



UNIT ROSTER REQUEST FOR URINALYSIS

Urinalysis rosters can be requested by submitting a Customer Care Ticket (Heat/ADHOC) to PPC. It saves time if the DEPTIDS and/or the OPFACS are included.

If that is not included, the unit will get a standard roster without the SSN.

1 - Submit a Customer Care Ticket (Heat/ADHOC)

On the Customer Care Ticket Select the following fields:

User Role for this issue: I am a Command, SPO or ADMIN support user

Category: Personnel Action

Type: HR Data Request

Reason: ADHOC Report

2 - In the “**Note Block**”, enter the DEPTIDS/OPFACS (999999/99999), or at least the name of the unit the urinalysis report is needed for and indicate when they need the report. Remember to add that it is for a **Urinalysis Roster**.

This report will provide what you need to import data into the DTP Lite program.