



PHS Interim Positions

Viewing Positions and Profiles

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1 Background

The Commissioned Corps of the U.S. Public Health Service (PHS) is undergoing a Transformation in which its core business processes, mission, and structure are realigning with new public health requirements, including disaster response and increased homeland security. The primary goal of the PHS Transformation project is to develop a Commissioned Corps Force Management (CCFM) solution. The goal of the CCFM is to develop centralized tracking and management of Corps officer skill sets, billets, position assignments, recruitment and training in support of Health and Human Services (HHS) and other Agency public health and emergency response needs. The intent is to make the Commissioned Corps the premier public health uniformed service in the world.

The PHS Transformation has been mandated by the Secretary of HHS and is consistent with the President's designation of HHS as the lead federal agency for public health response. New functional requirements resulting from Transformation cannot be fulfilled by legacy Human Resource (HR) systems. Legacy systems functionality must be integrated with new Transformation functionality to enable a unified HR system for Force Management of the Commissioned Corps.

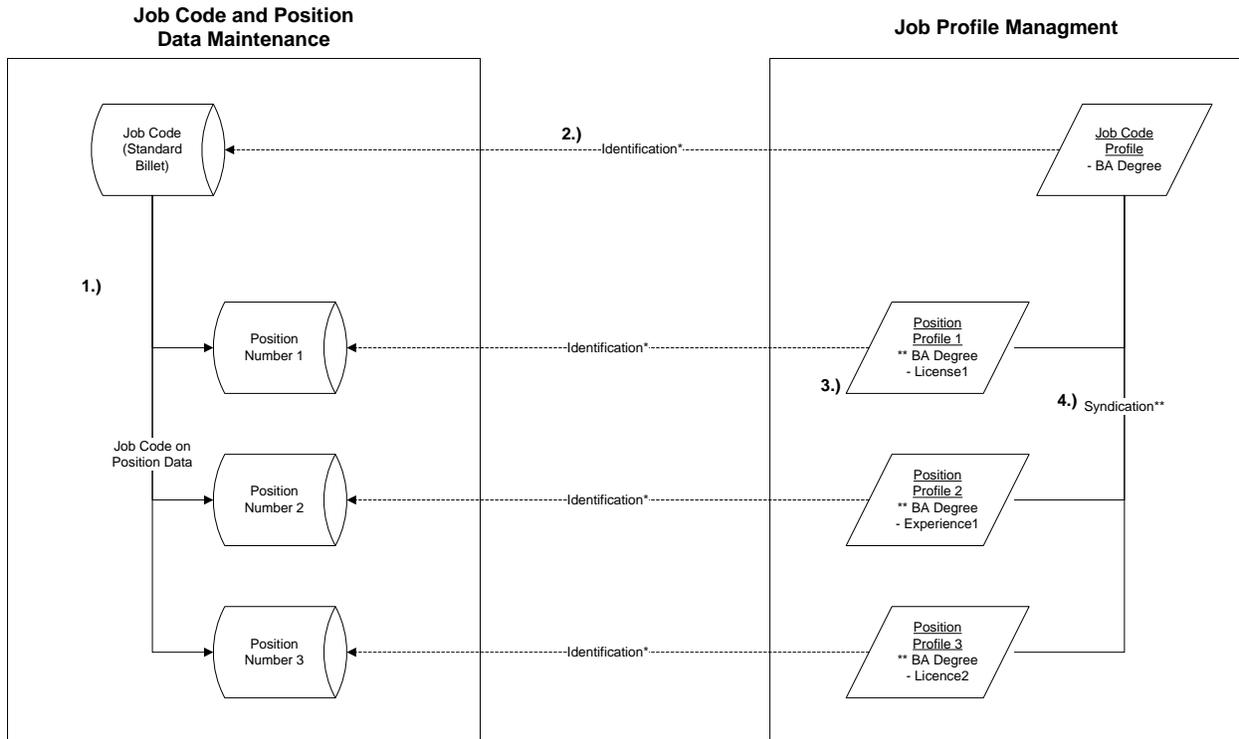
The Office of Management and Budget (OMB) is encouraging reuse of existing applications for similar business needs. In 2007 the Corps identified an alternative approach to achieving CCFM objectives at a lower development and schedule risk with Enterprise Application (EA) parameters set by HHS and consistent with federal human resources standardization upon the PeopleSoft Commercial Off the Shelf (COTS) system. For the past three years PHS has been implementing requirements in Coast Guard's Direct Access HR system, which is PeopleSoft-based.

The Commissioned Corps does not have consistent and comprehensive information for all positions encumbered by its officers and has undertaken an effort to collect individual officer level positions in a billets system. The information collected in the transformed billets system will be a key piece of the HR Information Technology (IT) system (Direct Access) that will be used to manage the Commissioned Corps. Transformed billets will have comprehensive job information and they will be consistently graded based on the work being performed as well as experience, knowledge, skills, and abilities required. Combined with an accurate profile on every officer, Direct Access will become the primary force management system used by the Commissioned Corps. The PHS Interim Positions project will be the first phase in which the individual officer billets collected in Billet Collection System (BCS) to will be converted into positions in Direct Access and then be maintained via position data and associated non-person profiles.

2 Introduction

This user guide provides instructions for how to view position and non-person (job) profile data.

The following diagram depicts the relationship between Job Codes, Positions, and Profiles within Direct Access:



*Identification involves linking the Profile to a specific data object. Here we are identifying profiles to specific Job Code and Positions.

**Syndication involves the inheritance of content from one profile to another. In this case the Position Profiles (Targets) are inheriting the content of 'BA Degree' associated with the Job Code Profile (Source).

1.) Job Code represents the PHS Standard Billet, whereas Position Numbers represent the individual billets that each officer will encumber. Positions will tie back to a specific Job Code representing the Standard Billet.

2.) A Profile will be linked to each Job Code and Position via Identification.

3.) Profiles will house content such as Experiences, Degrees, and Licenses/Certifications associated with that Job Code or Position, e.g. Position Profile 1 has content 'BA Degree' and 'License 1' in above diagram.

4.) Position Profiles will inherit content from a Job Code Profile via Syndication, e.g. Content 'BA Degree' is inherited by the Position Profiles from the Job Code Profiles in above diagram.

3 CCMIS Query

The CCMIS Query is actually a collection of queries used to search for specific positions in both COPS and Direct Access.

Navigation:

The screenshot shows the homepage of the Commissioned Corps of U.S. Public Health Service Management Information System. At the top, there is a navigation bar with the U.S. Department of Health & Human Services logo and the website address www.hhs.gov. Below this is a banner with the text "Commissioned Corps of U.S. Public Health Service Management Information System" and a photo of a uniformed officer. A secondary navigation bar contains links for Home, Query Billets, Query Positions, Pos./Billet Query, Positions History, QA Report, and Secure Area. The main content area features a large heading "Office of Commissioned Corps Operations" and "Billets & Positions Information System". A note at the bottom of the main area says "Best viewed with Internet Explorer 8". The footer contains the system name and address: "Commissioned Corps Management Information System, 1101 Wootton Parkway, Plaza Level, Suite 100 | Rockville, MD 20852".

3.1 Query Billets:

This query uses the Billet ID Number (BDN) as the primary search criteria and returns results from COPS.

The screenshot displays the "Enter Billet Query Parameters" form. The "Query Billets" tab is selected in the top navigation bar. The form includes the following fields and options:

- Billet ID (BDN): 3 characters left.
- Title: 60 Characters Left.
- Billet Type: (dropdown)
- Billet Grade: (dropdown)
- Billet Category: (dropdown)
- Billet Agency: (dropdown)
- Primary Job: (dropdown)
- Career Track: (dropdown)
- Civil Service Series: (dropdown)
- Sensitivity Level: (dropdown)
- Supervisory: (dropdown)
- Display Options: (dropdown)
- Status: (dropdown)

At the bottom of the form are three buttons: "Retrieve", "Clear", and "Cancel".

Result List example:

List of Billets							
#	B.D.N.	Title	Billet Type	Agency	Category	Grade	Select
1.	01AA400	Assistant Sec For Health/Surgeon General	General Duty	OS	Medical Officer	O - 10	
2.	01AA401	Deputy Surgeon General	General Duty	OS	Medical Officer	O - 8	

Total Billet(s) Found: 2

3.2 Query Positions:

This query uses the Position Number as the primary search criteria and returns results as interfaced from Direct Access.

Home Query Billets **Query Positions** Pos./Billet Query Positions History Q4 Report Secure Area

Query Positions

Position Number: 9 Characters Left

Title: 80 Characters Left

Position Type: ▼

Position Agency: ▼

Position Category: ▼

Position Grade: ▼

Primary Job: ▼

Hazardous Duty: ▼

Hard to Fill: ▼

Supervisory: ▼

Deployment Eligible: ▼

Geocode: 9 Characters Left

Result List example:

List of Positions									
#	Position #	Title	Type	Agency	Category	Grade	H	F	Select
1.	00101738	Research Nurse Coordinator	General Duty	NIH	Category Unknown	O - 5			
2.	00101739	I.C.D./N.O.C. Liaison Officer	General Duty	OS	Category Unknown	O - 5			
3.	00101740	Senior Health Intelligence Off	General Duty	OS	Category Unknown	O - 6			

3.3 Position/Billet Query:

This query uses Direct Access Position Number and Title as the primary search criteria and returns the matching BDN.

Home Query Billets Query Positions **Pos./Billet Query** Positions History QA Report Secure Area

Query Billets by Position Number

Position Number:
 3 Characters Left.

[Click to Retrieve Billets](#)

Query Billets by Position Attributes

Title: 60 Characters Left.

Position Type:

Position Agency:

Position Category:

Position Grade:

Primary Job:

Supervisory:

BDN Status:

Result List example:

List of Billets matched to Positions								
#	B.D.N.	Title	Billet Type	Agency	Category	Grade	F	Select
1.	01AA225	Surgeon General	General Duty	OS	Medical Officer	O - 9		
2.	01AA251	Sr. Advsr. To The Asst Sec. For Pub. Hlth, Em	General Duty	OS	Medical Officer	O - 8		
3.	01AA257	Advisor For Physical Activity, Nutrition And	General Duty	OS	Medical Officer	O - 6		

3.4 Positions History:

This query uses SERNO as the primary search criteria and returns an officer's basic information for their current position and any position history.

Home Query Billets Query Positions Pos./Billet Query **Positions History** QA Report Secure Area

Query Officer Positions History

SERNO: 5 Characters Left. [Retrieve](#)

Current Position

Current Position Unavailable

Positions History

#	Start Date	End Date	Position No.	Position Title	Agency	Grade	Select
No Positions History Found.							

Result List example:

Query Officer Positions History

SERNO: 5 Characters Left. [Retrieve](#)

Current Position

Name:	THOMPSON, DALE	SERNO:	69035
Title:	Director, Nursing Program	Position No.:	00113413 ⓘ
Primary Job:	CLINICAL PRACTICE, COUNSELING, & ANCILLARY MEDICAL SERVICES	Pos. Grade:	6
Agency:	DHS	Bureau:	DHS OIP
Category:	Health Services Officer	T Grade:	Commander (0 - 5)
Start Date:	04/01/2011	End Date:	Current

Positions History

#	Start Date	End Date	Position No.	Position Title	Agency	Grade	Select
No Positions History Found.							

3.5 QA Report:

The QA Report allows the user to create audit reports to verify or audit whether specific data elements are in sync between Direct Access and COPS.

Home Query Billets Query Positions Pos./Billet Query Positions History **QA Report** Secure Area

Enter Query Parameters

SERNO: 5 Characters Left.

Last Name: 30 Characters Left.

First Name: 30 Characters Left.

Agency: ▼

Report Type: Agency Category Grade
 Primary Job BDN Type BDN(ROG)
 Hazardous Duty

Result List example:

Comparison Report

1 of 1 Find | Next Select a format Export



Comparison Report by Agency

#	SERNO	Last Name	First Name	BDN	Position No.	Cops Value	DA Value
1.	73295	Boozer	Terry	08CC061	00101745	NONE	DOD TMA
2.	69035	Thompson	Dale	03CC063	00113413	NONE	IHS
3.	67012	Willis Marsh	Jeanne	99HB593	00101451	HRSA	NIH
4.	73297	Boozer	Bill	10CC062	00101745	NONE	DOD TMA
5.	73294	Boozer	Mark	03CC061	00113591	NONE	IHS
6.	62676	Brown	Clifford	11CC094	00101451	NONE	NIH
7.	69709	Edsittj-Hick	Carrie	08CC062	00101451	NONE	NIH
8.	66580	Sauer	Steven	04CC061	00101451	NONE	NIH

4 Position Data

Position will be initially captured in Direct Access as defined from the BCS collection. Position Data can be accessed via the Position Management link grouping on the Direct Access homepage:

Portal Link: Position Management> Position Data



Menu path: Main Menu > Develop Workforce > Manage Positions > Use > Position Data

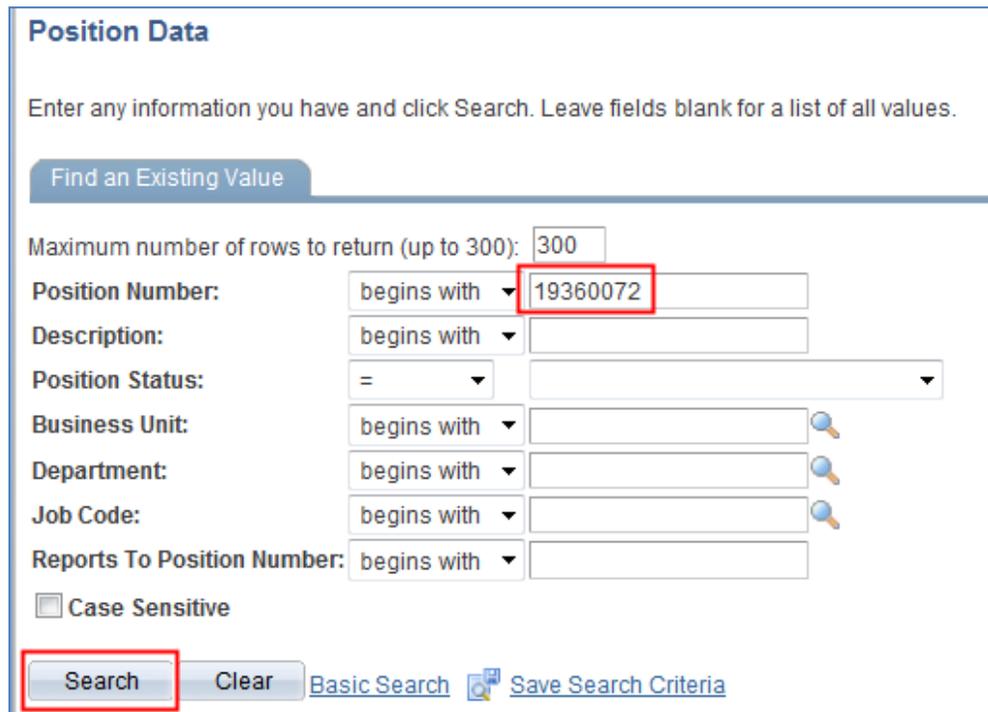
Note: You can also save Position Data as a favorite within Direct Access. To do this click on the drop down field under My Links and select “Add to My Links”:



The My Links feature is available for use on any link within Direct Access.

4.1 Viewing a Position

1. To view a Position, enter either a Position Number or the Description of a position and then click the “Search” button:



Position Data

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

Position Number: begins with 19360072

Description: begins with

Position Status: =

Business Unit: begins with

Department: begins with

Job Code: begins with

Reports To Position Number: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

*Tip – using “%” around a word will allow you to return all descriptions with that word in it, for example:

Position Data

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

Position Number: begins with

Description: begins with **%Nurse%**

Position Status: =

Business Unit: begins with

Department: begins with

Job Code: begins with

Reports To Position Number: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-100 of 156 Last

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number
00103454	CLINICAL NURSE	Approved	OFFPH	021070	CONV	(blank)
00106242	SENIOR NURSE PRACTITIONER / I	Approved	OFFPH	021823	CONV	(blank)
00106969	BEHAVIORAL HEALTH NURSE CASE	Approved	OFFPH	021823	CONV	(blank)
00101079	ADV. PRACTICE NURSE CONSULTANT	Approved	OFFPH	017649	PX0001	(blank)
00101053	ADVANCED FLIGHT NURSE	Approved	OFFPH	020544	PX0001	(blank)
00100995	ADVANCED PRACTICE NURSE I	Approved	OFFPH	CONV	PX0001	(blank)

2. After selecting the position from the search, the Position information will appear divided into 6 tabs:

Description tab:

Description	Specific Information	Budget and Incumbents	Add Posn Data 1
Position Information Find View All First 1 of 1 Last			
Position Number:	19360072		
Headcount Status:	Open	Current Head Count:	0 out of 1
Effective Date:	12/08/2011	Status:	Active
Reason:	NEW New Position	Action Date:	01/11/2012
Position Status:	Approved	Status Date:	12/08/2011 <input checked="" type="checkbox"/> Key Position
Job Information			
Business Unit:	OFFPH Officer PHS		
Job Code:	010095 Full Surgeon		
Reg/Temp:	Regular	Full/Part Time:	Full-Time
Regular Shift:	N/A	Union Code:	
Title:	Full Surgeon	Short Title:	LCDR Detailed Position Description
Work Location			
Reg Region:	PHS PHS		
Department:	010875 ACA	Company:	PHS Active PHS
Location:	MA0236 MINOT, MA		
Reports To:		Dot-Line:	
Supervisor Lvl:		Security Clearance:	CL Classified
Military			
Service:		Service Component:	
Rank:			
Salary Plan Information			
Salary Admin Plan:	OFF	Grade:	O4
Standard Hours:	240.00	Work Period:	M Monthly
Updated on: 01/11/2012 9:44:41AM Updated By: 67958 EILEEN FALZINI			

Position Description tab fields:

Field	Description	Valid Values	Data Entered by PHS Position Manager
Position Information section			
Position Number	Unique identification code for positions.	N/A	Automatically generated incremental number
Effective Date	Date the values on the row are effective in the system or the date that an action begins. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row.	N/A	Set to default of today's date or date position became effective
Status	Indicates whether a row in a table is Active or Inactive. If Inactive, the row is not displayed in prompts.	A Active I Inactive	Set to 'Active'

Field	Description	Valid Values	Data Entered by PHS Position Manager
Reason	Reason for the change or creation of the position from the list of available options.	INA Position Inactivated JRC Job Re-Classification NEW New Position REO Re-Organization/Re structure STA Position Status Change TTL Title Change UNK Position Eff Date Unknown UPD Position Data Update XFR Transfer	Set to default of 'NEW' or 'REO' if updating existing positions.
Position Status	Indicates the status of the position.	A Approved P Proposed R Frozen	Set to default of 'Approved'
Status Date	Date the billet was first established.	N/A	Will default to Effective Date for a new position
Key Position	Used for succession planning.	Y Yes N No	Will set to 'Y'
Job Information section			
Business Unit	Business Unit of position.	OFFPH Officer PHS	Always enter OFFPH for a PHS Officer position
Job Code	Link to standard position.	Many	Enter Job Code linked to the position
Reg/Temp	Indicates whether the position is Regular or Temporary	R Regular T Temporary	Set a default of 'Regular' (R).
Full/Part-Time	Indicates whether the position is Full-time or Part-time.	F Full Time P Part Time	Set a default of 'Full-Time' (F).
Regular Shift	Used if the position uses shifts.	N/A	Set a default of 'N/A'
Union Code	Used if using unions.	N/A	Leave blank
Title	Description of the position job code.	N/A	Will auto default from Job Code
Short Title	Short title of the position job code.	N/A	Will auto default from Job Code
Work Location			
Reg Region	Used to indicate Active Duty, Reserve, or Mix	AD Active Duty MIX PHS Positions Filled by Military or Civilian RSV Reservists	Enter appropriate AD, MIX, or RSV value depending on if position is Active Duty, Mix, or Reserve
Department	Department	Too many to include in document	Enter position's Department. Use CG_PHS_DEPT_LOOKUP query to search for Department by Agency.
Company	A business organization.	Many	Will auto default 'PHS' from Department
Reports To	Used for creating position hierarchies.	N/A	Leave blank

Field	Description	Valid Values	Data Entered by PHS Position Manager
Dot-Line Report	Used to create dotted line reporting relationship to another position.	N/A	Leave blank
Supervisor Level	Used to indicate whether supervisory or non-supervisory	Y Supervisory Position N Non-Supervisory Position	Enter position's supervisory level
Security Clearance	Security Clearance required for the position	CL Classified DN Denied LA L(Atomic Energy Act) NO None QN Q Non-Sensitive QS Q Sensitive RE Revoked SE Secret SU Suspended TI Top Secret/SCI TS Top Secret	Enter the position's Security Clearance
Military section – NOT USED			
Salary Plan Information section			
Salary Admin Plan	Salary Administration Plan for the position	OFF	Will auto default 'OFF' from Job Code
Grade	Grade for the position	O1 – O10	Enter officer grade for the position
Step	Step for the position	N/A	Leave blank
Standard Hours	Standard Hours for the position	N/A	Will auto default from Job Code
Work Period	Work Period for the position	N/A	Will auto default from Job Code
USA Flag section – NOT USED			

Specific Information tab:

Description		Specific Information		Budget and Incumbents		Addl Posn Data 1	
Position Number:	19360072			Current Head Count:	0 out of 1		
Headcount Status:	Open						
Specific Information Find View All First 1 of 1 Last							
Effective Date:	12/08/2011		Status:	Active			
Max Head Count:	1			<div style="border: 1px solid black; padding: 5px;"> Incumbents <input type="checkbox"/> Update Incumbents <input type="checkbox"/> Include Salary Plan/Grade <input checked="" type="checkbox"/> Budgeted Position <input type="checkbox"/> Confidential Position <input type="checkbox"/> Job Sharing Permitted <input type="checkbox"/> Available for Telework </div>			
Mail Drop ID:							
Work Phone:							
Health Certificate:							
Signature Authority:							
<div style="background-color: #e0e0e0; padding: 2px;"> ▶ Education and Government </div>							

Specific Information tab fields:

Field	Description	Valid Values	Data Entry
Specific Information section			
Max Head Count	Maximum head count allowed for this position	N/A	Set a default of '1'
Mail Drop ID	Mail Drop ID number assigned to this position	N/A	Leave Blank
Work Phone	Work phone assigned to this position	N/A	Leave Blank
Health Certificate	Health Certificate required for this position	N/A	Leave Blank
Signature Authority	Signature Authority assigned to this position	N/A	Leave Blank
Budgeted Position	Defaults to selected. If this position's status is proposed or frozen, clear this check box. Otherwise, leave it on for reporting purposes, so that the system knows that this is an approved, "real" position	Checkbox	Set a default of checked
Confidential Position	Indicates whether the position is confidential.	Checkbox	Set a default of unchecked
Job Sharing Permitted	Indicates whether job sharing is permitted for this position	Checkbox	Set a default of unchecked
Available for Telework	Indicates whether position is available for telework	Checkbox	Set a default of unchecked
Incumbents section – NOT USED			
Education and Government section – NOT USED			

Budget and Incumbents tab:

Description		Specific Information		Budget and Incumbents		Addl Posn Data 1			
Position Number:	19360072			Headcount Status:	Filled	Current Head Count:	1 out of 1		
Current Budget									
Earnings	Deductions	Tax	Cdn Tax	Total					
0.000	0.000	0.000	0.000	0.00					
Current Incumbents									
Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
2060047	0	Full-Time	240.00	Darth Skywalker	01/12/2012	Transfer	Permanent Change of Station	N	Job Data

*This tab will only be used to view the current incumbent of a position in the Current Incumbents section.

Addl Posn Data 1 tab:

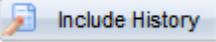
Description		Specific Information		Budget and Incumbents		Addl Posn Data 1	
Position Information							
Position Number:	19360072			Headcount Status:	Filled	Current Head Count:	1 out of 1
Effective Date:	12/08/2011			Status:	Active		
Position Data Information							
Title	Civil Series Title			Audit Date			
Deployment Eligibility	Non-Deployable			Tour Length	24 (months)		
Position Type	General Duty			<input checked="" type="checkbox"/> Hard to Fill			
Primary Job	Clin Pract-Counsel-Anc Med Svc			<input type="checkbox"/> Hardship/Hazardous			
Physical Demands	Some Physical Exertion						
Sensitivity Code	Moderate Risk						
Updated on: 01/11/2012 9:44:41AM Updated By: 67958 EILEEN FALZINI							

Addl Posn Data 1 tab fields:

Field	Description	Valid Values	Data Entry
Position Data Information section			
Title	Formal government title/Civil Service Series title.	N/A	Enter formal govt title/Civil Service Series title
Deployment Eligibility	Indicates whether the position is eligible for deployment	1 Non-Deployable 2 Tier 3 Eligible 3 Tier 1 or Tier 2 Eligible	Enter the position's Deployment Eligibility

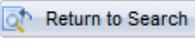
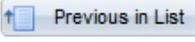
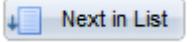
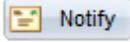
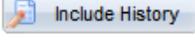
Field	Description	Valid Values	Data Entry
Position Type	Indicates the type of position.	A Acting G General Duty H Hardship J Junior Costep N Training R Research Officer Group S Senior Costep T Short Tour U USUHS W Waiver	Enter the position's Position Type
Primary Job	Indicates the primary job for the position.	00 Not Applicable 11 Research 12 Research Contract-Grant Admin 13 Development 14 Testing and Evaluation 21 Design 22 Construction 23 Production 24 Installation, Ops and Maint 31 Data Col-Processing-Analysis 32 Scientific and Technical Info 41 Standards and Specifications 42 Reg Enforcement and Licensing 51 Natural Resource Operations 61 Intramural (In-Service) Train 62 Extramural (Out-of-Serv) Train 81 Clin Pract-Counsel-Anc Med Svc 91 Planning 92 Management 93 Teaching and Training 94 Technical Asst and Consulting 99 Other	Enter the position's Primary Job
Physical Demands	Physical Demands required for the position	1 Sedentary 2 Some Physical Exertion 3 Considerable/Strenuous Exertn	Enter the position's Physical Demands
Sensitivity Code	Sensitivity Code associated with the position	0 Pending Determination 1 Non Sensitive - Low Risk 2 Non-Critical, Sensitive 3 Critical Sensitive 4 Special Sensitive 5 Moderate Risk 6 High Risk	Enter the position's Sensitivity Code
Audit Date	Date the position was last audited	Date	Enter date of performed audit

Field	Description	Valid Values	Data Entry
Tour Length	Indicates in months the amount of time each officer can encumber the position	Length in Months	Enter the position's Tour Length in months
Hard To Fill	Indicates whether the position is classified as Hard to Fill	Checkbox	Enter the position's Hard To Fill status
Hardship/Hazardous	Indicates whether the position is classified as Hazardous	Checkbox	Enter the position's Hardship/Hazardous status

3. Effective Dating provides a way to capture historical rows of data for a Position. Only the most current row will display unless the  button is clicked (located below each page). The blue bar indicates how many historical rows of data are associated with the Position and provides the ability to View All of the rows of data, or flip from one row to the next.



4. The buttons on the bottom of the page allow for the following:

	Clicking on this button return user to the Search page
	Previous in List allows user to go to the previous position if there are many search results
	Next in List allows user to go to the next position if there are many search results
	Notify allows user to send a notification with the page link to another user
	This is the default display which only shows the most current position row
	Include History allows user to see all historical data rows for the position

5 Non-Person Profile

A non-person profile (profile type = JOB) will store the competencies and accomplishments of PHS interim positions and position job codes. One non-person profile will be established for each job code (Job Code profile) and one non-person profile will be created for each position (Position profile). Each Position profile will syndicate with a Job Code Profile allowing that Position Profile to inherit the content of the Job Code profile.

Portal Link: Position Management> Job Profile



Menu path: Main Menu > Workforce Development > Profile Management > Profiles > Non-person Profiles

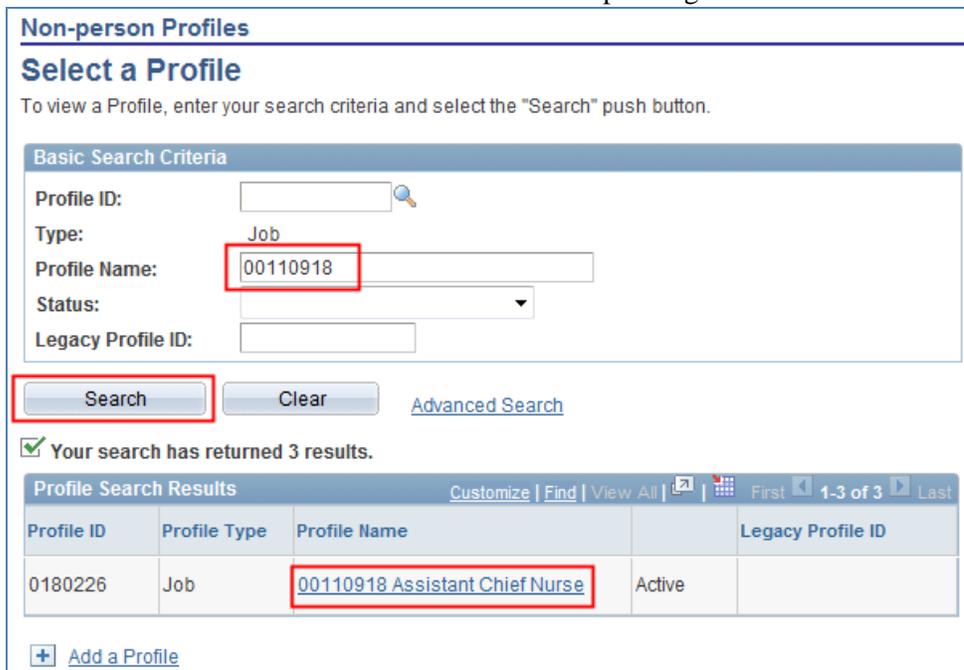
Note: You can also save Job Profile as a favorite within Direct Access. To do this click on the drop down field under My Links and select "Add to My Links":



The My Links feature is available for use on any link within Direct Access.

5.1 Viewing a Non-person Profile

1. A user can search by either Profile ID, Profile Name, or Status (Type will always be "Job" because that signifies a Non-person Profile – Legacy Profile ID will not be used). Clicking "Search" button will return results of entered search criteria. Most commonly the user will enter a Position Number in the Profile Name field to find the corresponding Position Profile:

A screenshot of the "Non-person Profiles" search interface. The page has a title "Non-person Profiles" and a sub-header "Select a Profile". Below the sub-header is a text instruction: "To view a Profile, enter your search criteria and select the 'Search' push button." The search criteria section is titled "Basic Search Criteria" and contains several input fields: "Profile ID:" (empty), "Type:" (set to "Job"), "Profile Name:" (containing "00110918" and highlighted with a red box), "Status:" (dropdown menu), and "Legacy Profile ID:" (empty). Below the search criteria are three buttons: "Search" (highlighted with a red box), "Clear", and "Advanced Search". Below the buttons is a green checkmark icon and the text "Your search has returned 3 results." Below this is a table titled "Profile Search Results" with columns: "Profile ID", "Profile Type", "Profile Name", and "Legacy Profile ID". The table has one row of data: "0180226", "Job", "00110918 Assistant Chief Nurse" (highlighted with a red box), and "Active". At the bottom of the page is a link "+ Add a Profile".

Click on the Profile Name in order view the desired profile.

2. The Non-person Profile page will appear:

Non-person Profile

Profile ID: 0180226
 Profile Type: JOB Job
 Profile Status: Active
 Description: 00110918 Assistant Chief Nurse
 Short Description: Assistant
 Profile Actions: <Select Action>   

Profile Syndications Import Content

Competencies [Responsibilities](#) Qualifications [NVQ](#) [Worn Rank](#)

▼ **Competencies (Approval Not Required)** [Customize](#) | [Find](#) | [View All](#) |   First 1-5 of 10 Last

ID	Competency
ABLS	ABLS
ACLS	ACLS
BLS	Administration, health care
MLTAdmHCar	BLS
MLTDirector	Director

[+ Add New Competencies](#)

Competencies [Responsibilities](#) [Qualifications](#) [NVQ](#) [Worn Rank](#)

▼ **Profile Identities (Approval Not Required)** [Customize](#) | [Find](#) | [View All](#) |   First 1 of 1 Last

Profile Identity Option	Key 1 Value	Description	Edit Identity	Delete
POSITION	00110918	Assistant Chief Nurse		

[+ Add Profile Identity](#)

▶ **Profile Associations**

[+ Add Profile Association](#)

[Return to Previous Page](#)

Each box outlined will be described in further detail below:

Non-person Profile page – General Fields:

Non-person Profile

Profile ID: 0180226

Profile Type: JOB Job

Profile Status: Active

Description: 00110918 Assistant Chief Nurse

Short Description: Assistant

Profile Actions: <Select Action>   

Field	Description
Profile ID	Unique identification number for the profile.
Profile Type	Indicates that the non-person profile is for a position.
Profile Status	Indicates whether the profile is active or inactive.
Description	Description of the profile.
Short Description	Short description of the profile.
Profile Actions	Actions that can be taken on Profile.
Printer Icon	Allows user to format profile to print

Non-person Profile page – Competencies Content Section:

[Competencies](#)
 [Responsibilities](#)
 [Qualifications](#)
 [NVQ](#)
 [Worn Rank](#)

▼ Competencies (Approval Not Required)
 [Customize](#) | [Find](#) | [View All](#) |  | 
 First  1-5 of 10  Last

ID	Competency
MLTABLS	ABLS
MLTACLS	ACLS
MLTAHTCR	Administration, health care
MLTBLS	BLS
MLTDIRTR	Director

+ Add New Competencies

Field	Description
Competencies	When selected allows user to view Experiences tied to the profile

Select a specific Competency from the Competencies section to see the Experience details, for example ABL5:

Competencies		Responsibilities	Qualifications	NVO	Worn Rank
▼ Competencies (Approval Not Required) Customize Find View All [Grid Icon] [Print Icon] First 1-5 of 10 Last					
ID	Competency				
MLTABLS	ABL5				
MLTACLS	ACLS				

Competency Details:

Non-person Profile

Update Competencies

Profile ID: 0180226 00110918 Assistant Chief Nurse
Profile Type: JOB Job
 Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details		Find View All First 1 of 1 Last
Competency:	MLTABLS	ABL5 ⓘ
Effective Date:	04/07/2011	
Status:	Active	
Rating Model:	YRS	Years of Experience
Target Proficiency:	Relevant Training Only	
Weight:		
Minimum Weight:	<input type="checkbox"/> Mandatory <input type="checkbox"/> Critical	
Long Description:		

Non-person Profile page – Qualifications Content Section:

Competencies		Responsibilities	Qualifications	NVO	Worn Rank
▼ Degrees (Approval Not Required) Customize Find View All [Grid Icon] [Print Icon] First 1-2 of 2 Last					
ID	Degree				
B	Baccalaureate Degree				
M	Masters Degree				
+ Add New Degrees					
▼ Licenses & Certifications (Approval Not Required) Customize Find View All [Grid Icon] [Print Icon] First 1-5 of 5 Last					
ID	License				
CTCCRNA1	CCRN Crit Care RN (Ad/Ped/Neo)				
CTRNBCA7	RN-BC (Nurse)-Nrs Prof Dev				
CTRNCNA1	RN/CNA/BC - Nursing Adm Basic				
CTRNCNA2	RN/CNA/BC - Nursing Adm Adv				
NRSRN	Nursing				
+ Add New Licenses & Certifications					

Field	Description
Qualifications	When selected allows user to view Degrees and Licenses & Certifications tied to the profile

Select a specific Degree from the Degrees section to see the Degree details, for example Masters Degree:

Competencies	Responsibilities	Qualifications	NVQ	Worn Rank
▼ Degrees (Approval Not Required) Customize Find View All [Grid] First 1-2 of 2 Last				
ID	Degree			
B	Baccalaureate Degree			
M	Masters Degree			

Degrees Details:

Non-person Profile

Update Degrees

Profile ID: 0180226 00110918 Assistant Chief Nurse
Profile Type: JOB Job
 Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details		Find View All First 1 of 1 Last
Degree:	M	Masters Degree ⓘ
Effective Date:	04/07/2011	
Status:	Active	
Country:	USA	United States
	<input checked="" type="checkbox"/> Mandatory	

Select a specific License/Certification from the Licenses & Certifications section to see the License/Certification details, for example Masters Degree:

▼ Licenses & Certifications (Approval Not Required)		Customize Find View All [Grid] First 1-5 of 5 Last
ID	License	
CTCCRNA1	CCRN Crit Care RN (Ad/Ped/Neo)	
CTRNBCA7	RN-BC (Nurse)-Nrs Prof Dev	

License & Certification Details:

Non-person Profile

Update Licenses & Certifications

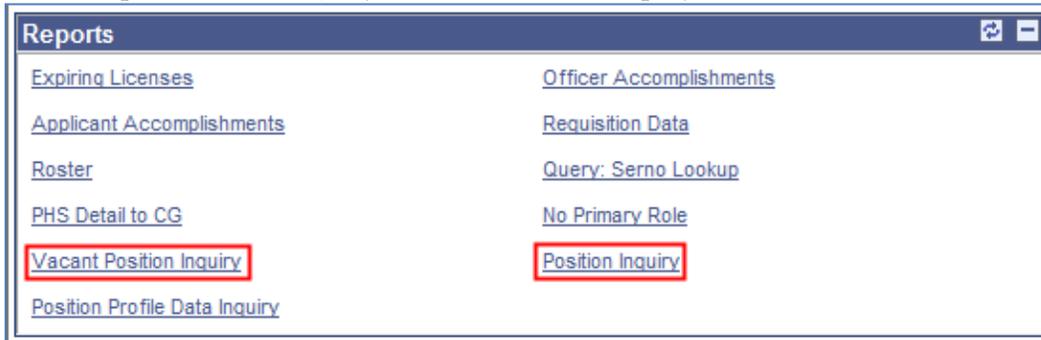
Profile ID: 0180226 00110918 Assistant Chief Nurse
Profile Type: JOB Job
 Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details		Find View All First 1 of 1 Last
License:	CTCCRNA1	CCRN Crit Care RN (Ad/Ped/Neo) ⓘ
Effective Date:	04/07/2011	
Status:	Active	
	<input type="checkbox"/> Mandatory	
	<input type="checkbox"/> Renewal Required	

6 Position Inquiries

The purpose of the Position Inquiry and Vacant Position Inquiry is to provide a dynamic ad hoc query tools that can be used to satisfy multiple position reporting requirements. These queries will be written using Direct Access 9.1 as the source. The Position Inquiry will search for any positions that are current **encumbered** by an officer. The Vacant Position Inquiry will search for any positions that are currently **not filled** by an officer.

Portal Links: Reports> Position Query or Vacant Position Inquiry



Note: You can also save Position Inquiry or Vacant Position Inquiry as a favorite within Direct Access. To do this click on the drop down field under My Links and select “Add to My Links”:



The My Links feature is available for use on any link within Direct Access.

6.1 Using the Position Inquiry or Vacant Position Inquiry

1. The Position and Vacant Position Inquiries are pages that can be used to find positions based on the criterion specified in the fields provided:

CG_PHS_POSN_INQ - PHS Positions Inquiry

Position: 

Eff Date: 

Eff Status A, I:

Posn Status A, F, P:

Title:

CG_PHS_VACANT_POSN_INQ - PHS Positions Inquiry

Position: 

Eff Date: 

Eff Status A, I:

Posn Status A, F, P:

Title:

*Note – the above screenshots are examples of the inquiry pages – the full list of fields are represented in the following table:

Position and Vacant Position Inquiry search fields:

Field	Description
Position	Search based on a specific Position Number
Eff Date*	Effective Date of the positions being searched for – Use Today’s Date *Eff Date is required to run the Position Query
Eff Status	Effective Status of the positions being searched for, A = Active, I = Inactive
Posn Status	Position Status, A = Approved, F = , P = Proposed
Title	Position Title
Dept ID	Department ID of the position
Location	Location of the position
Category	PHS Category of the position
Job Code	Job Code of the position
Grade – O1, O2, etc.	Grade that the position is in, O1-O10
Headcount	Headcount of the position
EMPLID	EMPLID is the Direct Access employee ID number for a PHS Officer (Position Inquiry only criteria)
SERNO	SERNO is the PHS Serial Number for a PHS Officer (Position Inquiry only criteria)
Reg Region	Reg Region indicates whether a position is Active Duty (AD), a position that can be filled by either military or civilian (MIX), or Reservist (RSV)
Billet Type	Billet Type Code of the position
Primary Job	Primary Job for the position
Phys Demands – 1,2,3	Physical Demands of the position, 1 = Sedentary, 2 = Some Physical Exertion, 3 = Considerable/Strenuous Exertion
Job Sensitivity 0-6	Job Sensitivity of the position, 0 = Pending Determination, 1 = Non-sensitive/Low Risk, 2 = Non-critical, Sensitive, 3 = Critical, Sensitive, 4 = Special Sensitive, 5 = Moderate Risk, 6 = High Risk
Deploy Elig – 1,2,3	Deployment Eligibility of the position, 1 = Non-Deployable, 2 = Tier 3 Eligible, 3 = Tier 1 or Tier 2 Eligible
Hard to Fill – Y, N	Hard to Fill status of position, Y = Yes, N = No
Hazardous – Y, N	Hazardous duty status of position, Y = Yes, N = No
Action	Last Action that occurred for the position (this field probably not going to be used much for searching)
Reason	Reason the position was created/changed
Supervisory – Y, N	Indicates whether position is supervisory, Y = Yes, N = No
Clearance Type	Clearance Type of the position
Company (PHS)	Company will always be PHS and MUST be entered first if searching by Agency
Agency	Agency the position is in – Use lookup to find Agency code - Company MUST be PHS in order to search on the correct PHS Agency values

*Tip – Use the magnifying glass icon  to look up values associated with the field.

6.2 Position Query Examples

The following are examples of how to run the Position Query for specific types of position reports (*Note that these are only examples and many other types of reporting can be accomplished depending on the field criteria selected):

6.2.1 Positions in a PHS Category

1. Use the following criteria to find all active Positions within a specific PHS category:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today's Date *Eff Date is required to run the Position Query	07/10/2011
Eff Status	Effective Status of the positions being searched for, A = Active, I = Inactive	A
Category	PHS Category of the position	DIET (Dietician)

2. After entering the above criteria click the “View Results” button:

Clearance Type:

View Results

Download results in : Excel SpreadSh

3. Once results have been returned, click on the “Excel Spreadsheet” link to download the results to Excel. The downloaded Excel spreadsheet can then be saved and manipulated as needed.

Download results in : **Excel Spreadsheet** [CSV Text File](#) [XML File](#) (424 kb)

[View All](#)

	Position	Eff Date	Status	Action	Reason	Descr	Status	Stat Dt	Title	Dept ID	Lo
1	00111951	05/20/2011	Active	POS	NEW	Chief Cplx Nutr Diet Pgm(Clin)	Approved	05/20/2011	N/A	017216	NI
						Chief Cplx					

*Note – this Excel spreadsheet download procedure will apply for any Position Query results as necessary.

6.2.2 Positions in a PHS Agency

1. Use the following criteria to find all Positions that have a Hard-To-Fill status:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today's Date *Eff Date is required to run the Position Query	07/10/2011
Company (PHS)	Company will always be PHS and MUST be entered first if searching by Agency	PHS
Agency	Agency the position is in – Use lookup to find Agency code - Company MUST BE PHS in order to search on the correct PHS Agency values	07 (CDC via lookup)

6.2.3 Positions by Hard-To-Fill Status

- Use the following criteria to find all Positions that have a Hard-To-Fill status:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today’s Date *Eff Date is required to run the Position Query	07/10/2011
Hard to Fill – Y, N	Hard to Fill status of position, Y = Yes, N = No	Y

6.2.4 Positions by Physical Demands

- Use the following criteria to find all Positions by Physical Demands:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today’s Date *Eff Date is required to run the Position Query	07/10/2011
Phys Demands – 1,2,3	Physical Demands of the position, 1 = Sedentary, 2 = Some Physical Exertion, 3 = Considerable/Strenuous Exertion	1

6.2.5 Positions by Hazardous Duty Status

- Use the following criteria to find all Positions that have a Hazardous Duty status:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today’s Date *Eff Date is required to run the Position Query	07/10/2011
Hazardous – Y, N	Hazardous duty status of position, Y = Yes, N = No	Y

6.2.6 Positions by Grade

- Use the following criteria to find all Positions according to Grade:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today’s Date *Eff Date is required to run the Position Query	07/10/2011
Grade – O1, O2, etc.	Grade that the position is in, O1-O10	O5

6.2.7 Positions by Deployment Eligibility

- Use the following criteria to find all Positions according to Deployment Eligibility:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today’s Date *Eff Date is required to run the Position Query	07/10/2011
Deploy Elig – 1,2,3	Deployment Eligibility of the position, 1 = Non-Deployable, 2 = Tier 3 Eligible, 3 = Tier 1 or Tier 2 Eligible	2

6.2.8 Positions by Supervisory Status

4. Use the following criteria to find all Positions according to Supervisory status:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today's Date *Eff Date is required to run the Position Query	07/10/2011
Supervisory – Y, N	Indicates whether position is supervisory, Y = Yes, N = No	Y

6.2.9 Positions by Ready Reserve

Use the following criteria to find all Positions according to Supervisory status:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today's Date *Eff Date is required to run the Position Query	07/10/2011
Source – MIL,RSV,MIX, CIV	Position Source Code indicates whether the position is Military (MIL), Reserve (RSV), Mixed (MIX), Civilian (CIV)	RSV

7 Position Profile Data Inquiry

The purpose of the Position Profile Data Inquiry is to provide a dynamic ad hoc query tool that can be used to satisfy multiple position profile reporting requirements. This query will be written using Direct Access 9.1 as the source.

Portal Link: Reports> Position Profile Data Inquiry



Note: You can also save Position Profile Data Inquiry as a favorite within Direct Access. To do this click on the drop down field under My Links and select “Add to My Links”:



The My Links feature is available for use on any link within Direct Access.

7.1 Using the Position Profile Data Inquiry

1. The Position Profile Data Query is a page that can be used to find positions based on the criterion specified in the fields provided:

CG_PHS_POSN_PROFILE - PHS Positions Profile dump	
Position:	<input type="text"/> 
Eff Date:	<input type="text"/> 
Eff Status A, I:	<input type="checkbox"/>
Posn Status A, F, P:	<input type="checkbox"/>
Title:	<input type="text"/>

Position Profile Data Inquiry search fields:

Field	Description
Position	Search based on a specific Position Number
Eff Date*	Effective Date of the positions being searched for – Use Today’s Date *Eff Date is required to run the Position Query
Eff Status	Effective Status of the positions being searched for, A = Active, I = Inactive
Posn Status	Position Status, A = Approved, F = , P = Proposed
Title	Position Title
Dept ID	Department ID of the position
Location	Location of the position
Category	PHS Category of the position
Job Code	Job Code of the position
Grade – O1, O2, etc.	Grade that the position is in, O1-O10
Headcount	Headcount of the position
EMPLID	EMPLID is the Direct Access employee ID number for a PHS Officer
SERNO	SERNO is the PHS Serial Number for a PHS Officer
Reg Region	Reg Region indicates whether a position is Active Duty (AD), a position that can be filled by either military or civilian (MIX), or Reservist (RSV)
Billet Type	Billet Type Code of the position
Primary Job	Primary Job for the position
Phys Demands – 1,2,3	Physical Demands of the position, 1 = Sedentary, 2 = Some Physical Exertion, 3 = Considerable/Strenuous Exertion
Job Sensitivity 0-6	Job Sensitivity of the position, 0 = Pending Determination, 1 = Non-sensitive/Low Risk, 2 = Non-critical, Sensitive, 3 = Critical, Sensitive, 4 = Special Sensitive, 5 = Moderate Risk, 6 = High Risk
Deploy Elig – 1,2,3	Deployment Eligibility of the position, 1 = Non-Deployable, 2 = Tier 3 Eligible, 3 = Tier 1 or Tier 2 Eligible
Hard to Fill – Y, N	Hard to Fill status of position, Y = Yes, N = No
Hazardous – Y, N	Hazardous duty status of position, Y = Yes, N = No
Type	The Content Type for a Profile, COMPETENCY = PHS Experience, DEG = Degree, LIC = Licenses or Certification
Item ID	Item ID is the specific position profile content ID for a specific Content Type,, for example, M = Master’s Degree content ID for DEG (Degrees) content type
Action	Last Action that occurred for the position (this field probably not going to be used much for searching)
Reason	Reason the position was created/changed
Supervisory – Y, N	Indicates whether position is supervisory, Y = Yes, N = No
Clearance Type	Clearance Type of the position

Field	Description
Years (0-9, A for 10+)	Number of Years for an Experience (Type will always have to be "COMPETENCY" to use this field)
Profile ID	The specific Profile ID associated with the position
Company (PHS)	Company will always be PHS and MUST be entered first if searching by Agency
Agency	Agency the position is in – Use lookup to find Agency code - Company MUST be PHS in order to search on the correct PHS Agency values

The following are examples of how to run the Position Profile Data Inquiry for specific types of position profile reports (*Note that these are only examples and many other types of reporting can be accomplished depending on the field criteria selected):

7.1.1 Positions within a Specific Experience, Degree, or License/Certification

1. Use the following criteria to find all Positions according to a specific Experience, Degree, or License/Certification:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today's Date *Eff Date is required to run the Position Query	07/10/2011
Type	The Content Type for a Profile, COMPETENCY = PHS Experience, DEG = Degree, LIC = Licenses or Certification	LIC (License)
Item ID	Item ID is the specific position profile content ID for a specific Content Type,, for example, M = Master's Degree content ID for DEG (Degrees) content type	REDIETA1 (Description = Registered Dietician)

7.1.2 Positions by X Number of Years in Y Experience

1. Use the following criteria to find all Positions according to Positions by X number of years in Y experience:

Field	Description	Example Data Entry
Eff Date*	Effective Date of the positions being searched for – Use Today's Date *Eff Date is required to run the Position Query	07/10/2011
Type	The Content Type for a Profile, COMPETENCY = PHS Experience, DEG = Degree, LIC = Licenses or Certification	COMPETENCY (Experience)
Item ID	Item ID is the specific position profile content ID, for example, M = Master's Degree for education content	DIOVRALL (Dietician – Overall Experience)
Years (0-9, A for 10+)	Number of Years for an Experience (Type will always have to be "COMPETENCY" to use this field)	5 years