

Direct Access Unit Roster Report

Overview

Introduction This section provides information about the Unit Roster and provides the procedure for generating the report.

Unit Roster Data Fields The Unit Roster, delivered via a report in CSV (MS Excel spreadsheet format), provides a listing of all personnel (including civilians and Public Health Service (PHS) Officers) and positions at a department. The roster includes:

Field	Description
Emplid	Employee ID Number
Rank	Rank/Rate
Grade	Paygrade
Member Name	Name (Last,First, MI)
Employee Class	Member Type (Regular/Reserve/Civilian/Public Health Service)
Deptid	Department ID Number
Dept Name	Name of Department
ATU	Administrative Target Unit (District/Area)
OPFAC	Operational Facility Code
Exp Loss Dt	Date a member is expected to be discharged / retired. (N/A for civilians & PHS Officers)
Exp AD Term Dt	Expected Active Duty Termination date (N/A for civilians & PHS Officers).
Rotate Dt	Rotation date. (N/A for civilians)
Birthdate	Date of birth (N/A for civilians)
AD Base Dt	Active Duty Base Date (N/A for civilians & PHS Officers)
Date of Rank	Effective date of rank (N/A for civilians)

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Overview, Continued

Unit Roster Data Fields (continued)

Field	Description
Report Date	Date reported to current department ID. (N/A for civilians)
Trning Rate	Reserve Training Rating (N/A for civilians & PHS Officers) (Reserve Only)
Anniv Date	Reserve Anniversary Date (N/A for civilians & PHS Officers) (Reserve Only)
Cost Center	Cost Center (for contingency operations)
Sea Pay Prem Dt	Date Career Sea Pay Premium started (N/A for civilians & PHS Officers)
BAH/BAQ	Basic Allowance for Housing entitlement (N/A for civilians & PHS Officers)
RES Screen Dt	Date of last Reserve Annual Screening Questionnaire (N/A for civilians & PHS Officers) (Reserve Only)
CUM Sea Time	Cumulative Sea Time (N/A for civilians & PHS Officers)
Mar Stat	Marital Status (N/A for civilians)
Ethnic Group	Ethnic Group (N/A for civilians)
Last Good Con Dt	Date of last Good Conduct Award (N/A for civilians & PHS Officers)
Position Nbr	Position number (BCN)
Posn Entry Dt	Date entered current position.
Gender	Male/Female

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Overview, Continued

Unit Roster Data Fields (continued)

Field	Description
POSENSEN	Position Sensitivity. Examples: (N/A for civilians) <ul style="list-style-type: none">• Moderate• Critical• Non-Critic• Moderate• Low Risk
POSNCLRNC	Position Security Clearance Requirement. Examples: (N/A for civilians) <ul style="list-style-type: none">• None• Secret
MBRCLRNC	Member Security Clearance (N/A for civilians)
CITZN	Member Citizenship (N/A for civilians)
Leave Balance	Leave Balance (as of the most recent JUMPS end-month compute, e. g. Doesn't reflect leave that has not yet processed through JUMPS). (N/A for civilians & PHS Officers)

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Procedure for Generating the Unit Roster

Before you begin

The Unit Roster can be requested in as a comma delimited (.csv) file. CSV files can be imported into a spreadsheet or local database application.

Note: The CSV format is the only working file format. Recent changes to the report included the addition of several columns of occupational data. The PDF and HTM file formats cannot accommodate the additional data.

Procedure

Follow these steps to generate the Unit Roster.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): Home > Administer Workforce > Administer Workforce (GBL) > Report > Unit Roster
2	<p>Finding or Creating the Run Control ID: If you haven't run this report before, click the <i>Add a New Value</i> link (near the bottom of the page) and create a new Run Control ID. The ID can be any name you want to identify the report by (no spaces are permitted). Click the <input type="button" value="Add"/> button.</p> <p>Unit Roster</p> <hr/> <p>Add a New Value</p> <p>Run Control ID: <input type="text" value="Unit_Roster_for_UnitName"/></p> <p><input type="button" value="Add"/></p> <p>If you already have a Run Control ID, enter all or part of it and click the <input type="button" value="Search"/> button.</p> <p>Unit Roster</p> <hr/> <p>Find an Existing Value</p> <p>Run Control ID: <input type="text" value="ID_I_Used_Last_Time"/></p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Select the Run Control ID from the search results.</p>

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Procedure for Generating the Unit Roster, Continued

Procedure (continued)

Step	Action														
3	<p>Selecting the Department or Relationship criteria:</p>  <p>Select the ISC, PERSRU, Deptid, or ATU radio button and enter the department ID or ATU number (if that option was selected) number. You can use the  icon to search for the department ID/ATU if necessary.</p> <ul style="list-style-type: none"> • ISC, will include rosters for all units associated with ISC department number you enter. • PERSRU, will include rosters for all units associated with SPO department number you enter. • Deptid, will produce a roster for each department number your enter. Use the  or  buttons to add/remove department IDs. • ATU will produce a roster for all units with that ATU prefix (Example: ATU 01 for First Coast Guard District) 														
4	<p>Selecting the Employee Class:</p>  <p>You can select one or more employee classes for the roster or leave this field blank for all classes. Use the  icon to lookup available classes.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left;">Employee Classification</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>Regular</td> </tr> <tr> <td>SELRES</td> <td>Selected Reserve</td> </tr> <tr> <td>IRR</td> <td>Inactive Ready Reserve</td> </tr> <tr> <td>ASL</td> <td>Active Standby Reserve</td> </tr> <tr> <td>ISL</td> <td>Inactive Standby Reserve</td> </tr> <tr> <td>IRR (ASP)</td> <td>Inactive Ready Reserve (ASP)</td> </tr> </tbody> </table> <p>IRR, IRR(ASP), ASL, ISL reservists will be listed under the ISC responsible for the area in which them members reside.</p> <p>Use the  or  buttons to add/remove employee classes.</p> <p>Note: Civilians and USPHS officers will appear only if the user leaves the employee class option as blank.</p>	Employee Classification	Description	Regular	Regular	SELRES	Selected Reserve	IRR	Inactive Ready Reserve	ASL	Active Standby Reserve	ISL	Inactive Standby Reserve	IRR (ASP)	Inactive Ready Reserve (ASP)
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Procedure for Generating the Unit Roster, Continued

Procedure (continued)

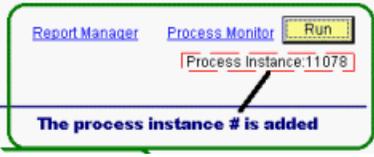
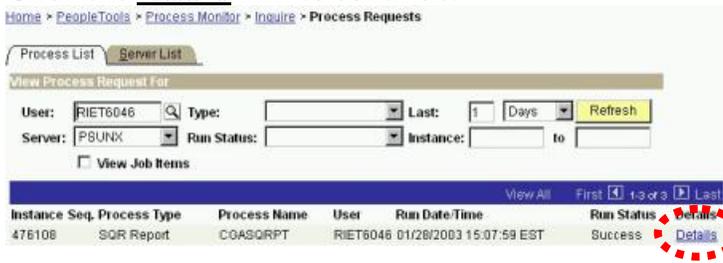
Step	Action
5	Click the  button and complete the Process Scheduler Request page.
6	<p>The Process Scheduler Request page will display</p> 
7	<p>Select Web from the Process Type drop down menu.</p> 
8	<p>Select the file format. Not all file formats are supported by all reports, CSV is the most reliable.</p> <p style="background-color: yellow;">Note: The CSV format is the only working file format. Recent changes to the report included the addition of several columns of occupational data. The PDF and HTM file formats cannot accommodate the additional data.</p>  <p>CSV = Readable by MS Excel, text editors, other spreadsheet programs and database applications. HTM = Web page PDF = Adobe Acrobat (Not supported)</p>

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Procedure for Generating the Unit Roster, Continued

Procedure (continued)

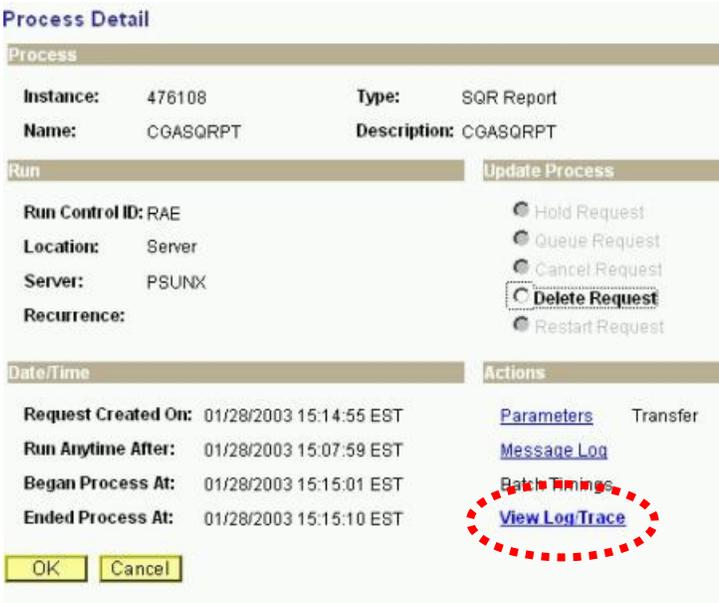
Step	Action
9	Click the OK button to launch the process and return to the Process Scheduler Request page.
10	Click the <u>Process Monitor</u> link in the upper right-hand corner of the Process Scheduler Request page. 
11	The Process Monitor page will display. Click the Refresh button periodically until the Run Status shows "Success" and the <u>Details</u> link is active. It could take some time for the status to change if you are running a large report or the system is heavily loaded. <p>Click the <u>Details</u> link to continue.</p> 

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Procedure for Generating the Unit Roster, Continued

Procedure (continued)

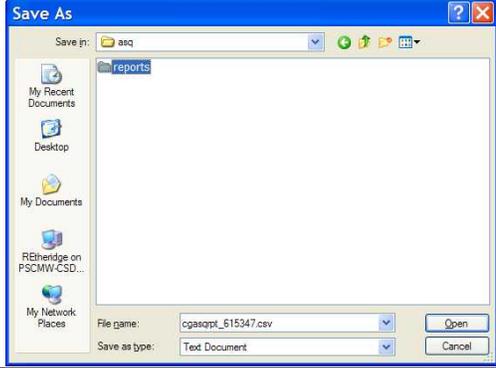
Step	Action
12	<p>The Process Detail Page will display. Click the <u>View Log/Trace</u> link.</p>  <p>Process Detail</p> <p>Process</p> <p>Instance: 476108 Type: SQR Report Name: CGASQRPT Description: CGASQRPT</p> <p>Run Update Process</p> <p>Run Control ID: RAE <input type="radio"/> Hold Request Location: Server <input type="radio"/> Queue Request Server: PSUNX <input type="radio"/> Cancel Request Recurrence: <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request</p> <p>Date/Time Actions</p> <p>Request Created On: 01/28/2003 15:14:55 EST Parameters Transfer Run Anytime After: 01/28/2003 15:07:59 EST Message Log Began Process At: 01/28/2003 15:15:01 EST Back to Top Ended Process At: 01/28/2003 15:15:10 EST View Log/Trace</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>

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Procedure for Generating the Unit Roster, Continued

Procedure (continued)

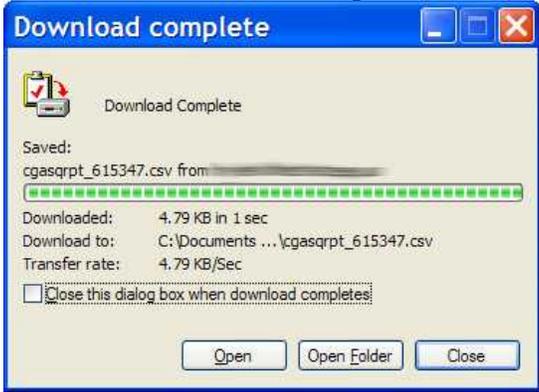
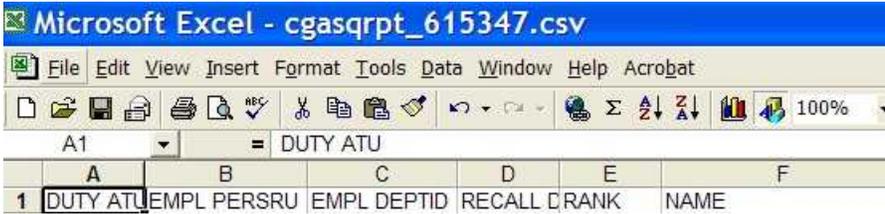
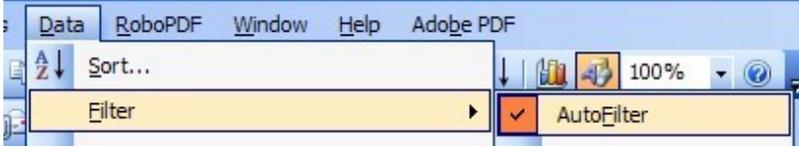
Step	Action												
13	<p>The Report Log Viewer page will open in a new window. Access your report by <i>right-clicking</i> the link with the report name and number in it (In the example below, cgasqrpt_615427.csv is the link to the report) and selecting "Save Target As...".</p> <p>CGASQRPT</p> <table border="1"><thead><tr><th>Name</th><th>Size</th><th>CreationDate</th></tr></thead><tbody><tr><td>Message Log</td><td>1320 bytes</td><td>2005-03-08 12:00:28</td></tr><tr><td>Trace File</td><td>106 bytes</td><td>2005-03-08 12:00:26</td></tr><tr><td>cgasqrpt_615347.csv</td><td>4913 bytes</td><td>2005-03-08 12:00:28</td></tr></tbody></table>  <p>Note: When you right mouse click and select "Save Target As" you will be asked to select a location on your system to save the file to:</p> 	Name	Size	CreationDate	Message Log	1320 bytes	2005-03-08 12:00:28	Trace File	106 bytes	2005-03-08 12:00:26	cgasqrpt_615347.csv	4913 bytes	2005-03-08 12:00:28
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Procedure for Generating the Unit Roster, Continued

Procedure (continued)

Step	Action
14	<p>When the download is complete click the Open button:</p> 
15	<p>The report will open in MS Excel. You will need to adjust the column widths to view all of the information.</p>  <p>You can quickly filter the roster by selecting Data Filter Auto Filter from the Excel menu.</p>  <p>This will add a drop-down field chooser in the column heading row. Select the data element you want to filter by, this will hide any rows that do not meet the filter criteria.</p> 