Assignment Officer](#)   [Basic Eligibility](#)   [Job Posting Details](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

---

 [Save](#)    [Clone](#)    [Create New](#)   [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

**Figure 106: Click Save**

### 6.6.3 Manually Close a Job Posting

The **Job Posting Destination** section is editable. The Remove Date is the last viewable date which is often left blank when Job Openings are created.

Job postings will be closed manually when the position is filled early in the AY season, or at any time the AO wishes to remove the posting from members' view.

1. To remove an individual **Job Posting** from eResume listings, update the **Remove Date**. Enter the last date the posting should be available to be viewed by members. Click **Ok** to return to the **Job Opening**.

**Job Opening**  
**Posting Information**

Job Postings

Posting Title: ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ

Job Descriptions

\*Visible: Internal Only  
\*Description Type: Description  
Description ID: Job Description

Description:

DEPARTMENT: 007640 - SFO ATLANTIC CITY  
ATU/OPFAC: 05/37520  
POSITION: 00069643 - ARMORY SUPPORT-SAI  
PRIORITY: N/A  
JOB: 417092 - Chief Gunner's Mate  
CITY: ATLANTIC CITY  
STATE: NJ  
ENDORSEMENT: Not Required  
AO: Reserve E7-E9 AO D5  
INCUMBENT: Short, Phillip B.  
ROTATION DATE: 09/30/2016  
COMPETENCIES:  
ACET/M-ACET Mechanical Technology.  
CNTCRWRB-RB-S Contingency BCM

Job Posting Destinations

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal		04/30/2013	05/22/2013	22

OK Cancel Preview

**Figure 107: Remove Job Posting**

- On the Job Opening page click **Save** to save changes to the job posting information.

**Find Job Opening**

---

## Job Opening

 [Print Job Opening](#)

<b>Posting Title:</b>	ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ	<b>Job Opening ID:</b>	152333
<b>Job Opening Status:</b>	010 Open	<b>Job Type:</b>	Standard
<b>Job Title:</b>		<b>Job Code:</b>	417092
<b>Position Number:</b>	00069643 ARMORY SUPPORT-SAI		
<b>Business Unit:</b>	ENLCG Enlisted CG		

---

 [Save](#)
 [Clone](#)
 [Create New](#)
[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

---

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | **[Job Opening Details](#)**

[Job Details](#) | [Qualifications](#) | [Assignment Officer](#) | [Basic Eligibility](#) | [Job Posting Details](#)

Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.

Job Postings		
Postings	Primary Posting Title	
<a href="#">ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ</a>	<input checked="" type="checkbox"/>	

[+ Add Job Postings](#)

[Job Details](#) | [Qualifications](#) | [Assignment Officer](#) | [Basic Eligibility](#) | [Job Posting Details](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

---

 [Save](#)
 [Clone](#)
 [Create New](#)
[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

**Figure 108: Click Save**

## 7 Assignment Reports

The table below lists all of the reports and the user access settings for the Assignments reports.

Report Name	User Access	Navigation
Extension Request	AO	Portal
Billet Vacancy	AO	Portal
Alpha List	AO	Portal
Command Screening Report	AO	Portal
Detail Queue Report	AO	Portal
AO Tag Report	AO	Portal
eResume Between Dates Report	AO	Portal
Position w/out AO CD/Priority	CAC Only	Portal
OPM Officer Summary	AO	Portal
SSS Panel Member List	AO	Portal
Jobcode Mismatch	AO	Portal
OIC Panel Report	AO	Portal
CG Member Info	AO	Portal
Board Candidate eResume Report	Board User/AO	Portal
No Realistic eResume	AO	Portal
No eResume Between DtsReport	AO	Portal
Collocated and Special Needs	AO	Schedule a Query
Incumbent Women Afloat	AO	Schedule a Query
Ordered in Women Afloat	AO	Schedule a Query
Positions with Multiple Incumbents	AO	Schedule a Query
Reserve Strip Chart Report	AO	Schedule a Query
Missing/Expired RSV Rotate Dt	AO	Schedule a Query
Job Openings w/o Recruit Type	AO	Enterprise Menu Navigation
Current JO Endorsement Report	AO	Enterprise Menu Navigation

**Table 28: Reports Table**

## 7.1 Schedule a Query Functionality

The following reports should be run using the Schedule a Query functionality based on the amount of data each report is compiling:

### 7.1.1 Collocated/Special Needs

This report displays list of members that have the special needs flag, and a list of members with collocated spouses.

### 7.1.2 Incumbent Women Afloat

This report displays a list of all women currently in an "afloat" location.

### 7.1.3 Ordered In Women Afloat

This report displays a list of all women ordered into an "afloat" location.

### 7.1.4 Positions with Multiple Incumbents

This report displays a list of positions with more than one incumbent and provides a list of unbudgeted positions and free agents.

### 7.1.5 Reserve Strip Chart

This report displays the Reserve Strip Chart.

### 7.1.6 Missing/Expired RSV Rotate Dt

This report displays a lists of Reservists with missing rotation dates, or rotation dates less than current date.

1. Click on **Schedule a Query** from the Enterprise Menu to schedule a report.



**Figure 109: Schedule a Query Link**

2. Click on **Add a New Value** and enter a **Run Control ID**. The **Run Control ID** must not contain any spaces.

**Schedule a Query**

Find an Existing Value | Add a New Value

Run Control ID: Colo\_Special\_Needs

Add

Find an Existing Value | Add a New Value

**Figure 110: Scheduling a Query**

3. Enter the **Query Name** in the **Description** field and click **Search**.

**Schedule Query**

Run Control ID: Colo\_Special\_Needs [Report Manager](#) [Process Monitor](#) Run

Query Name:  Search

Description: Colo

[Update Parameters](#)

Prompt Name	Value

[Update Tree Parameters](#)

Tree Prompts	
Field Name	Expression Text

Save Add Update/Display

**Figure 111: Query Name**

4. Click on the **Query** name from the search results.

**Scheduled Query Search Page**

\*Query Type:  Search

Query:

Query	Description	Access
<a href="#">CG_AO_MULTIPLE_TAG</a>	Members Tagged By AO	Public
<a href="#">CG_ASGN_ENDRSMNT</a>	Recent PSC JO endorsement	Public
<a href="#">CG_ASGN_EXTENSION_RQST</a>	Position Extension Requests	Public
<a href="#">CG_ASGN_JO_RCMNT_TYPE</a>	Job Openings w/o Recrmtnt Type	Public
<a href="#">CG_ASGN_MBR_NO_REALISTIC_ERES</a>	Shoptd Mbrs w/No Realistic eRes	Public
<a href="#">CG_ASGN_MBR_NO_RESM_BTWN_DATES</a>	Shopped Members w/No eResume	Public
<a href="#">CG_ASGN_MBR_RESM_BTWN_DATES</a>	Members Who Submitted eResume	Public
<a href="#">CG_ASGN_PSTN_WITH_NO_AOCD_PRTY</a>	Positions without AO CD/PrtY	Public
<b><a href="#">CG_COLO_AND_SPECIAL_NEEDS</a></b>	Colocation and Special Needs	Public
<a href="#">CG_GP_ABSENCE_REQUEST</a>	Listing of Absence Requests	Public
<a href="#">CG_JOBCODE_DESCREPCENCIES</a>	Jobcode discrepencies	Public
<a href="#">CG_MULTIPLE_POSITIONS</a>	Multiple Positions Query	Public

Return

**Figure 112: Query Name**

5. Enter any required parameters. Click **OK**.

**CG\_COLO\_AND\_SPECIAL\_NEEDS**

Member Reg Region:

Member Sal Plan:

Member Sal Admin Plan (opt):

Member Business Unit:

Member Business Unit (opt):

OK Cancel

**Figure 113: Required Parameters**

6. Click **Run**.

**Schedule Query**

Run Control ID: Colo\_Special\_Needs [Report Manager](#) [Process Monitor](#) **Run**

Query Name:  Search

\*Description:

Update Parameters

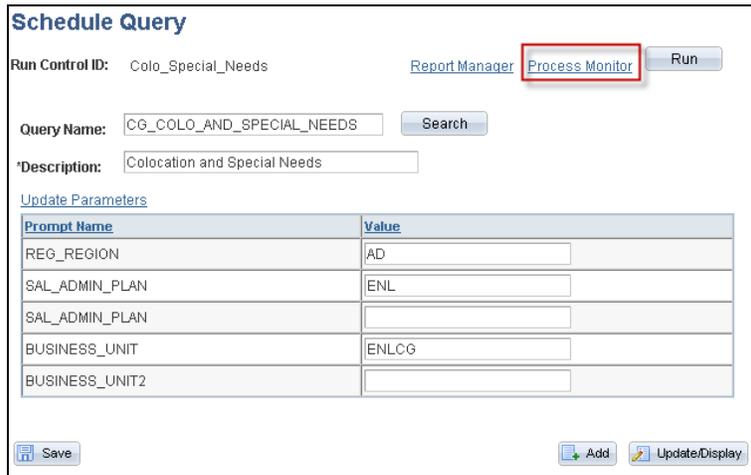
Prompt Name	Value
REG_REGION	<input type="text" value="AD"/>
SAL_ADMIN_PLAN	<input type="text" value="ENL"/>
SAL_ADMIN_PLAN	<input type="text"/>
BUSINESS_UNIT	<input type="text" value="ENLCG"/>
BUSINESS_UNIT2	<input type="text"/>

Save Add Update/Display

**Figure 114: Run Report**

7. Select **PSUNX** as the default server and click **Ok**.
8. The report has been scheduled.
9. Click on the Process Monitor to view the status.
10. Validate that the report has run successfully. The **Run Status** may show as Initiated, Queued or Processed. The report is completed when the status shows Success. To refresh the **Run Status** of the report click **Refresh**.

 Some reports may take a few minutes to complete



**Schedule Query**

Run Control ID: Colo\_Special\_Needs      [Report Manager](#)    **Process Monitor**    Run

Query Name: CG\_COLO\_AND\_SPECIAL\_NEEDS    Search

Description: Colocation and Special Needs

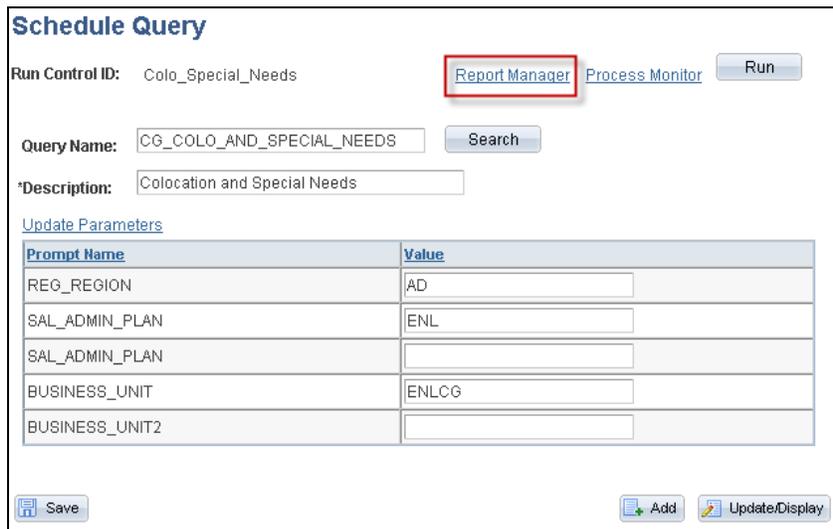
Update Parameters

Prompt Name	Value
REG_REGION	AD
SAL_ADMIN_PLAN	ENL
SAL_ADMIN_PLAN	
BUSINESS_UNIT	ENLCG
BUSINESS_UNIT2	

Save    Add    Update/Display

**Figure 115: Process Monitor**

11. Once the run status is **Success**, click **Go Back to Schedule a Query** link on the bottom left.
12. Click on the **Report Manager** link to view the output file.



**Schedule Query**

Run Control ID: Colo\_Special\_Needs      **Report Manager**    Process Monitor    Run

Query Name: CG\_COLO\_AND\_SPECIAL\_NEEDS    Search

Description: Colocation and Special Needs

Update Parameters

Prompt Name	Value
REG_REGION	AD
SAL_ADMIN_PLAN	ENL
SAL_ADMIN_PLAN	
BUSINESS_UNIT	ENLCG
BUSINESS_UNIT2	

Save    Add    Update/Display

**Figure 116: Report Manager**

## 7.2 Assignments Reports via the Pagelet

The Assignments Report pagelet has links for all the Assignment reports that are used frequently by the AOs. Reports can be run by clicking on the report name in the pagelet:



**Figure 117: Assignments Portal Pagelet**

### 7.2.1 Extension Report

This report displays list of members with an assignment extension request.

1. Click on **Extension Request** from the Assignments portal pagelet.
2. Enter the **Rotation Date Less Than** and the **ADC Date Greater Than**.

The screenshot shows a form titled "CG\_ASGN\_EXTENSION\_RQST - Position Extension Requests". It has two input fields: "Rotation Date Less Than:" with the value "04/01/2014" and "ADC Date Greater Than:" with the value "04/01/2013". Below these fields is a "View Results" button. At the bottom of the form is a table with 17 columns: Current AO, EmplID, Rcd#, Empl Class, Rank, Name, Rotation, Exp AD Term, Exp Loss, Grade, Current Posn, Current Posn Title, ADC Date, Applied AO, Applied Posn, Applied Posn Title, and Mbr Pick.

**Figure 118: Extension Report Parameters**

3. Click **View Results**.
4. The report results are displayed. This report can be downloaded to Excel Spreadsheet, CSV Text File or an SML File by selecting on the associated links.

## 7.2.2 Billet Vacancy Report

1. Click **Billet Vacancy** from the Assignments portal pagelet.

To navigate to the report using the Direct Access menu follow the path below:

Direct Access Content > Develop Workforce > Plan Successions (GBL) > Reports

2. Click on **Add a New Value**, enter the value and click **Add**.



To look at the **Run Status** of a report, click **Find an Existing Value** and select the value that was used to run the report and click **Process Monitor**.

Billet Vacancy Report

Add a New Value

Run Control ID: ABC

Add

[Find an Existing Value](#)

**Figure 119: Add a New Value**

3. Select an **AO Code**. Click Run.

CG Assign Run Br...

Run Control ID: abc

Report Manager Process Monitor Run

Select AO Codes

IS IS

Close Return to Search

**Figure 120: Run Report**

4. Select **PSUNX** for the server and select the report parameters. Click **Ok**.

Process Scheduler Request

User ID: 1115925 Run Control ID: ABC

Server Name: PSUNX Run Date: 04/23/2013

Recurrence: Run Time: 17:28:19

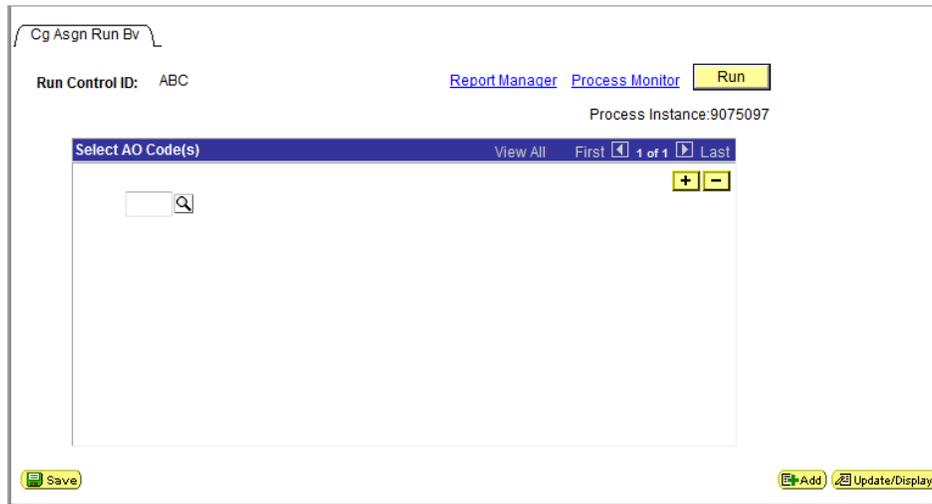
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Billet Vacancy Report	CGASGNBV	SQR Report	Web	PDF

OK Cancel

**Figure 121: PSUNX Server**

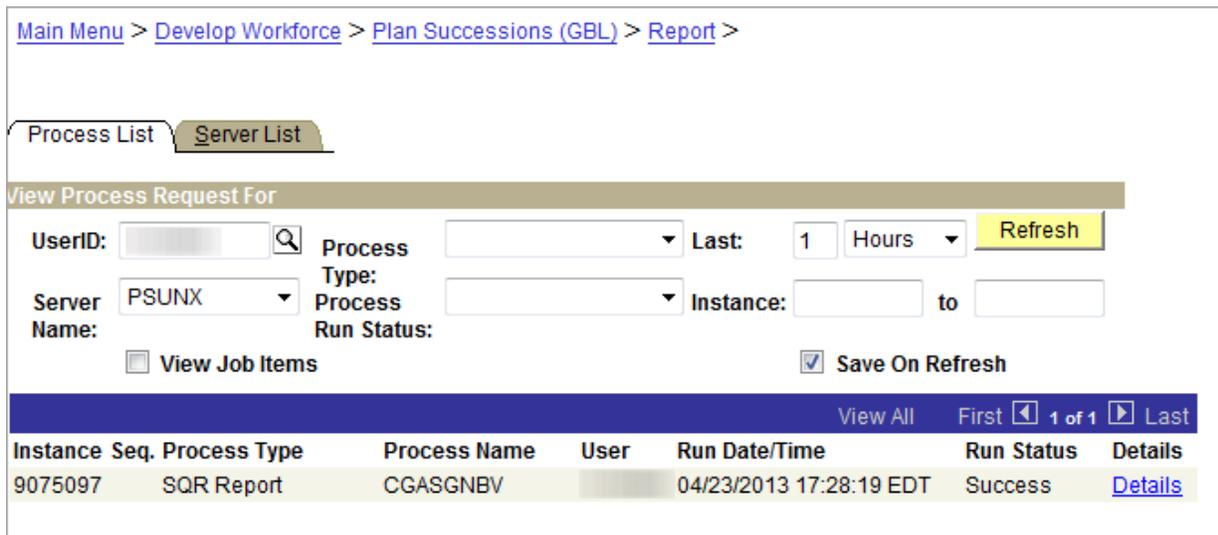
- Click **Process Monitor**. The **Process Instance** is the number used to track the report in **Process Monitor** if the report takes too long to run.



**Figure 122: Process Monitor**

- Validate that the report has run successfully. The **Run Status** may show as Initiated, Queued or Processed. The report is completed when the status shows Success. To refresh the **Run Status** of the report click **Refresh**. Click **Details** to view the report.

 To view the status of a report at a later time, return to the **Process Monitor** and match the **Instance Seq** to the **Process Instance** of the associated report to verify the status of.



**Figure 123: Validate Run Status**

7. Click **View Log/Trace** to view the report.

**Process Detail**

**Process**

Instance: 9075097      Type: SQR Report  
 Name: CGASGNBV      Description: Billet Vacancy Report

**Run**      **Update Process**

Run Control ID: ABC       Hold Request  
 Location: Server       Queue Request  
 Server: PSUNX       Cancel Request  
 Recurrence:       Delete Request  
                           Restart Request

**Date/Time**      **Actions**

Request Created On: 04/23/2013 17:29:39 EDT      [Parameters](#)      Transfer  
 Run Anytime After: 04/23/2013 17:28:19 EDT      [Message Log](#)  
 Began Process At: 04/23/2013 17:29:43 EDT      Batch Timings  
 Ended Process At: 04/23/2013 17:29:57 EDT      [View Log/Trace](#)

**Figure 124: View Log/Trace**

8. The report log opens in a new browser.

**Report/Log Viewer**

Instance: 9075098      Type: SQR Report  
 Name: CGASGNBV      Run Cntl ID: abc  
 Status: Success      Submitted By: 1115925  
 Server: PSUNX      Recurrence:

**Billet Vacancy Report**

Name	File Size	File Creation Date
<a href="#">Message Log</a>	1316 bytes	2013-04-23 17:54:56
<a href="#">Trace File</a>	22 bytes	2013-04-23 17:54:32
<a href="#">cgasgnbv_9075098.PDF</a>	1920 bytes	2013-04-23 17:54:56

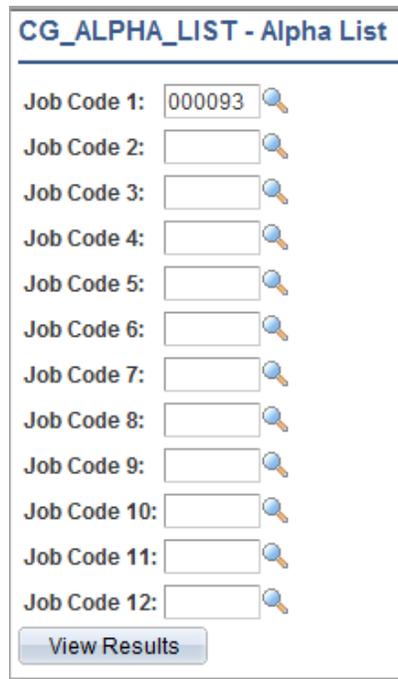
**Figure 125: PDF Link**

9. Click on the **PDF** link to retrieve the report.

### 7.2.3 Alpha List

This report displays a list of members with their associated job code/position. It also provides a list of vacant positions.

1. Click on **Alpha List** from the Assignments portal pagelet to run the report.
2. Enter the **Job Code** using the lookup field . You must enter at least one Job code value.
3. Click **View Results**.



CG\_ALPHA\_LIST - Alpha List

Job Code 1:  

Job Code 2:  

Job Code 3:  

Job Code 4:  

Job Code 5:  

Job Code 6:  

Job Code 7:  

Job Code 8:  

Job Code 9:  

Job Code 10:  

Job Code 11:  

Job Code 12:  

**Figure 126: Enter a Job Code**

4. The report results are displayed. This report can be downloaded to Excel Spreadsheet, CSV Text File or an SML File by selecting on the associated links.

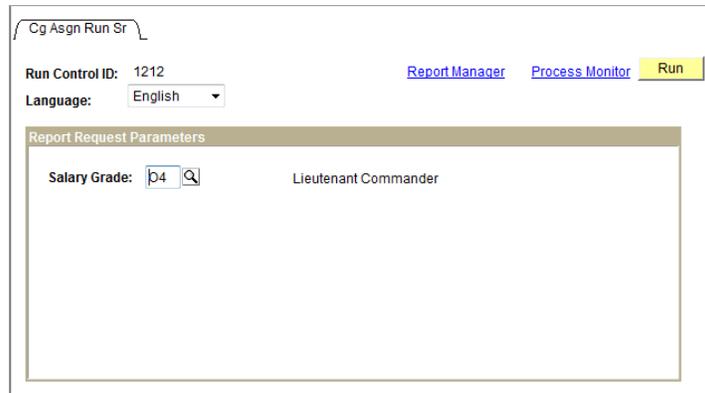
## 7.2.4 Command Screening Report

1. Click on **Command Screening** from the Assignments portal pagelet to run the report.

To navigate to the report using the Direct Access menu follow the path below:

Direct Access Content > Develop Workforce > Plan Successions (GBL) > Reports

2. Refer to section 7.1 for Run Control ID. Select the **Salary Grade** and click **Run**.



The screenshot shows a web interface for configuring a report. At the top, there is a breadcrumb trail 'Cg Asgn Run Sr'. Below this, the 'Run Control ID' is set to '1212'. To the right of the ID are three links: 'Report Manager', 'Process Monitor', and a highlighted 'Run' button. Below the ID is a 'Language' dropdown menu set to 'English'. A section titled 'Report Request Parameters' contains a 'Salary Grade' field with the value 'p4' and a magnifying glass icon. To the right of this field, the text 'Lieutenant Commander' is displayed.

**Figure 127: Command Screening Salary Grade**

3. Select **PSUNX** for the server and select the report parameters. Click **OK**.
4. Click on the **Process Monitor** Link.
5. Validate that the report has run successfully. The **Run Status** may show as Initiated, Queued or Processed. The report is completed when the status shows Success. To refresh the **Run Status** of the report click **Refresh**.
6. Click **Details** to view the report.
7. View the details of the report from the report log and open the report.

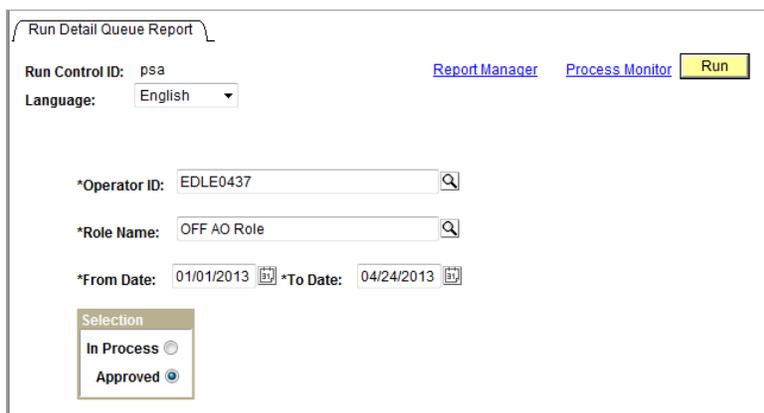
### 7.2.5 Detail Queue Report

1. Click **Detail Queue** from the Assignments portal pagelet to run the report.

To navigate to the report using the Direct Access menu follow the path below:

Direct Access Content > Develop Workforce > Plan Successions (GBL) > Reports

2. Enter the **Run Control ID** (Section 7.2).
3. Enter the report parameters and click **Run**.



The screenshot shows a web form titled "Run Detail Queue Report". At the top, there are three links: "Report Manager", "Process Monitor", and a yellow "Run" button. Below these, the "Run Control ID" is set to "psa" and the "Language" is set to "English". There are three search fields: "\*Operator ID:" with the value "EDLE0437", "\*Role Name:" with the value "OFF AO Role", and "\*From Date:" with the value "01/01/2013" and "\*To Date:" with the value "04/24/2013". At the bottom, there is a "Selection" section with two radio buttons: "In Process" (unselected) and "Approved" (selected).

**Figure 128: Run Report**

4. Select **PSUNX** for the server and select the report parameters. Click **OK**.
5. Click on the **Process Monitor** link.
6. Validate that the report has run successfully. The **Run Status** may show as Initiated, Queued or Processed. The report is completed when the status shows Success. To refresh the **Run Status** of the report click **Refresh**.
7. Click **Details** to view the report.
8. View the details of the report from the report log and open the report.

## 7.2.6 AO Tag Report

This report displays a list of all Members tagged by an AO.

1. Click on the AO Tag Report link from the Assignments portal pagelet.
2. Enter the report parameters.
3. Click **View Results**.



The screenshot shows a web form titled "CG\_AO\_MULTIPLE\_TAG - Members Tagged By AO". It includes an "AO Code:" input field with a search icon. Below it is a "View Results" button. At the bottom, there is a table header with the following columns: EmplID, Name, Grade, DeptID, Mbr SL Status, Rotation Dt, and Total AO Tags.

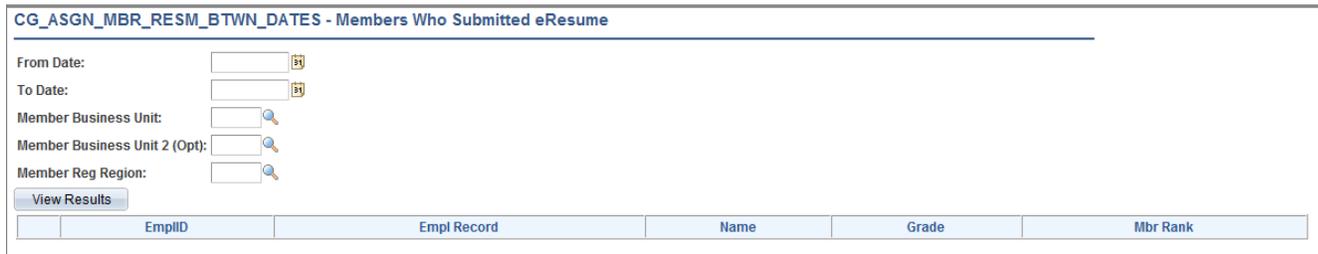
**Figure 129: AO Tag Report Parameters**

4. The report results are displayed. This report can be downloaded to Excel Spreadsheet, CSV Text File or an SML File by selecting on the associated links.

## 7.2.7 eResume Between Dates Report

This report displays a list of members who have submitted eResumes between the dates selected for the parameters.

1. Click on the **eResume Between Dates Report** from the Assignments portal pagelet.
2. Enter the report parameters.
3. Click **View Results**.



The screenshot shows a web form titled "CG\_ASGN\_MBR\_RESM\_BTWN\_DATES - Members Who Submitted eResume". It includes several input fields: "From Date:" and "To Date:" (both with calendar icons), "Member Business Unit:" (with a search icon), "Member Business Unit 2 (Opt):" (with a search icon), and "Member Reg Region:" (with a search icon). Below these fields is a "View Results" button. At the bottom, there is a table header with the following columns: EmplID, Empl Record, Name, Grade, and Mbr Rank.

**Figure 130: Parameters for eResume Between Dates Report**

4. The report results are displayed. This report can be downloaded to Excel Spreadsheet, CSV Text File or an SML File by selecting on the associated links.

## 7.2.8 OPM Officer Summary

1. Click on the **OPM Officer Summary** link to run the report.

To navigate to the report using the Direct Access menu follow the path below:

Direct Access Content > Develop Workforce > Plan Successions (GBL) > Reports

2. Enter a run control ID.
3. Enter the **EmplID**, **Board** or leave all fields blank.
4. Click **Run**.

The screenshot shows the 'OPM Officer Summary' report parameters form. At the top, there is a 'Run Control ID' field with the value '000005'. To the right are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this, there is a section for 'Enter an Emplid, enter Board or leave blank for all Officers:' with a yellow 'Flush' button. To the right of this is a 'Enter Board Information' section with three input fields for 'Brd Type Cd:', 'AD/Res Ind:', and 'Sequence:', each with a search icon, and a yellow 'Execute' button. Below these sections is a 'Scroll Area' with a search icon and the name 'Gangel, Jason M'. At the top right of the scroll area are navigation controls: 'View All', 'First', '1 of 1', and 'Last'. At the bottom right of the scroll area are '+' and '-' buttons.

**Figure 131: OPM Officer Summary Parameters**

5. The report will generate in a new window as a PDF.

## 7.2.9 SSS Panel Member List Report

1. Click on **SSS Panel Member List** from the Assignments portal pagelet.

To navigate to the report using the Direct Access menu follow the path below:

Direct Access Content > Develop Workforce > Plan Successions (GBL) > Reports

2. Enter a run control ID.
3. Click Run.
4. Select **PSUNX** for the server and select the report parameters. Click **OK**.

**Process Scheduler Request**

User ID: 1141256      Run Control ID: %tas

Server Name:       Run Date: 05/21/2013

Recurrence:       Run Time: 14:52:04

Time Zone:      

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	OPM SSS Panel Member List	CGASGNP	SQR Report	Web	PDF

**Figure 132: Server Name**

5. Click on the **Process Monitor** Link.
6. Validate that the report has run successfully. The **Run Status** may show as Initiated, Queued or Processed. The report is completed when the status shows Success. To refresh the **Run Status** of the report click **Refresh**.
7. View the details of the report.

### 7.2.10 Job code Mismatch

This report displays a list of members that have a **Jobcode** that differs from their **Position Jobcode** or grade that differs from their grade **Jobcode**. It also displays a list of **Free Agents**.

1. Click on **Jobcode Mismatch** from the Assignments portal pagelet.
2. The report will open in a new window. Enter up to 12 job codes.
3. Click **View Results**.

CG\_JOBCODE\_DESCRENCIES - Jobcode discrepancies

Job Code 1:

Job Code 2:

Job Code 3:

Job Code 4:

Job Code 5:

Job Code 6:

Job Code 7:

Job Code 8:

Job Code 9:

Job Code 10:

Job Code 11:

Job Code 12:

AO Code	Mbr Job Code	Mbr Rank	Mbr Grade	Posn Job Code	Posn Rank	Posn Grade	Name	Emplid	Empl Record	Mbr Posn	Posn Descr	Rotation Dt	Dept Entry Dt	Mbr Dept ID	Dept Descr	Mbr ATU	Mbr OFFAC
---------	--------------	----------	-----------	---------------	-----------	------------	------	--------	-------------	----------	------------	-------------	---------------	-------------	------------	---------	-----------

**Figure 133: Jobcode Mismatch Parameters**

4. The report results are displayed. This report can be downloaded to Excel Spreadsheet, CSV Text File or an SML File by selecting on the associated links.

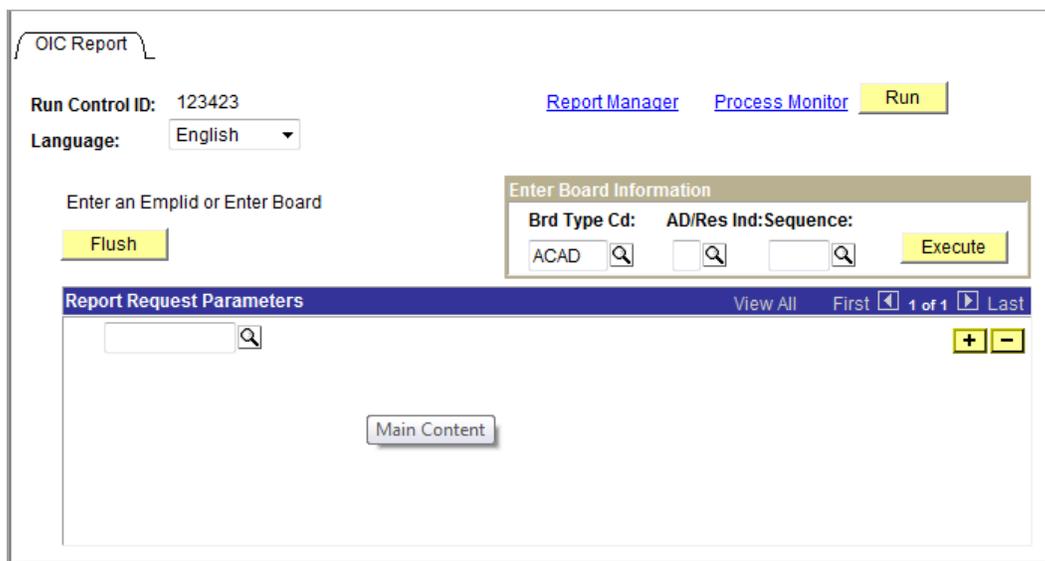
### 7.2.11 OIC Panel Report

1. Click on the **OIC Panel** link from the Assignments portal pagelet to run the report.

To navigate to the report using the Direct Access menu follow the path below:

Direct Access Content > Develop Workforce > Plan Successions (GBL) > Reports

2. Enter the Run Control ID.
3. Enter an **EmplID** or **Board** parameter. Click **Run**.



The screenshot shows the 'OIC Report' interface. At the top, there is a 'Run Control ID' field with the value '123423' and a 'Language' dropdown menu set to 'English'. To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a section for 'Enter an Emplid or Enter Board' with a 'Flush' button. To the right is a sub-section titled 'Enter Board Information' with fields for 'Brd Type Cd' (containing 'ACAD'), 'AD/Res Ind', and 'Sequence', each with a search icon, and an 'Execute' button. Below these is a 'Report Request Parameters' section with a search icon and a 'Main Content' button. At the bottom right of this section are '+', '-', and '1 of 1' navigation controls.

**Figure 134: OIC Panel Report Parameter**

4. Select **PSUNX** for the server and select the report parameters. Click **OK**.
5. Click on the **Process Monitor** Link.
6. Validate that the report has run successfully. The **Run Status** may show as Initiated, Queued or Processed. The report is completed when the status shows Success. To refresh the **Run Status** of the report click **Refresh**.
7. View the details of the report.

### 7.2.12 CG Member Info

1. Click on **CG Member Info** from the Assignments portal pagelet to run the report.
2. Enter the **EmplID** of the member, the name will automatically generate and click **Create Report**.

**Figure 135: CG Member Info EmplID**

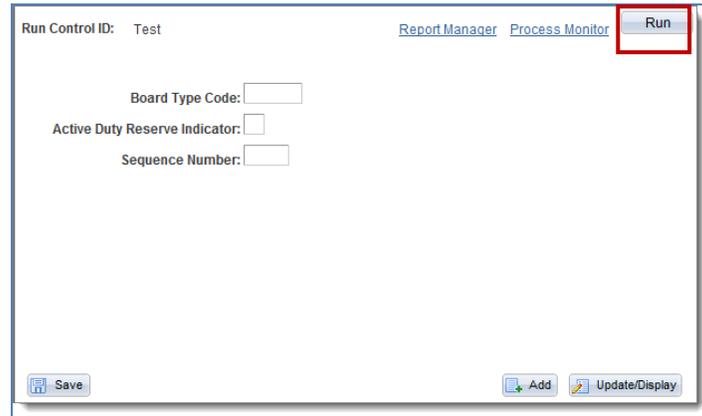
3. The report will generate as a PDF in a new window which can also be saved.

COAST GUARD MEMBER INFORMATION			
<b>Identification</b>			
Name:	[REDACTED]	Employee ID:	1060493 / 0
<b>Addresses</b>			
Home Address:	[REDACTED]	Effective As Of:	09/12/2007
Mailing Address:	[REDACTED]	Effective As Of:	09/12/2007
<b>Phone Numbers</b>			
Business Phone:	[REDACTED]		
Home Phone:	[REDACTED]		
<b>Email Addresses</b>			
Business Email:	invalid@bogusemail.com		
Home Email:	invalid@bogusemail.com		
<b>Employee Information</b>			
Birth Location:		Date of Birth:	[REDACTED]
Country:	USA	Sex:	M
Marital Status:	Married		
COLO Flag:	N		
<b>Ethnicity</b>			

**Figure 136: CG Member Info Report**

### 7.2.13 Board Candidate eResume Report

1. Click on the Board Candidate eResume report link from the Assignments portal pagelet.
2. Add a new Run Control ID.
3. Enter report parameters and click **Run**.



Run Control ID: Test [Report Manager](#) [Process Monitor](#) **Run**

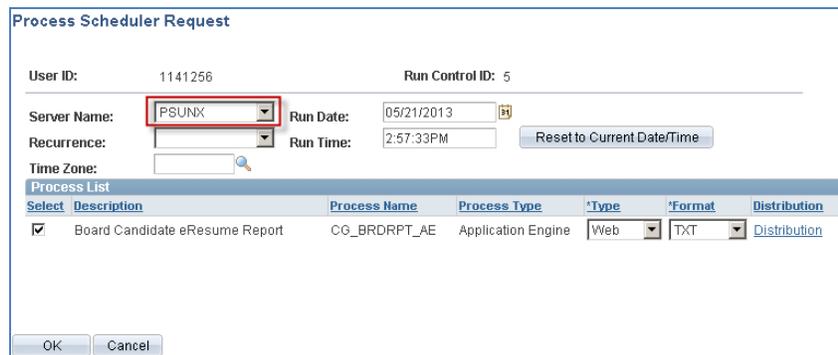
Board Type Code:

Active Duty Reserve Indicator:

Sequence Number:

**Figure 137: Board Candidate eResume Report Parameters**

4. Select **PSUNX** for the server and select the report parameters. Click **OK**.



Process Scheduler Request

User ID: 1141256 Run Control ID: 5

Server Name: **PSUNX** Run Date: 05/21/2013

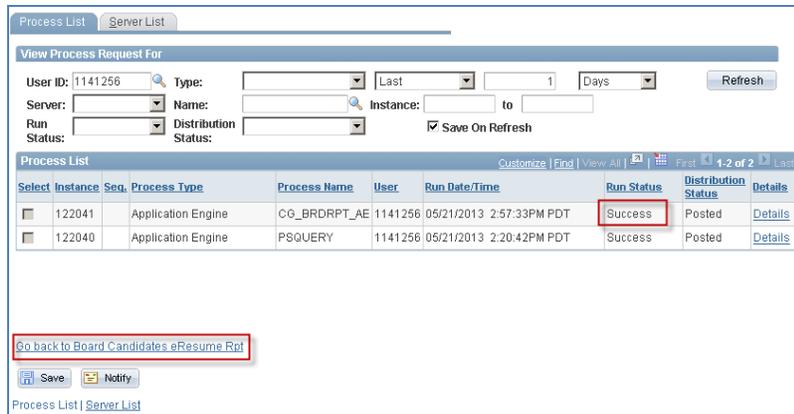
Recurrence:  Run Time: 2:57:33PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Board Candidate eResume Report	CG_BRDRPT_AE	Application Engine	Web	TXT	Distribution

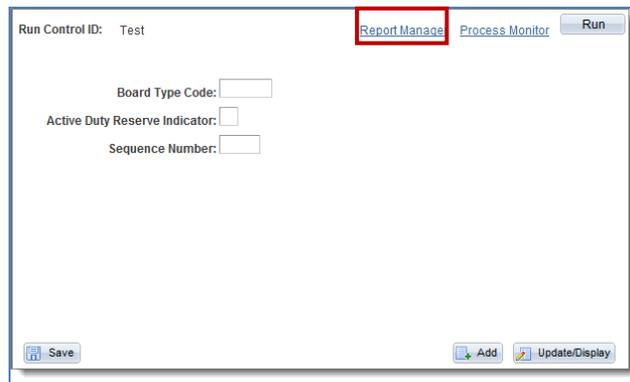
**Figure 138: Server Name**

5. Click on the **Process Monitor** link.
6. Validate that the report has run successfully. The **Run Status** may show as Initiated, Queued or Processed. The report is completed when the status shows Success. To refresh the **Run Status** of the report click **Refresh**. Click **Go back to Board Candidates eResume Rpt** link.



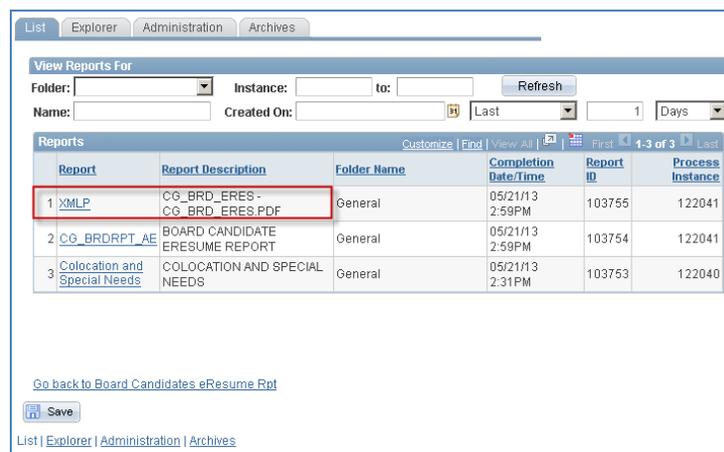
**Figure 139: Run Status Validation**

7. Click the **Report Manager** link.



**Figure 140: Report Manager**

8. Click the **XMLP** link to view the report results.



**Figure 141: Report Link**

9. Click the **CG\_BRD\_ERES.pdf** file to view the results.

### 7.2.14 No Realistic eResume

This report displays a list of members who have not submitted a realistic eResume.

1. Click on the **No Realistic eResume** report link from the Assignments portal pagelet.
2. Enter the report parameters.
3. Click **View Results**.

CG\_ASGN\_MBR\_NO\_REALISTIC\_ERES - Shopd Mbrs w/No Realistic eRes

Position Business Unit:

Position Reg Region:

EmplID	Empl Rcd	Name	Mbr Rank	Dept ID	Department	AO Code
--------	----------	------	----------	---------	------------	---------

**Figure 142: No Realistic eResume Parameters**

### 7.2.15 No eResume Between DtsReport

Displays list of members who have not submitted an eResume between dates.

1. Click on the **No eResume Between DtsReport** link from the Assignments portal pagelet.
2. Enter the report parameters.
3. Click View Results.

CG\_ASGN\_MBR\_NO\_RESM\_BTWN\_DATES - Shopped Members w/No eResume

AO Code:

From Date:

To Date:

EmplID	Empl Record	Name	Phone	Email	Grade
--------	-------------	------	-------	-------	-------

**Figure 143: No eResume Between DtsReport Parameters**

### 7.2.16 Positions w/out AO CD/Priority

Displays list of all Positions that have a missing AO Code or Priority.

1. Click on the **Positions w/out AO CD/Priority** link from the Assignments portal pagelet.
2. Enter the report parameters.
3. Click View Results.

CG\_ASGN\_PSTN\_WITH\_NO\_AOCD\_PRTY - Positions without AO CD/Prty

Position Business Unit:

Position Reg Region:

View Results

Business Unit	Reg Region	Position Number	Eff Date	Position Title	Job Code	Rank	Grade	Dept ID	Dept Name	Location	City	State	AO Code	Priority
---------------	------------	-----------------	----------	----------------	----------	------	-------	---------	-----------	----------	------	-------	---------	----------

**Figure 144: Report Parameters**

### 7.3 Assignments Reports via the Enterprise Menu

The following reports will be run non-frequently and can be accessed via the Enterprise Menu:

- Job Opening w/o Recruit Type
- Current JO Endorsement Report

#### 7.3.1 Job Opening w/o Recruit Type Report

This report displays the Job Openings without a Recruitment Type

1. Navigate to the Assignments Reports Folder by clicking on Recruiting > Assignments > Reports
2. Click on **Job Openings w/o Recruit Type** report link
3. Report will open in the same window

CG\_ASGN\_JO\_RCMNT\_TYPE- Job Openings w/o Recrtmnt Type

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First  Last

	Business Unit	Job Opening	Job Code	Position Number	Dept ID	Posting Title	Updated
1							
2							
3							
4							
5							
6							
7							

**Figure 145: Report Results**

4. The report results are displayed. This report can be downloaded to Excel Spreadsheet, CSV Text File or an SML File by selecting on the associated links.

### 7.3.2 Current JO Endorsement Report

This report displays the Endorsement attribute on the current JO for a position.

1. Navigate to the Assignments Reports Folder by clicking on Recruiting > Assignments > Reports
2. Click on **Current JO Endorsement** report link
3. Enter the report parameters
4. Click **View Results**.

**CG\_ASGN\_ENDRSMNT - Recent PSC JO endorsement**

Business Unit:  

Reg Region:  

Business Unit	Reg Region	Job Opening	Status	Endorsement	Long Name	Position	Status	Position Title	Eff Date	Job Code	Rank	Grade	Dept ID	Dept Name	Location	City	State
---------------	------------	-------------	--------	-------------	-----------	----------	--------	----------------	----------	----------	------	-------	---------	-----------	----------	------	-------

**Figure 146: Report Parameters**

## 8 Reserve Assignment Request

The Reserve Assignment Request is a transaction performed by Inter Service Transfer Team (ISTT) and the Assignment Officer (AO). The ISTT member (Submitter) sends a request to the AO (Approver) to ultimately place a Reserve Member in a Position. This transaction replaces the Assignment RAAW functionality.

### 8.1 ISTT Reserve Assignment Request Actions

The ISTT member submits the initial Reserve Assignment Request and receives a Push Back or Deny from the RPM AO approver after the request is reviewed. If a Push Back is received the submitter will confirm if the member accepts the proposed position. If the member accepts and meets the appropriate CG requirements the request is then resubmitted to the RPM AO for final approval with the execution date for orders. If the member declines or does not meet the CG requirements the request is Withdrawn.

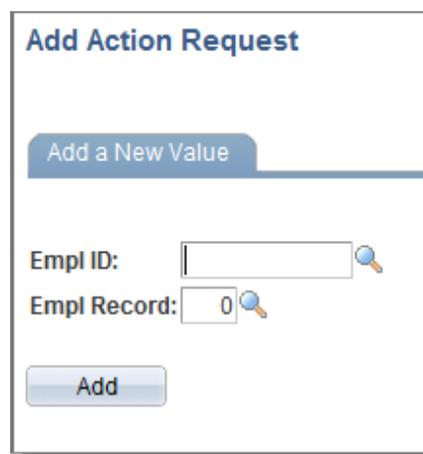
#### 8.1.1 Submitting Initial Request

The ISTT member provides information for the Reserve Assignment Request to allow the RPM AO to identify a position to propose to the member.

1. Navigate to **Proxy – Reserve ASGN Request** using the path below:

Main> Human Resources> Request> Proxy – Reserve ASGN Request

2. Enter the **EmplID** of the member you are entering a request for.



The screenshot shows a web form titled "Add Action Request". At the top, there is a blue button labeled "Add a New Value". Below this, there are two input fields. The first is labeled "Empl ID:" and has a search icon to its right. The second is labeled "Empl Record:" and has a search icon to its right, with the value "0" entered in the field. At the bottom of the form is a blue button labeled "Add".

**Figure 147: Reserve Assignment Request Add Action Request**

3. For the **Empl Record** click on the  and select the Military row.
4. Click **Add**.

- The name on the top of the page can be hovered over for additional information such as their grade, rate, and department in a pop-up.

**Action Request**  
**Submit Reserve Assignment Request**

1. For the District Type the value is the 2 digit code.  
2. The Execution Date is the date the orders will execute and is entered by ISTT.  
3. The Position Number is the offered position to the member provided by the RPM AO.  
4. In the Comments section, enter any additional comments and Terminal Leave information.  
5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
6. Click Submit.

**Request Details**

Desired Location:	Florida	Execution Date:	
New Rate:	IS	RELAD Date:	05/31/2013
District Number:	07	Future ZipCode:	78945
Outside RCD:	NO	Position Nbr (RPM):	

Get Details

**Request Information**

Department ID:  
Department Name:

**Request Approvers**

Approver: DAME6713

Comment: Would like position to be close to future zipcode.

Submit Resubmit Withdraw

**Figure 148: Submit Reserve Assignment Request**

- Enter the **Desired Location** in which the member desires a position. This is a free text required field.
- Enter the **New Rate** if the member is asking for a rate change. This is a free text field.
- Enter the two digit **District Number**. This is a free text required field.
- Select the either **YES** or **NO** from the **Outside RCD** pull down menu to indicate if the member is willing to accept a position outside reasonable commuting distance. This is a required field.
- Enter the **RELAD Date** of the member if it is applicable and known. This field is optional.
- Enter the **Future ZipCode** of where the member will be located. This is a free text required field.
- The **Get Details** button when clicked on will do nothing at this time.



Once RPM enters a position it will populate the department ID and name associated with the position.

13. Click on the  to lookup the **Approver** or if the approver ID is known it may be typed in directly.

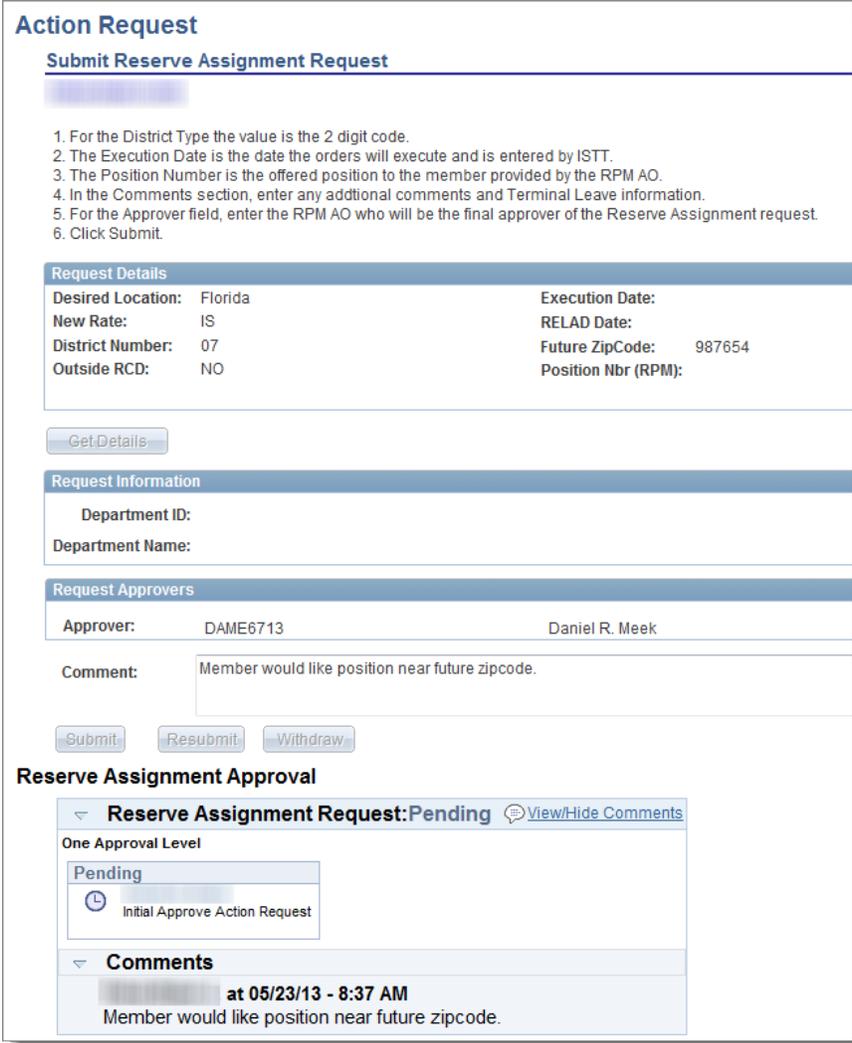


This should be the Operator ID of the RPM AO the request is being sent to.

14. Enter **Comments** with any additional data related to the transaction that might be useful to the AO or the ISTT member throughout the request process.

15. Click **Submit**. Once the Reserve Assignment Request is submitted the AO will receive an email notification indicating the request was made.

16. The page will update with a **Pending** request status.



**Action Request**  
**Submit Reserve Assignment Request**

1. For the District Type the value is the 2 digit code.  
2. The Execution Date is the date the orders will execute and is entered by ISTT.  
3. The Position Number is the offered position to the member provided by the RPM AO.  
4. In the Comments section, enter any additional comments and Terminal Leave information.  
5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
6. Click Submit.

Request Details			
Desired Location:	Florida	Execution Date:	
New Rate:	IS	RELAD Date:	
District Number:	07	Future ZipCode:	987654
Outside RCD:	NO	Position Nbr (RPM):	

[Get Details](#)

**Request Information**

Department ID:  
Department Name:

**Request Approvers**

Approver: DAME6713 Daniel R. Meek

Comment: Member would like position near future zipcode.

[Submit](#) [Resubmit](#) [Withdraw](#)

**Reserve Assignment Approval**

Reserve Assignment Request: Pending [View/Hide Comments](#)

One Approval Level

Pending

 Initial Approve Action Request

**Comments**

at 05/23/13 - 8:37 AM  
Member would like position near future zipcode.

**Figure 149: Action Request Submitted**

The table below lists the fields on the Action Request page with a description.

Field Name	Description
<b>Request Details</b>	Request information entered by the submitter (ISTT member) or approver (RPM AO)
Desired Location	This is the location that the member would like the position at.
New Rate	This is the new rate requested by the member.
District Number	This is the 2 digit district number where the member would like a position.
Outside RCD	This indicates if the member would accept a position that is outside of reasonable commuting distance (RCD).
Execution Date	This is the execution date of the orders that is entered by ISTT.
RELAD Date	This is the Release from Active Duty date of the member.
Future ZipCode	This is the zip code of where the member will be located after being released from Active Duty.
Position Nbr (RPM)	This is the position number offered to the member that is entered by the AO.
<b>Request Information</b>	Request information that is populated with the Get Details button if a position number has been entered.
Department ID	This is the department ID of the position.
Department Name	This is the department name of the position.
<b>Request Approvers</b>	This section is about the approver of the request.
Approver	This is who will be approving the request.

**Table 29: Action Request Fields**

### 8.1.2 Reviewing Submitted Requests

Submitted requests may be accessed from the links provided in the email notifications or from the **View My Requests** page.

1. To use the **View My Requests** page, navigate to the path below to view the request.

Main Menu> Human Resources> Request> View My Requests

**Figure 150: View Requests**

2. Select **My Submitted Requests**.
3. The **Transaction Name** is defaulted to **All Transactions**. Select **Reserve Assignment Request** to limit the results to only Reserve Assignment requests.
4. From the **Transaction Status** drop down select **All Statuses**. If the status of the request is know it may be selected from the drop down.

The table below lists all of the statuses and a description of where in the process the request is.

Status	Process Step
Approved	Request was approved
Denied	Request was denied
On Hold	Request awaiting ISTT processing
Pending	Request awaiting AO action
Terminated	Request was withdrawn

**Table 30: Status Descriptions**

5. To limit the requests by the date they were submitted the **Submission From Date** and/or **Submission To Date** may be entered, these fields may also be left blank.
6. Click **Populate Grid**.



The **Refresh** button will clear the results grid and refresh the search criteria to its defaulted values

7. Click on the **View Details** link located in the last column

**View My Action Requests**

1. 'My Submitted Requests' allows member to bring up only their Action Requests.  
 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.  
 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.  
 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)  
 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.  
 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests   
  Requests I am Approver For   
  All Requests

Transaction Name: Reserve Assignment Request

Transaction Status: All Statuses

Submission From Date: [ ] [BT]

Submission To Date: [ ] [BT]       

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details
ReserveAsgnISTT	Denied		2068458			05/23/2013	<a href="#">View Details</a>
ReserveAsgnISTT	Pending		2068458			05/23/2013	<a href="#">View Details</a>
ReserveAsgnISTT	On Hold		2068458			05/23/2013	<a href="#">View Details</a>
ReserveAsgnISTT	On Hold		2068458			05/23/2013	<a href="#">View Details</a>
ReserveAsgnISTT	On Hold		2068458			05/22/2013	<a href="#">View Details</a>
ReserveAsgnISTT	Terminated		2068458			04/18/2013	<a href="#">View Details</a>
ReserveAsgnISTT	Pending		2068458			04/18/2013	<a href="#">View Details</a>

**Figure 151: My Requests**

The table below lists the fields on the View My Actions Request page with a description.

Field Name	Description
Transaction Name	This is the name of the transaction.
Status	This is the status of the transaction. <a href="#">Approved</a> , <a href="#">Denied</a> , <a href="#">On Hold</a> , <a href="#">Pending</a> or <a href="#">Terminated</a> .
Member	This is the member for whom the request has been submitted for.
Member's EmplID	This is the employee ID for the member who the request has been submitted for.
Submitted By	This is who submitted the request.
Approver	This is the approver of the request.
Submission Date	This is the date that the request was submitted.
View Details	This field will contain an Approve/Deny link for the new request. This field will also contain a View Details link where an Approver may view details of a request that was already approved or denied.

**Table 31: View My Action Requests Fields**

8. The Action Request page will open in a new window displaying the details of the request.

**Action Request**  
**Reserve Assignment Request**  
[Fisher, Noah Curtis](#)

- For the District Type the value is the 2 digit code.
- The Execution Date is the date the orders will execute and is entered by ISTT.
- The Position Number is the offered position to the member provided by the RPM AO.
- In the Comments section, enter any additional comments and Terminal Leave information.
- For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.
- Click Submit.

**Request Details**

Desired Location:	Florida	Execution Date:	<input type="text"/>
New Rate:	IS	RELAD Date:	
District Number:	07	Future ZipCode:	897654
Outside RCD:	NO	Position Nbr (RPM):	<input type="text"/>

[Get Details](#)

**Request Information**

Department ID:  
 Department Name:

**Request Approvers**

Approver: DAME6713 Daniel R. Meek

Comment:

[Approve](#) [Push Back](#) [Deny](#)

**Reserve Assignment Approval**

Reserve Assignment Request: Pending [View/Hide Comments](#)

One Approval Level

Pending  
 Daniel R. Meek  
 Initial Approve Action Request

**Comments**

Paris, Ryan J. at 05/23/13 - 9:22 AM  
 Member would like a position near future zip code.

**Figure 152: Action Request Details**

The table below lists the fields on the Action Request page with a description.

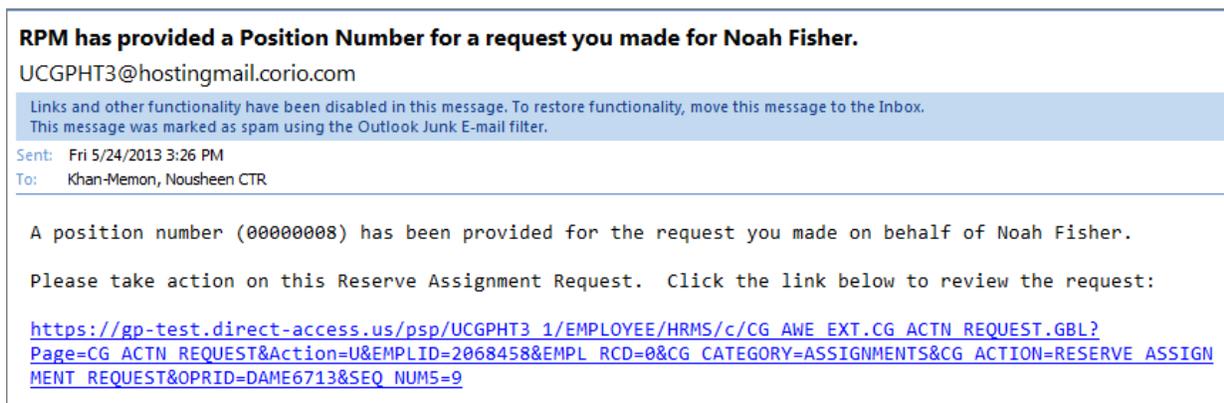
Field Name	Description
<b>Request Details</b>	Request information entered by the submitter (ISTT member) or approver (RPM AO)
Desired Location	This is the location that the member would like the position at.
New Rate	This is the new rate requested by the member.
District Number	This is the 2 digit district number where the member would like a position.
Outside RCD	This indicates if the member would accept a position that is outside of reasonable commuting distance (RCD).
Execution Date	This is the execution date of the orders that is entered by ISTT.
RELAD Date	This is the Release from Active Duty date of the member.
Future ZipCode	This is the zip code of where the member will be located after being released from Active Duty.
Position Nbr (RPM)	This is the position number offered to the member that is entered by the AO.
<b>Request Information</b>	Request information that is populated with the Get Details button if a position number has been entered.
Department ID	This is the department ID of the position.
Department Name	This is the department name of the position.
<b>Request Approvers</b>	This section is about the approver of the request.
Approver	This is who will be approving the request.

**Table 32: Action Request Fields**

### 8.1.3 Request Pushed Back

If the AO determines a position will be available for the member that meets the request criteria the position number will be provided and the request will be pushed back to the submitter. The ISTT submitter will then check with the requesting member if the position is acceptable and verify the member meets CG requirements.

When the Approver pushes back a request with a proposed position, the submitter will receive an email notification. The request may be accessed from the links provided in the email notification



**Figure 153: Request Pushed Back Email Notification**

### 8.1.3.1 Member Accepts and Meets Requirements

If the member accepts the proposed position and meets all CG requirements the request should be sent back to the AO for final approval.

1. Enter the **Execution Date** for the orders.
2. Enter **Comments** with any additional data related to the transaction that might be useful to the AO or the ISTT member throughout the request process
3. Click **Resubmit**. Once the Reserve Assignment Request is resubmitted the AO will receive an email notification indicating acceptance of the proposed position.
4. The page will update with a **Pending** request status.

**Action Request**  
**Reserve Assignment Request**

1. For the District Type the value is the 2 digit code.  
2. The Execution Date is the date the orders will execute and is entered by ISTT.  
3. The Position Number is the offered position to the member provided by the RPM AO.  
4. In the Comments section, enter any additional comments and Terminal Leave information.  
5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
6. Click Submit.

**Request Details**

Desired Location:	Florida	Execution Date:	<input type="text"/>
New Rate:	IS	RELAD Date:	<input type="text"/>
District Number:	07	Future ZipCode:	897654
Outside RCD:	NO	Position Nbr (RPM):	00000001

**Request Information**

Department ID: 000678  
Department Name: CG STA NEW YORK

**Request Approvers**

Approver:

Comment:

**Reserve Assignment Approval**

**Reserve Assignment Request: Awaiting Further Approvals** [View/Hide Comments](#)

One Approval Level

**On Hold**

Initial Approve Action Request  
05/23/13 - 9:25 AM

**Information Request**

Information Request

**Comments**

at 05/23/13 - 9:22 AM  
Member would like a position near future zip code.

**Figure 154: Pushed Back Reserve Assignment Request**

### 8.1.3.2 Member Declines or Does Not Meet Requirements

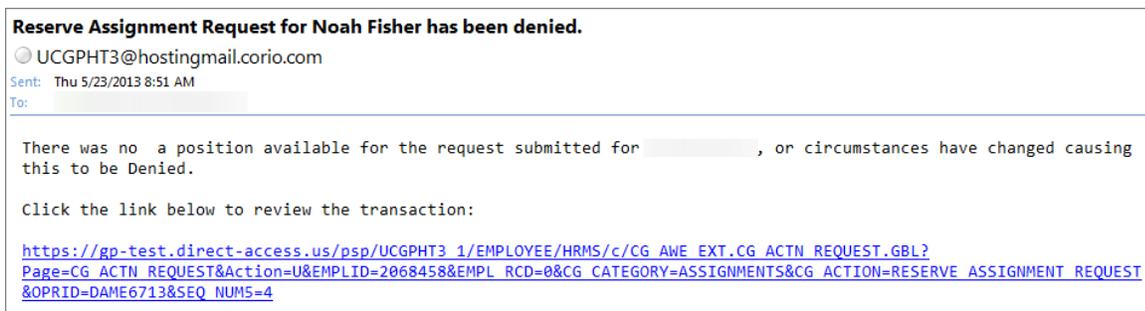
If the member declines the proposed position or does not meet all CG requirements the request should be withdrawn.

1. Enter **Comments** with any additional data related to the transaction such as why the request is being withdrawn.
2. Click **Withdraw**. Once the Reserve Assignment Request is withdrawn the AO will receive an email notification indicating the request has been cancelled.

### 8.1.4 Request Denied

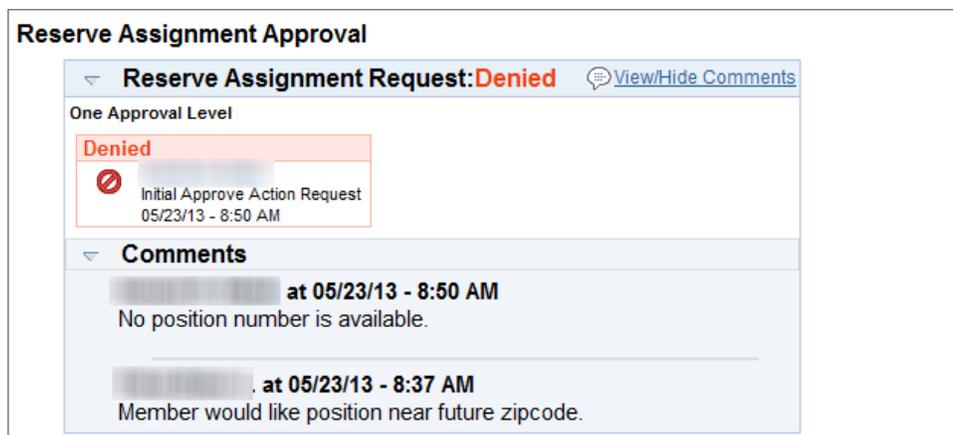
If the AO determines no position will be available for the member that meets the request criteria the request will be denied.

When the Approver denies a Reserve Assignment Request the submitter will receive an email message. The request may be accessed from the links provided in the email notification as shown below.



**Figure 155: Reserve Assignment Request Denied Email Notification**

The reason for the denial of the request should be indicated in the comments section as shown below.



**Figure 156: Denied Reserve Assignment Request**

## 8.2 RPM AO Reserve Assignment Request Actions

Once a Reserve Assignment Request is submitted the RPM AO Approver will evaluate if a position is available that meets the requested criteria. If a position is identified the request is then pushed back to the submitter for acceptance or is denied if no available position meets the requested criteria.

After a push back if the requesting member accepts the position the request will be resubmitted with an execution date for orders for final approval. If the requesting member declines the position or does not meet all CG requirements, the request will be withdrawn by the submitter.

### 8.2.1 Reviewing Submitted Requests

Submitted requests may be accessed from the links provided in the email notifications or from the **View My Requests** page.



**Figure 157: Submitted Request Email Notification**

1. To use the **View My Requests** page, navigate to the path below to view the request.

Main Menu> Human Resources> Request> View My Requests

**View My Action Requests**

1. 'My Submitted Requests' allows member to bring up only their Action Requests.  
 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.  
 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.  
 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)  
 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.  
 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests
  **Requests I am Approver For**
 All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
							Approve/Deny

**Figure 158: View Requests Search Criteria**

2. Select **Requests I am Approver For**.
3. The **Transaction Name** is defaulted to **All Transactions**. Select **Reserve Assignment Request** to limit the results to only Reserve Assignment requests.
4. From the **Transaction Status** drop down select **All Statuses**. If the status of the request is know it may be selected from the drop down.

The table below lists all of the statuses and a description of where in the process the request is.

Status	Process Step
Approved	Request was approved
Denied	Request was denied
On Hold	Request awaiting ISTT processing
Pending	Request awaiting AO action
Terminated	Request was withdrawn

**Table 33: Transaction Statuses**

5. To limit the requests by the date they were submitted the **Submission From Date** and/or **Submission To Date** may be entered, these fields may also be left blank.

6. Click **Populate Grid**.



The **Refresh** button will clear the results grid and refresh the search criteria to its defaulted values

7. Click on the **Approve/Deny** link located in the last column

### View My Action Requests

1. 'My Submitted Requests' allows member to bring up only their Action Requests.  
 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.  
 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.  
 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)  
 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.  
 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests    
  Requests I am Approver For    
  All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's EmplID	Submitted By	Approver	Submission Date	View Details
ReserveAsgnlSTT	Denied		2068458			05/23/2013	<a href="#">View Details</a>
ReserveAsgnlSTT	Pending		2068458			05/23/2013	<a href="#">Approve/Deny</a>
ReserveAsgnlSTT	On Hold		2068458			05/23/2013	<a href="#">View Details</a>
ReserveAsgnlSTT	On Hold		2068458			05/23/2013	<a href="#">View Details</a>
ReserveAsgnlSTT	On Hold		2068458			05/22/2013	<a href="#">View Details</a>
ReserveAsgnlSTT	Pending		2068458			04/18/2013	<a href="#">Approve/Deny</a>
ReserveAsgnlSTT	Terminated		2068458			04/18/2013	<a href="#">View Details</a>

**Figure 159: My Requests**

The table below lists the fields on the View My Actions Request page with a description.

Field Name	Description
Transaction Name	This is the name of the transaction.
Status	This is the status of the transaction. <a href="#">Approved, Denied, On Hold, Pending or Terminated.</a>
Member	This is the member for whom the request has been submitted for.
Member's EmplID	This is the employee ID for the member who the request has been submitted for.
Submitted By	This is who submitted the request.
Approver	This is the approver of the request.
Submission Date	This is the date that the request was submitted.
View Details	This field will contain an Approve/Deny link for the new request. This field will also contain a View Details link where an Approver may view details of a request that was already approved or denied.

**Table 34: View My Action Requests Fields**

- The Action Request page will open in a new window displaying the details of the request.

### Action Request

#### Reserve Assignment Request

[Fisher, Noah Curtis](#)

- For the District Type the value is the 2 digit code.
- The Execution Date is the date the orders will execute and is entered by ISTT.
- The Position Number is the offered position to the member provided by the RPM AO.
- In the Comments section, enter any additional comments and Terminal Leave information.
- For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.
- Click Submit.

#### Request Details

Desired Location: Florida	Execution Date: <input type="text" value=""/>
New Rate: IS	RELAD Date: <input type="text" value=""/>
District Number: 07	Future ZipCode: 897654
Outside RCD: NO	Position Nbr (RPM): <input type="text" value=""/>

#### Request Information

Department ID:

Department Name:

#### Request Approvers

Approver: DAME6713 Daniel R. Meek

Comment:

#### Reserve Assignment Approval

Reserve Assignment Request: Pending [View/Hide Comments](#)

One Approval Level

Pending

[Daniel R. Meek](#)

Initial Approve Action Request

#### Comments

**Paris, Ryan J. at 05/23/13 - 9:22 AM**  
Member would like a position near future zip code.

**Figure 160: Reserve Assignment Request Details**

The table below lists the fields on the Action Request page with a description.

<b>Field Name</b>	<b>Description</b>
<b>Request Details</b>	Request information entered by the submitter (ISTT member) or approver (RPM AO)
Desired Location	This is the location that the member would like the position at.
New Rate	This is the new rate requested by the member.
District Number	This is the 2 digit district number where the member would like a position.
Outside RCD	This indicates if the member would accept a position that is outside of reasonable commuting distance (RCD).
Execution Date	This is the execution date of the orders that is entered by ISTT.
RELAD Date	This is the Release from Active Duty date of the member.
Future ZipCode	This is the zip code of where the member will be located after being released from Active Duty.
Position Nbr (RPM)	This is the position number offered to the member that is entered by the AO.
<b>Request Information</b>	Request information that is populated with the Get Details button if a position number has been entered.
Department ID	This is the department ID of the position.
Department Name	This is the department name of the position.
<b>Request Approvers</b>	This section is about the approver of the request.
Approver	This is who will be approving the request.

**Table 35: Action Request Fields**

### 8.2.2 Push Back Request

Once a Reserve Assignment Request has been reviewed, if an available position has been identified the position should be entered and the request pushed back to the submitter for member acceptance.

1. Access the Action Request page for the appropriate Reserve Assignment Request following [Reviewing Submitted Requests](#).

2. Enter the **Position Nbr (RPM)** by clicking on the  to look it up or enter it directly if known.

### Action Request

#### Reserve Assignment Request

---

1. For the District Type the value is the 2 digit code.  
 2. The Execution Date is the date the orders will execute and is entered by ISTT.  
 3. The Position Number is the offered position to the member provided by the RPM AO.  
 4. In the Comments section, enter any additional comments and Terminal Leave information.  
 5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
 6. Click Submit.

**Request Details**

<b>Desired Location:</b> Florida	<b>Execution Date:</b> <input type="text" value=""/>
<b>New Rate:</b> IS	<b>RELAD Date:</b> 05/27/2013
<b>District Number:</b> 07	<b>Future ZipCode:</b> 78965
<b>Outside RCD:</b> NO	<b>Position Nbr (RPM):</b> <input style="border: 2px solid red;" type="text" value=""/>

**Request Information**

**Department ID:**

**Department Name:**

**Request Approvers**

**Approver:**

**Comment:**

#### Reserve Assignment Approval

Reserve Assignment Request: Pending [View/Hide Comments](#)

**One Approval Level**

Pending

 Initial Approve Action Request

**Comments**

at 05/22/13 - 12:02 PM

Test

**Figure 161: Enter Position Number**

3. Enter **Comments** with any additional data related to the transaction that might be useful to the AO or the ISTT member throughout the request process.

- Click **Push Back**. Once this is clicked the submitter will receive an email notification and the status of the request will be **On Hold**.

### Action Request

#### Reserve Assignment Request

---

1. For the District Type the value is the 2 digit code.  
 2. The Execution Date is the date the orders will execute and is entered by ISTT.  
 3. The Position Number is the offered position to the member provided by the RPM AO.  
 4. In the Comments section, enter any additional comments and Terminal Leave information.  
 5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
 6. Click Submit.

Request Details	
Desired Location:	Florida
New Rate:	IS
District Number:	07
Outside RCD:	NO
Execution Date:	
RELAD Date:	
Future ZipCode:	98765
Position Nbr (RPM):	00000008

[Get Details](#)

#### Request Information

Department ID:  
 Department Name:

#### Request Approvers

Approver:

Comment:

[Approve](#)
[Push Back](#)
[Deny](#)

### Reserve Assignment Approval

Reserve Assignment Request: Pending [View/Hide Comments](#)

One Approval Level

**On Hold**

Initial Approve Action Request  
05/23/13 - 9:13 AM

**Information Request**

Information Request

#### Comments

**at 05/23/13 - 9:13 AM**

Position located.

---

**at 05/23/13 - 9:07 AM**

Member would like position near future zip code.

**Figure 162: Pushed Back Reserve Assignment Request**

### 8.2.3 Deny Request

Once a Reserve Assignment Request has been reviewed, if no available position has been identified the request should be denied. A request may also be denied after a position was identified if that position is no longer available.

1. Enter **Comments** indicating why the request has been denied.
2. Click **Deny**. Once this is clicked the submitter will receive an email notification and the status of the request will be **Denied**. This will end the transaction.

#### Action Request

##### Reserve Assignment Request

1. For the District Type the value is the 2 digit code.  
2. The Execution Date is the date the orders will execute and is entered by ISTT.  
3. The Position Number is the offered position to the member provided by the RPM AO.  
4. In the Comments section, enter any additional comments and Terminal Leave information.  
5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
6. Click Submit.

Request Details	
Desired Location:	Florida
New Rate:	IS
District Number:	07
Outside RCD:	NO
Execution Date:	
RELAD Date:	
Future ZipCode:	987654
Position Nbr (RPM):	

[Get Details](#)

##### Request Information

Department ID:  
Department Name:

##### Request Approvers

Approver: [Redacted] [Redacted]

Comment:

[Approve](#) [Push Back](#) [Deny](#)

#### Reserve Assignment Approval

Reserve Assignment Request: **Denied** [View/Hide Comments](#)

One Approval Level

**Denied**

 Initial Approve Action Request  
05/23/13 - 8:50 AM

##### Comments

[Redacted] at 05/23/13 - 8:50 AM  
No position number is available.

[Redacted] at 05/23/13 - 8:37 AM  
Member would like position near future zipcode.

**Figure 163: Denied Reserve Assignment Request**

## 8.2.4 Approve Request

Once a Reserve Assignment Request has been accepted by a member meeting all CG requirements the request will be resubmitted to the AO for final approval with the execution date for the orders. If the identified position is no longer available see [Deny A Request](#).

1. Access the Action Request page for the appropriate Reserve Assignment Request following [Reviewing Submitted Requests](#).
2. Enter **Comments** with any additional data related to the transaction that might be useful to the AO or the ISTT member when reviewing the request.

### Action Request

#### Reserve Assignment Request

1. For the District Type the value is the 2 digit code.  
2. The Execution Date is the date the orders will execute and is entered by ISTT.  
3. The Position Number is the offered position to the member provided by the RPM AO.  
4. In the Comments section, enter any additional comments and Terminal Leave information.  
5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
6. Click Submit.

Request Details	
Desired Location:	Florida
New Rate:	IS
District Number:	07
Outside RCD:	NO
Execution Date:	05/31/2013
RELAD Date:	
Future ZipCode:	987645
Position Nbr (RPM):	00000008

[Get Details](#)

#### Request Information

Department ID: 000678  
Department Name: CG STA NEW YORK

#### Request Approvers

Approver: [Redacted]

Comment:

[Approve](#) [Push Back](#) [Deny](#)

### Reserve Assignment Approval

Reserve Assignment Request: Pending [View/Hide Comments](#)

One Approval Level

Pending

Initial Approve Action Request

#### Comment History

[Redacted] at 05/24/13 - 2:36 PM

[View History](#)

**Figure 164: Reserve Assignment Request Awaiting Approval**

- Click **Approve**. Once this is clicked the submitter will receive an email notification and the status of the request will be **Approved**. This will end the transaction.

### Action Request

#### Reserve Assignment Request

---

1. For the District Type the value is the 2 digit code.  
 2. The Execution Date is the date the orders will execute and is entered by ISTT.  
 3. The Position Number is the offered position to the member provided by the RPM AO.  
 4. In the Comments section, enter any additional comments and Terminal Leave information.  
 5. For the Approver field, enter the RPM AO who will be the final approver of the Reserve Assignment request.  
 6. Click Submit.

Request Details			
Desired Location:	Florida	Execution Date:	05/31/2013
New Rate:	IS	RELAD Date:	
District Number:	07	Future ZipCode:	987645
Outside RCD:	NO	Position Nbr (RPM):	00000008

[Get Details](#)

Request Information	
Department ID:	000678
Department Name:	CG STA NEW YORK

Request Approvers	
Approver:	

Comment:

[Approve](#)
[Push Back](#)
[Deny](#)

#### Reserve Assignment Approval

Reserve Assignment Request: Approved [View/Hide Comments](#)

One Approval Level

<span style="color: green; font-weight: bold;">Approved</span>	<div style="display: flex; align-items: center;"> <div style="color: green; font-size: 1.2em; margin-right: 5px;">✓</div> <div> <p>Initial Approve Action Request</p> <p>05/24/13 - 2:41 PM</p> </div> </div>
--	---

**Comment History**

**Paris, Ryan J. at 05/24/13 - 2:36 PM**

Figure 165: Approved Reserve Assignment Request

## Appendix A

## Batch Processes

<b>Data Processed</b>	<b>Process Name</b>	<b>Process Description</b>	<b>Runs</b>
Active Boards and Candidates	CG_BRDCND_AE	Active Board and Candidate data is pulled from 8.0 to 9.1 for the Board Candidate eResume report.	Weekly
Marks and Average Calculation	CG_MARKS_PRG	Employee review data is pulled from 8.0 to 9.1 and marks averages are calculated for Enlisted members.	Weekly
Job Opening Non-Person Profile Updates	CG_NPP_JO_AE	Updates most current job openings to reflect changes that were made to associated non-person profiles since the last run.	Weekly
Job Opening PAL Updates	CG_PAL_JO_AE	Updates most current job openings to reflect PAL changes to position, department and location information since the last run.	Weekly
Separations	CG_PR_CONV	Separation data is pulled from 8.0 to 9.1 for PSL criteria evaluation.	Weekly
Total Sea Time (JUMPS)	CG_PR_CONV	Total Sea Time is pulled from 8.0 to 9.1 for Assignments Planning functionality.	Weekly
Annual Survey Questionnaire	CG_PR_CONV	Last Annual Survey Questionnaire date is pulled from 8.0 to 9.1 for Member Form.	Weekly
Height and Weight	CG_PR_CONV	Height and weight data is pulled from 8.0 to 9.1 for Member Form.	Weekly
Board Information	CG_PR_CONV	Board information data is pulled from 8.0 to 9.1 for Member Form.	Weekly
Orders	CG_PR_CONV	Hire and transfer order data is pulled from 8.0 to 9.1 for Assignments Planning functionality.	Nightly
Calculated Sea Time	CG_RATSEA_TM	Rated sea time is calculated for members.	Weekly
AO Codes (Push to 8.0)	CGALTPROCESS	AO code data is pushed to 8.0 from 9.1 for reporting and Employee Review functionality.	Nightly
Position Attributes (Push to 8.0)	CGALTPROCESS	Position AO code and priority data is pushed to 8.0 from 9.1 for PAL functionality.	Nightly