

UNITED STATES COAST GUARD



# Assignments

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## Frequently Asked Questions

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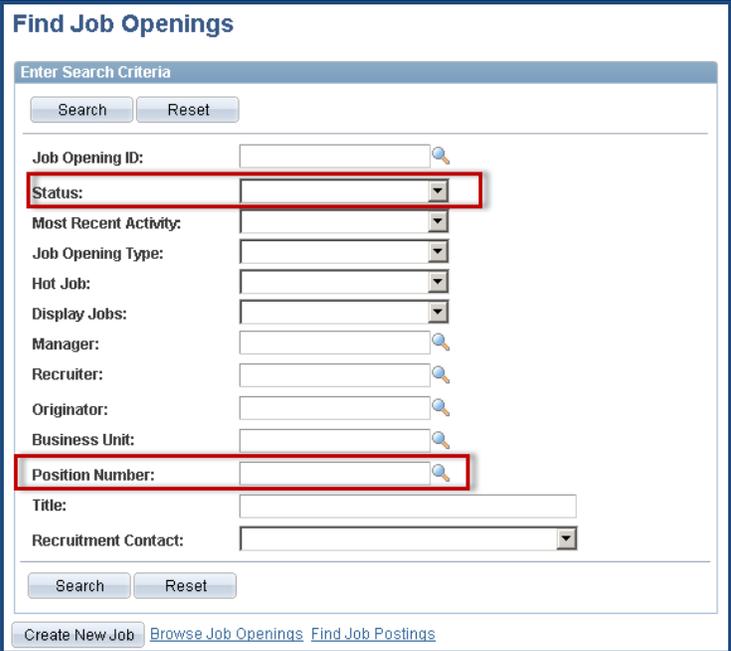
## 1 When to Manually Create a Job Opening

Users should only use the 'Create New Job Opening' functionality when CG-8 creates a brand new position. Most existing positions have job openings in Direct Access 9.1.

**i** DO NOT Create a job opening for a position with an existing job opening.

Follow these steps to find if a job opening exists for the position:

1. Click on **Find Job Opening** from the Assignments portal pagelet.
2. On the Find Job Openings page enter the following search criteria
  - a. Change to **Status** to BLANK
  - b. Enter the **Position Number** you are searching for



The screenshot shows a web form titled "Find Job Openings" with a sub-section "Enter Search Criteria". The form includes several input fields and dropdown menus. Two fields, "Status" and "Position Number", are highlighted with red rectangular boxes. The "Status" dropdown is currently set to "BLANK". The "Position Number" field is empty. There are "Search" and "Reset" buttons at the top and bottom of the form. At the bottom left, there are links for "Create New Job", "Browse Job Openings", and "Find Job Postings".

Figure 1 - Find Job Openings

3. The search will result in no rows if no job opening exists for the position. The user may then proceed to Create New Job Opening.

**i** If a Job Opening for a Position already exists and has a JO Status of 'Closed' then follow the instructions outlined in [How to Manually Add a Position/Member to a Potential Shopping List \(PSL\)](#) to open the Job Opening.

If the Job Opening for an existing Position has a status of 'Open' then follow the instructions outlined in [How to Manually Reopen a Job Posting](#) to allow members to apply.

## 2 How to Manually Add a Position/Member to a Potential Shopping List (PSL)

With a position number a position and any incumbent members can be manually added to a PSL if they did not qualify with the original criteria.

**i** If the position already exists on a PSL it cannot be added again. The position will need to be added to another PSL. If another shopping list is needed a blank one can be created for this propose as outlined in [How to Create an Empty Potential Shopping List \(PSL\)](#).

1. Open the PSL. (See Manage Potential Shopping List (PSL) section of the Assignments User Guide for further details.)

Shopping List ID	Shop Posn	Position Nbr	Shop Mbr	AO Code	Exp AD Term Dt	Rotation Dt	Business Unit	Reg Region	Job Code	Position Status	Bu
1	<input type="checkbox"/>		<input type="checkbox"/>								

Figure 2- Manual Add to PSL

2. Scroll to the bottom of the page and enter the **Shopping List ID** to manually add to.
3. Enter the **Position Nbr** of the position to add.

**i** When adding a member this would be the position the member is currently an incumbent in.

4. Click **Add to PSL**.

A message will appear to let you know if the position was able to be added. A row that was added in this manner will have a **Process Type** of 'AO Add'.

### 3 How to Create an Empty Potential Shopping List (PSL)

A blank PSL allows for shopping positions specifically identified to shop outside of the typical assignment season or for a position that was on the assignment season PSL but was not shopped.

 If the Position Form indicates that there is an associated job opening (Job Opening ID) that still has a JO Status of Open the posting can be updated to advertise the position rather than using another PSL. See [How to Manually Reopen a Job Posting](#).

1. Follow the steps in the Assignments User Guide for Creating a Potential Shopping List (PSL) using the following criteria:
  - a. The **Start Date** and **End Date** can be the same date such as 01/01/1950.
  - b. The AOs section should be used. Enter an **AO Code** that has NO associated positions such as one that belongs to a CAC.

With no positions to evaluate based on the entered AO Code, the resulting list in the PSL should return no rows. This allows for positions to be manually added to the PSL as needed using the 'Add to PSL' functionality as mentioned in the Manage Potential Shopping List (PSL) section of the Assignments User Guide.

## 4 How to Manually Reopen a Job Posting

If a position has been previously shopped and the associated job opening has a JO Status of Open indicated on the Position Form it can be advertised without the running the PSL/CSL process.

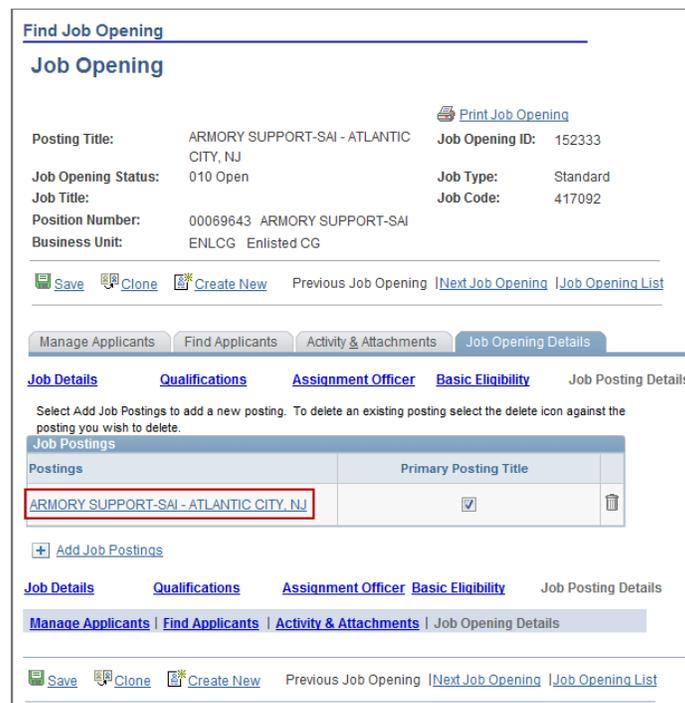


The screenshot shows a web interface with two tabs: "Position Form" (selected) and "Position ASGN History". Below the tabs is a table with the following data:

Job Opening ID	JO Status	Shopping List ID	
14293	Open	DEMO_EPM-MKW2013	
Position	Status	Posn Rank	Position Title
00000903	A	MK3	ENG/TACTICAL BCM
Department	Department Name		
000139	CG STA CAPE DISAPPOINT		

Figure 3 - Position Form Job Opening Information

1. Open the Job Opening that needs to be reopened. (See Find Job Opening section of the Assignments User Guide for further details.)
2. Select the **Job Opening Details** tab and then the **Job Posting Details**.
3. Click on the primary posting title link.



The screenshot shows a web interface for "Find Job Opening" with a "Job Opening" section. It displays details for a job opening with ID 152333, titled "ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ". Below the details are navigation links: Save, Clone, Create New, Previous Job Opening, Next Job Opening, and Job Opening List. The "Job Opening Details" tab is selected, showing sub-tabs: Job Details, Qualifications, Assignment Officer, Basic Eligibility, and Job Posting Details. A message states: "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." A table titled "Job Postings" has two columns: "Postings" and "Primary Posting Title". The first row contains "ARMORY SUPPORT-SAI - ATLANTIC CITY, NJ" and a checked checkbox. Below the table is an "Add Job Postings" link. At the bottom, there are navigation links: Manage Applicants, Find Applicants, Activity & Attachments, Job Opening Details, Save, Clone, Create New, Previous Job Opening, Next Job Opening, and Job Opening List.

Figure 4 - Job Opening Postings

- On the Posting Information page delete the **Remove Date** so the field is blank.

Destination	Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal		01/18/2013		154

Figure 5 - Job Posting Dates

- Click **OK** to return to the Job Opening.
- On the Job Opening page click **Save** to save the changed to the job posting information.

**i** A new candidate pool will NOT be created so all applicants who applied between the original posting dates will be present in addition to any new applicants. The new applicants can be identified using the **Date Entered** field which indicates when the member initially applied for the position. The **App Date** on the member’s eResume will indicate when they last submitted an eResume with the position.

EmpId	Member SL Status	Choice	Gender	Grade	Rank	Rotation Date	Date Entered	Hide	Tag	Proposed
1 1141256	Proposed	8	M	O3	LT	07/01/2014	05/15/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 1048507	Assigned	7	M	W3	BOSN3	06/30/2013	02/14/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 1255598	Proposed	2	M	E4	MK3	07/01/2013	01/22/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 2018580	Proposed	1	M	E4	MK3	07/01/2013	01/22/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 1252889	Rotating	.	M	E5	MK2	07/01/2013		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 6 - Candidate Pool Date Entered

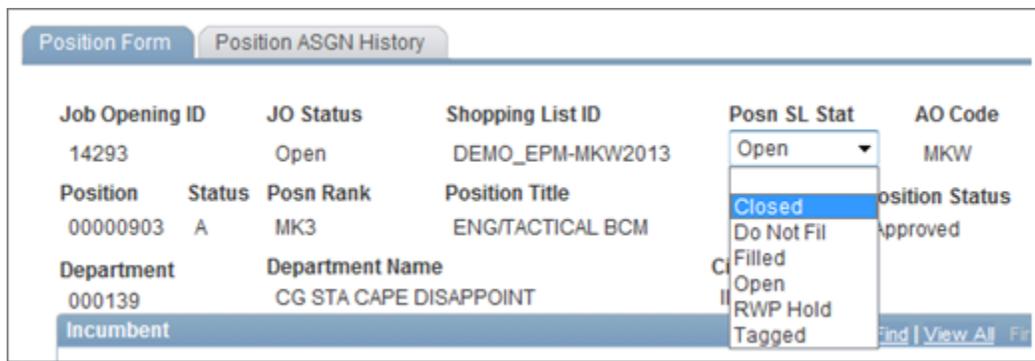
## 5 How to Manually Remove a Job Opening from Assignments Planning

A position that no longer needs to be filled can be manually removed from Position Navigator.

- i** To ONLY remove the job opening from being advertised follow the steps in the Assignments User Guide Manually Close a Job Posting section.

If a candidate pool is desired for the position, but an assignment does not need to be made at this time see [How to Indicate an Assignment is Not Needed for a Shopped Position](#).

1. Verify the job opening's posting is no longer being advertised by following the steps in the Manually Close a Job Posting section of the Assignments User Guide.
2. Open the Position Form of the position to remove from the Position Navigator. (See Position Form Search section of the Assignments User Guide for further details.)
3. On the Position Form set the **Posn SL Stat** to **Closed**.



The screenshot shows the 'Position Form' interface. At the top, there are two tabs: 'Position Form' (selected) and 'Position ASGN History'. Below the tabs is a table with the following data:

Job Opening ID	JO Status	Shopping List ID	Posn SL Stat	AO Code
14293	Open	DEMO_EPM-MKW2013	Open	MKW

Below the table, there are several fields: 'Position' (00000903), 'Status' (A), 'Posn Rank' (MK3), 'Position Title' (ENG/TACTICAL BCM), 'Department' (000139), and 'Department Name' (CG STA CAPE DISAPPOINT). A dropdown menu for 'Posn SL Stat' is open, showing options: 'Open', 'Closed', 'Do Not Fill', 'Filled', 'Open', 'RWP Hold', and 'Tagged'. The 'Closed' option is selected. At the bottom, there is an 'Incumbent' checkbox and a 'Find | View All' button.

Figure 7 - Position Form Posn SL Status to Closed

4. Click **Save**.

The position will no longer be displayed in Position Navigator results unless the **Include Positions Not Shopped** box is checked.



The screenshot shows the 'Position Navigator' interface. It features several search filters: 'AO Code', 'BU', 'Dept ID', 'Reg Region', and 'Job Code', each with a search icon. Below these are 'State' and 'City' fields. At the bottom, there are two checkboxes: 'Include Filled Positions' (unchecked) and 'Include Positions Not Shopped' (checked).

Figure 8 - Position Navigator Filtering Criteria

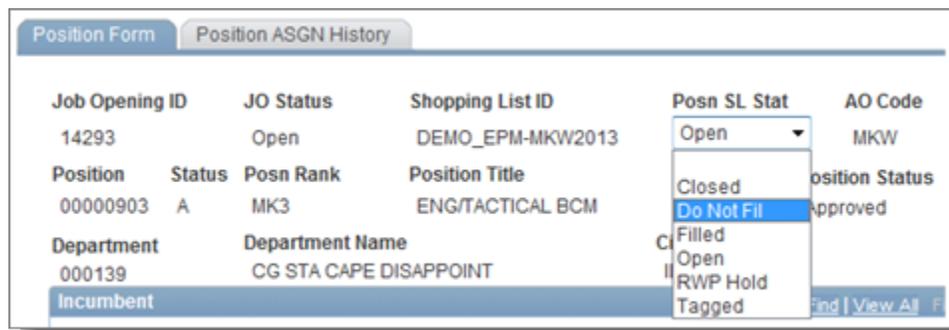
## 6 How to Indicate an Assignment is Not Needed for a Shopped Position

If a position that is being shopped is identified as an acceptable vacancy or should not have an assignment made for another reason it can be indicated with the **Posn SL Status**.

- i** To remove the job opening from being advertised follow the steps in the Assignments User Guide Manually Close a Job Posting section.

To remove the position from the Assignments Planning functionality see [How to Manually Remove a Job Opening from Assignments Planning](#).

1. Open the Position Form of the position for which an assignment should not be made. (See Position Form Search section of the Assignments User Guide for further details.)
2. On the Position Form set the **Posn SL Stat** to **Do Not Fil**.



The screenshot shows a web interface for a Position Form. At the top, there are two tabs: "Position Form" (selected) and "Position ASGN History". Below the tabs is a table with the following columns: Job Opening ID, JO Status, Shopping List ID, Posn SL Stat, and AO Code. The table contains one row with the following data: Job Opening ID: 14293, JO Status: Open, Shopping List ID: DEMO\_EPM-MKW2013, Posn SL Stat: Open (with a dropdown menu open showing options: Closed, Do Not Fill, Filled, Open, RWP Hold, Tagged), and AO Code: MKW. Below the table, there are fields for Position (00000903), Status (A), Posn Rank (MK3), Position Title (ENG/TACTICAL BCM), Department (000139), and Department Name (CG STA CAPE DISAPPOINT). At the bottom, there is an "Incumbent" field and a "Find | View All" button.

Figure 9 - Position Form Posn SL Status to Do Not Fill

3. Click **Save**.

This indicates that even though the position is being advertised on the Shopping List it should not be filled. This will provide a potential candidate pool if the position later needs to be filled of interested members.

## 7 How to Indicate Orders Have been Cut in Assignments Planning

Until the Orders functionality is moved to 9.1 manually indicating orders have been cut is required within the Assignments Planning. All three sections should be completed to indicate orders have been cut for both the position and member, but the order in which they are performed is optional and can correspond with the order in which you access the pages through the normal process you follow.

### 7.1 Position

1. Open the Position Form of the position for which orders have been cut. (See Position Form Search section of the Assignments User Guide for further details.)

 Look for position number links on your current page to directly transfer to that specific position's form.

2. On the Position Form set the **Posn SL Stat** to **Closed**.



The screenshot shows a web interface with two tabs: "Position Form" (selected) and "Position ASGN History". Below the tabs is a table with the following data:

Job Opening ID	JO Status	Shopping List ID	Posn SL Stat	AO Code
14293	Open	DEMO_EPM-MKW2013	Open	MKW

Below the table, there are sections for "Position", "Department", and "Incumbent". The "Position" section includes fields for "Status", "Posn Rank", and "Position Title". The "Department" section includes "Department Name". The "Incumbent" section is currently empty. A dropdown menu for "Posn SL Stat" is open, showing options: "Closed", "Do Not Fill", "Filled", "Open", "RWP Hold", and "Tagged". The "Closed" option is highlighted. To the right of the dropdown, there is a "Position Status" field with the value "approved". At the bottom right, there is a "Find | View All" button.

Figure 10 - Position Form Posn SL Status

 Setting the Position Shopping List Status to Closed for an enlisted position will automatically populate the Remove Date on the job opening's posting to end the advertisement of the position to members.

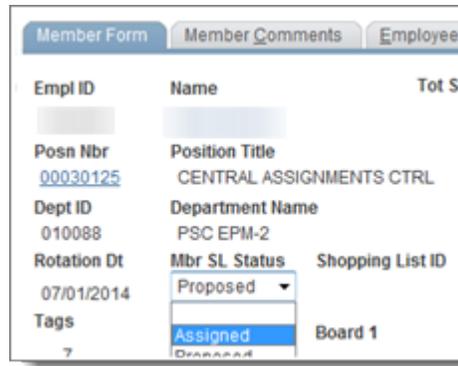
3. Click **Save**.

## 7.2 Member

1. Open the Member Form of the member for which orders have been cut. (See Member Form Search section of the Assignments User Guide for further details.)

 Look for emplID links on your current page to directly transfer to that specific member's form.

2. On the Member Form set the **Mbr SL Status** to **Assigned**.



The screenshot shows the 'Member Form' tab selected. The 'Mbr SL Status' dropdown menu is open, showing 'Proposed' as the current selection and 'Assigned' as the selected option. Other options visible include 'Proposed' and 'Proposed'.

Figure 11 - Member Form Mbr SL Status

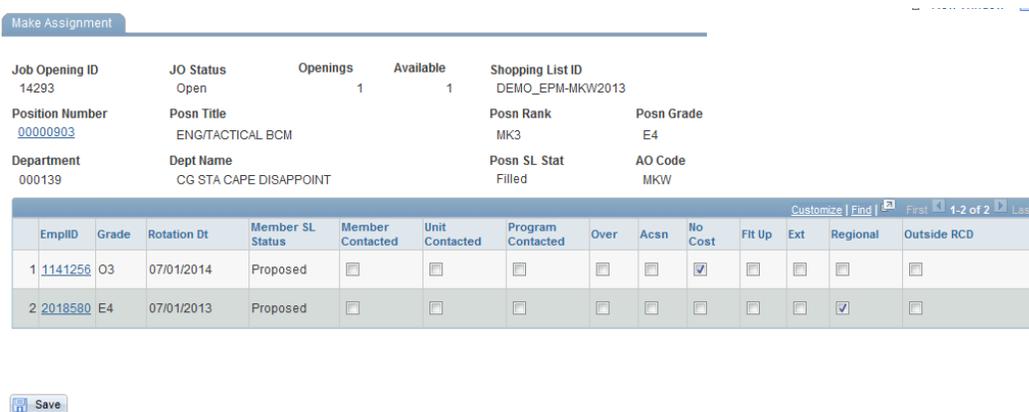
3. Click **Save**.

## 7.3 Verify Assignment Statistics

1. Open the Make Assignment page of the position for which orders have been cut. (See Make Assignment section of the Assignments User Guide for further details.)

 Look for **Make Assignment** links on your current page.

2. Verify the appropriate boxes have been checked for the assignment.



The screenshot shows the 'Make Assignment' page. It displays a table with columns for Job Opening ID, JO Status, Openings, Available, Shopping List ID, Position Number, Posn Title, Posn Rank, Posn Grade, Department, Dept Name, Posn SL Stat, and AO Code. Below this is a table with columns for EmplID, Grade, Rotation Dt, Member SL Status, Member Contacted, Unit Contacted, Program Contacted, Over, Acsn, No Cost, Fit Up, Ext, Regional, and Outside RCD. The 'No Cost' checkbox is checked for the first row.

Job Opening ID	JO Status	Openings	Available	Shopping List ID
14293	Open	1	1	DEMO_EPM-MKW2013
Position Number	Posn Title	Posn Rank	Posn Grade	
00000903	ENG/TACTICAL BCM	MK3	E4	
Department	Dept Name	Posn SL Stat	AO Code	
000139	CG STA CAPE DISAPPOINT	Filled	MKW	

EmplID	Grade	Rotation Dt	Member SL Status	Member Contacted	Unit Contacted	Program Contacted	Over	Acsn	No Cost	Fit Up	Ext	Regional	Outside RCD
1	1141256	O3	07/01/2014	Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2018580	E4	07/01/2013	Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Figure 12 – Make Assignment Statistics

3. If needed, make changes and click **Save**.