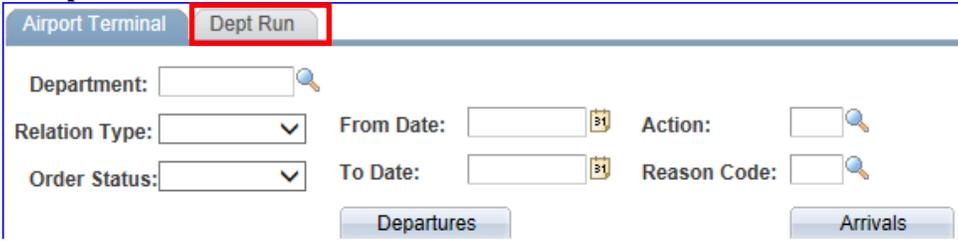
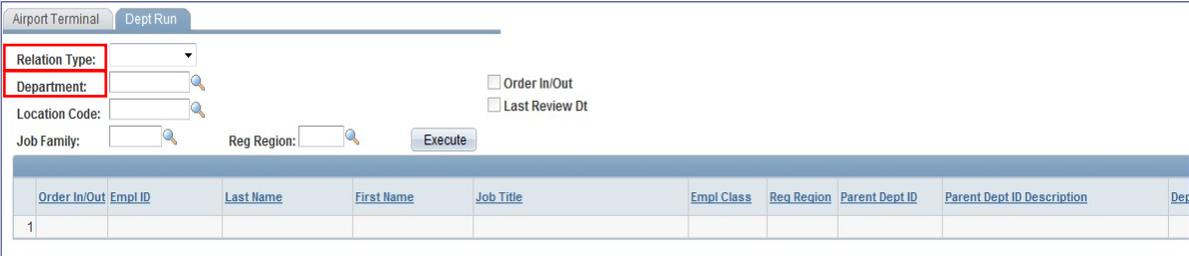
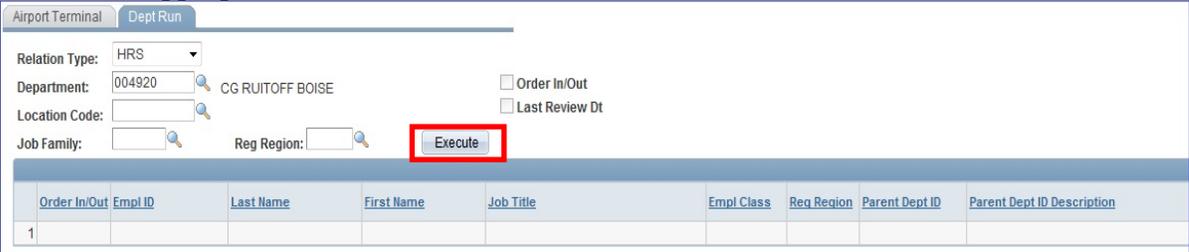
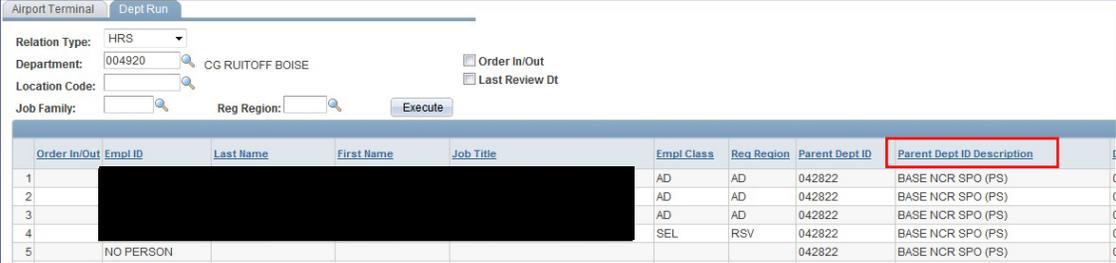


Using Airport Terminal to Look up a Unit's SPO.

Procedures Follow these steps to access look up a Unit's SPO.

Step	Action																																																						
1	<p>Select the Airport Terminal from the Orders Pagelet.</p> 																																																						
2	<p>Select the Dept Run Tab</p> 																																																						
3	<p>Use the table below to assist in choosing the appropriate criteria to search for a Unit's SPO.</p>  <table border="1" data-bbox="261 1108 1360 1297"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Relation Type</td> <td>“HRS” since you are searching for the SPO.</td> </tr> <tr> <td>Department</td> <td>Enter the DEPT ID of the Unit you are trying to find the SPO for.</td> </tr> </tbody> </table>	Field	Description	Relation Type	“HRS” since you are searching for the SPO.	Department	Enter the DEPT ID of the Unit you are trying to find the SPO for.																																																
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4	<p>Fill out the appropriate fields and click the Execute button.</p> 																																																						
5	<p>The Unit's SPO will be listed under the “Parent Dept ID Description”. Reference the SDL or contact the SPO (via E-mail address listed in CG Portal) to determine the most up-to-date mailing address.</p>  <table border="1" data-bbox="261 1843 1377 1976"> <thead> <tr> <th>Order In/Out</th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</th> <th>Empl Class</th> <th>Req Region</th> <th>Parent Dept ID</th> <th>Parent Dept ID Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>AD</td> <td>AD</td> <td>042822</td> <td>BASE NCR SPO (PS)</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td>AD</td> <td>AD</td> <td>042822</td> <td>BASE NCR SPO (PS)</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td>AD</td> <td>AD</td> <td>042822</td> <td>BASE NCR SPO (PS)</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td>SEL</td> <td>RSV</td> <td>042822</td> <td>BASE NCR SPO (PS)</td> </tr> <tr> <td>5</td> <td></td> <td>NO PERSON</td> <td></td> <td></td> <td></td> <td></td> <td>042822</td> <td>BASE NCR SPO (PS)</td> </tr> </tbody> </table>	Order In/Out	Empl ID	Last Name	First Name	Job Title	Empl Class	Req Region	Parent Dept ID	Parent Dept ID Description	1					AD	AD	042822	BASE NCR SPO (PS)	2					AD	AD	042822	BASE NCR SPO (PS)	3					AD	AD	042822	BASE NCR SPO (PS)	4					SEL	RSV	042822	BASE NCR SPO (PS)	5		NO PERSON					042822	BASE NCR SPO (PS)
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