

U.S. Coast Guard and U.S. Public Health Service



Commissioned Corps Force Management (CCFM) Integration – Business Procedure Document – Foundation Tables

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INTRODUCTION

Foundation tables form the backbone of Direct Access. They are the tables that supply the list of valid values to choose when data entry is done in the Direct Access system. Foundation tables often contain a way of mapping values between the Direct Access system and other PHS systems such as COPS and CCP. Other words for foundation tables might be reference tables, pick lists or drop downs.

1 PORTAL

The Portal gives one click access to each Component. The links under Foundation Tables and Position Management will take you right to the Component name you are trying to access.

The screenshot displays the Oracle HR Portal interface. At the top, there is a navigation bar with the Oracle logo, user information (Name: Vorkat, Add to My Links, Sign Out), and a search field. Below the navigation bar, the main content area is divided into several sections:

- Personalize Content Layout:** A sidebar menu with options like My Favorites, Administer Workforce, Define Business Rules, Develop Workforce, PeopleSoft, Self Service, Global Payroll & Absence Mgmt, Set Up HRMS, PeopleSoft, My Content, Worklist, Tree Manager, Reporting Tools, People Tools, Run a Query, WORKSAPES, Change My Password, My Personal History, My System Profile, and My Connectivity.
- Accessions:** A table with links for Assessed Data, Post-Visit Experience, Education, Licenses and Certificates, Honors/Awards, and Applicant Contract Data.
- Assignments:** A table with links for Job Requisition Data, Open Requisition, Requisitions Search - Employee, and Requisitions Search - Applicant.
- Care HR:** A table with links for Job Data, Statement of Creditable Ser, Licenses and Certificates, Honors and Awards, Education, Addresses, Emergency Contact, Member Class, and CO Member Info, Personal Data.
- Foundation Tables:** A table with links for Location Table and Department Table.
- Self-Service:** A table with links for Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Overall Lifestyle, My Job Preferences, Review My Resume, Personal Information, and Additional Member Info.
- Position Management:** A table with links for Job Code Table, Position Data, Role Competency, and Role Accomplishment.
- Reports:** A table with links for Equates Licenses, Officer Accomplishments, Applicant Accomplishments, Requisition Data, Router, and Query: Serco Lookup.

2 LOCATION TABLE

PHS will use the location table to track Geographic Locations. PHS locations will reflect a city and state, rather than a specific building. The location table is maintained by CG-634.

2.1 Location Table Search

From the Portal Home Page, click the **Location Table** hyperlink, located inside of the **Foundation Tables** box.

Location Table

Find an Existing Value

SetID:

Location Code:

Description:

City:

State:

Case Sensitive

Include History

[Basic Search](#)

The setid will default to POSTL. Change the setid to PHS to find a PHS location.

2.2 Location Table – Location Address

Location Address		Location Profile		CG Location Data	
SetID:	PHS	Location Code:	MD0467	Business Units that use this Setid	
Location Address View All First 1 of 1 Last					
Effective Date:	01/01/1901	Status:	Active		
Description:	ROCKVILLE, MD	Short Description:	ROCKVILLE,		
Building:	241360031	Floor #:			
Country:	USA United States	Language Code:	Phone		
Address 1:					
Address 2:					
Address 3:					
City:	ROCKVILLE				
County:		Postal:			
State:	MD Maryland				
Save Return to Search Next in List Previous in List Previous tab Next tab Update/Display Include History					
Location Address Location Profile CG Location Data					

- **Setid** will be 'PHS' for all PHS locations.
- **Location Code** is automatically set by the system when a new location is entered. Location Code is a six character field. The first two characters are the state or country that the location is in. The next 4 characters are a sequential number.
- As a convention, **Effective Date** is set to '01/01/1901' for all locations in existence at the time of system go live. New locations will also be added with this effective date.
- **Status** can be Active or Inactive. Only active locations that are effective prior to the position or job effective date will be available to put on a position data or officer job record.
- **Description** will be the City and State. **Short Description** will be the first 10 characters of the description.
- **Building** is a 10 character alphanumeric field. PHS will use this field to store the current GEOCODE for a location, which is a 9 character numeric value.
- **Floor #**, **Language Code**, and **Address 1, 2 and 3** will be left blank. PHS will not use location codes to describe specific work locations. PHS locations will be defined to the level of City and State.
- **City** will contain the city that the location reflects. **State** will contain the State if it us a US location. **Country** will reflect the country for the location.
- **County** and **Postal** will be left blank for PHS locations.

2.3 Location Table – Location Profile

Location Address | Location Profile | CG Location Data

SetID: PHS **Location Code:** MD0467

Location Profile View All First 1 of 1 Last

Description: ROCKVILLE, MD
Effective Date: 01/01/1901 **Status:** Active

Salary Default

SetID:	Plan:
---------------	--------------

Reg Region: USA **Holiday Schedule:**

Taxing Locality:

Establishment ID:	PHS	PHS
--------------------------	-----	-----

Save Return to Search Next in List Previous in List Previous tab Next tab Update/Display Include History

[Location Address](#) | [Location Profile](#) | [CG Location Data](#)

- **Establishment ID** is used to combine different locations together for regulatory reporting. The field is required for US locations, and will be set to 'PHS'.
- The remaining fields on this page will be left blank.

2.4 Location Table – CG Location Data

Location Address | Location Profile | CG Location Data

SetID: PHS Location Code: MD0467

Scroll Area View All First 1 of 1 Last

Description: ROCKVILLE, MD
Effective Date: 01/01/1901 Status: Active

Coast Guard Location Data

Location Code: MD0467

Congressional District:

OCONUS Foreign State Afloat Isolated

Save Return to Search Next in List Previous in List Previous tab Next tab Update/Display Include History

[Location Address](#) | [Location Profile](#) | [CG Location Data](#)

- **Isolated** will be used to identify locations that qualify for the Isolated ribbon.
- **Foreign State** will be used to identify locations that are located outside of the United States. This field will meet the requirements for the Foreign Duty ribbon.
- **OCONUS** will be used to identify locations that are outside of the Continental United States. OCONUS includes Alaska and Hawaii. This will be used to help estimate the relocation cost related to a transfer.
- **Congressional District** and **Afloat** will be left blank for PHS locations.

3 DEPARTMENT TABLE

The Department Table is an important table within the PeopleSoft system. The department table groups personnel into administrative units for reporting, but it also plays an important role in controlling security within the system. For PHS, this table will hold PHS Administrative Codes.

PHS Administrative codes originate with HHS. Every couple of weeks PHS receives a new list of Administrative Codes. The new file is processed and PHS specific values are added. The final file is stored in COPS. Direct Access will receive changes to the department table from PHS via an inbound COPS interface.

3.1 Department Table – Department Search

From the Portal Home Page, click the **Department Table** hyperlink, located inside of the **Foundation Tables** box.

Department Table

Find an Existing Value

SetID:

Department:

Description:

Company:

Location SetID:

Location Code:

Budget with Department:

Administrative Target Unit:

Operational Facility Code:

Department Type Code:

Case Sensitive
 Include History

[Basic Search](#)

- To look up a department type the PHS administrative code into the **Description** field.
- To look up a list of departments within an agency, use the magnifying glass beside the **Department Type Code** to find the agency select the search button.

3.2 Department Table – Department Profile

Department Profile		Comm. Acctg. and EG	CG Department Data
SetID:	PHS	Department:	121441 Business Units that use this Setid
Department Profile View All First 1 of 1 Last			
Effective Date:	01/01/1901	Status:	Active
Description:	ACC2	Short Desc:	OS PH&S
Location SetID:			
Location:			
Company:	PHS	Public Health Service Employees	
Manager ID:			
Manager Position:			
EmplID:			
Budget Year End Date:			
Budget Level:	None		
USA			
<a>Save <a>Return to Search <a>Previous tab <a>Next tab <a>Update/Display <a>Include History			
<a>Department Profile <a>Comm. Acctg. and EG <a>CG Department Data			
<ul style="list-style-type: none"> • SetID will be 'PHS' for all PHS departments. • Department is a code that is automatically assigned by the system with the next sequential department number. • As a convention, Effective Date is set to '01/01/1901' for all departments in existence at the time of system go live. As departments are updated, the actual effective date for the update will be used. • Status can be Active or Inactive. Only active departments that are effective prior to the position or job effective date will be available to put on a position data or officer job record. • Description will hold the PHS Administrative code value. This value can be up to 11 characters long. • Short Description will be the Bureau Abbreviation from the Administrative Code table. • Company will be 'PHS' for all departments. <p><i>Several Fields will not be used by PHS and will be left at the default value or blank:</i></p> <ul style="list-style-type: none"> • Location Setid and Location will be left blank. • Manager ID and Manager Position will be left blank. • Budget Year End Date will be left blank. • Budget Level will be left at the default value of 'None'. • Tax Location Code will be left blank. • GL Account #- Expense will be left blank. • U.S. EEO4 Function will be left blank. 			

3.3 Department Table – Comm Acctg and EG

Department Profile		Comm. Acctg. and EG		CG Department Data	
SetID:	PHS	Department:	121441		
Commitment Accounting and EG				View All First 1 of 1 Last	
Effective Date:	01/01/1901	Status:	Active		
FTE Edit Indicator:	No Edit				
Tenure Processing					
<input type="checkbox"/> Can Grant Tenure					
Commitment Accounting					
<input type="checkbox"/> Use Comm. Acctg. / Budgeting? Budget with Department: PHS					
<input type="checkbox"/> Use Encumbrance Processing?					
<input type="checkbox"/> Use Actuals Distribution?					
Save		Return to Search		Previous tab	
		Next tab		Update/Display	
				Include History	
Department Profile Comm. Acctg. and EG CG Department Data					
<ul style="list-style-type: none">• This page will have default data.					

3.4 Department Table – CG Department Data

Department Profile		Comm. Acctg. and EG		CG Department Data	
SetID:	PHS	Dept ID:	121441		
Coast Guard Department Data View All First 1 of 1 Last					
Eff Date:	01/01/1901	Status:	Active	OPFAC Print Cd:	
Category:	Dept	PDS OPFAC:	HHS	PMIS OPFAC:	
ATU	OPFAC	MOD		Descr	Office
00	HHS			ACC2	
Type:	OS	Office of the Secretary			
Title:					
Long Name:	DIVISION OF INFORMATION & EDUC				
Short Name:					Hull #:
Loc SetID:					
Location:					
Phone:					
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/>					
Department Profile Comm. Acctg. and EG CG Department Data					

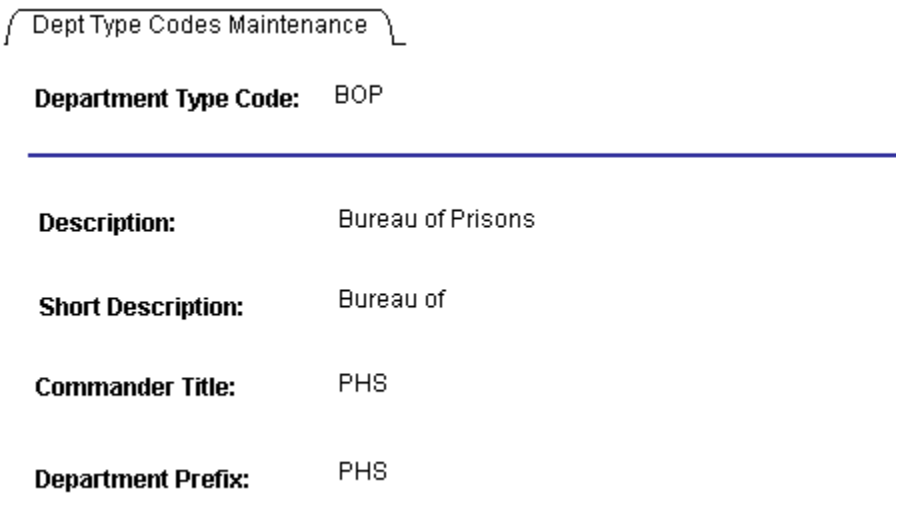
- **Effective Date, Status and Descr** are the same as the Department Profile page.
- **Category** is a required field. It will be set to the default value of 'Dept'.
- **ATU** is a required field. It will be set to the default value of '00'.
- **OPFAC** is a required field. It will be set to the Administrative Domain from the Administrative Code table. At go live, the Administrative Domain is defined as HHS for all current departments and WANG for historic departments.
- **Type** indicates the Agency. This will come from the Agency Abbreviation field on the Administrative Code table.
- **Long Name** will hold the description of the department, and allows up to 60 characters. This will come from the Name field on the Administrative Code table.

Several fields will not be used by PHS or will use default value:

- **OPFAC Print Cd** will be left blank
- **MOD** will be left blank
- **Office** will be left blank
- **Title** will be left blank
- **Short Name** will be left blank
- **Hull #** will be left blank
- **Loc SETID** and **Location** will be left blank.
- **Phone** will be left blank.

3.5 Department Type Table

Department Type will be used to track PHS Agency. The Department type field can be used to select positions from the Shopping List during the assignment process. It is also displayed in work history summaries. The Department Type table is maintained by CG-634.

	<p>From the Portal Home Page, click the Develop Workforce hyperlink. Then, click the Setup hyperlink located underneath the Manage PAL hyperlink. Lastly, click the Department Type Codes Maintenance hyperlink.</p>  <p>Department Type Code: BOP</p> <hr/> <p>Description: Bureau of Prisons</p> <p>Short Description: Bureau of</p> <p>Commander Title: PHS</p> <p>Department Prefix: PHS</p>
	<ul style="list-style-type: none"> • Department Type Code is an alphanumeric value used to represent the department type. Where possible, we have used the same value as the Agency Abbreviation field on the PHS Administrative Code table. • Description is a 30 character description of the department type. • Short Description is a 10 character description of the department type. We have set this to the first 10 characters of the description. • Commander Title and Department Prefix will be 'PHS'

effective.

- **Effective Status** can be Active or Inactive. Job codes are never deleted from the system. Instead, a new effective dated row with a status of inactive is added when a value is no longer valid.
- **Job Title** is a 30 character description of the Job Code. The Job Title reflects the officer's Rank, Category, and Discipline.
- **Job Family** contains a list of discrete values that can be used to group jobcodes into families. The Job Family is will reflect the Category and Discipline related to the jobcode.

Several fields will not be used by PHS, and well be set to blank or left at their default value:

- **Job Description** will be left blank on officer jobcodes
- **Job Function Code** will be left blank on officer jobcodes.
- **Standard Occupational Classif** will be left blank on officer jobcodes.
- **Manager Level** will be set to a default value of 'Other'.
- **Standard Hours** will be set to a default value of '40'.
- **Standard Work Period** will be set to a default value of 'Weekly'.
- **Workers Comp Code** will be left blank.
- **Comp Frequency** will be set to 'Monthly'.
- **Regular / Temporary** will be left blank.
- **Medical Checkup Required** will be left blank.
- **Union Code** will be left blank.
- The EEO reporting fields will all be set to the default No EEO Reporting
- **EEO Job Group** will be left blank.
- **FLSA Status** will set to the default 'Non Exempt'
- **Tipped** will be set to the default 'Not Tipped'.

4.2 Officer Job Code Table - Default Compensation

Job Code Profile		Default Compensation	
SetID:	PHS	Job Code:	070094
Default Compensation		View All First 1 of 1 Last	
Description:	CDR Vetrinarian		
Effective Date:	01/01/1901	Status:	Active
Sal Plan/Grade/Step			
Salary SetID:	AUSCG	Salary Administration Plan:	OFF 05
Salary Survey			
		Midpoint	
Survey Salary:	Hourly:	24,698.077	USD
	Daily:	140,745	USD
Salary Survey Job Code:	Monthly:	4,281,000	USD
	Annual:	51,372,000	USD
Pay Components		View All First 1 of 1 Last	
Rate Code	Details	Comp Rate	Currency Frequency Percent Apply FTE
1	Details		<input type="checkbox"/>

- **Salary SETID** will be 'AUSCG'. PHS will share salary administration plan and grade tables with the Coast Guard.
- **Salary Administration Plan** will be 'OFF' on the Job Code table, which is the plan for Officers without prior enlisted experience.
- **Grade** will reflect the grade associated with the jobcode from O1 to O10.
- The **Salary Survey** and **Pay Components** fields will be left blank.

4.3 Job Code Table – Intelligent Code

Job Code is an intelligent alphanumeric identifier.

Job Code is an intelligent key in Direct Access. For purposes of this discussion we will represent the six positions of the jobcode as ABCDEF.

- A Indicates if the jobcode is for an officer or a position
- BCD Indicates the category and discipline
- EF Indicates the pay grade for the position. The pay grade is the number equal to 99 less the jobs pay grade (1 through 10). The pay grades were done in this way so that an alphabetical sort of jobcodes would put the higher ranking jobs at the top of the list.

A For Officer Job Codes, this will be zero '0', which indicates Officer. This matches the Coast Guard convention.

For Position Job Codes, this will be 'P', which indicates Position

BCD Will be an indication of Category.

The 'B' character will indicate Category. The following values will be used for PHS categories for both Officer and Position Job Codes.

Dentist	2
Dietitian	9
Engineer	4
Environmental Health Officer	
Health Services Officer	H
Medical Officer	1
Nurse	3
Pharmacist	8
Scientist	5
Therapist	T
Veterinarian	7
Multidisciplinary	X
Research Officers Group	R

For both Officer and Position Job Codes, the 'CD' characters may change to represent different disciplines within a category. For example, H01 would be HSO Chemist. H02 would be HSO Dental Hygienist. For categories that are not broken into disciplines, the 'CD' characters will be zero-zero '00'.

HSO Disciplines (Characters BCD)

Chemist	H01
Dental Hygienist	H02
Optometrist	H03
Physician Assistant	H04
Human Scientist - Gerontologist	H05
Information Technologist	H06
Medical Technologist	H07
Microbiologist	H08
Pharmacologist	H09
Psychologist	H10
Social Worker	H11
Medical Records Admin	H12
Podiatrist	H13

Masters in Public Health	H14
Health Care Administrator	H15
Epidemiologist	H16
HSO-General	H17

Scientist Disciplines (Characters BCD)

General Health Scientist	501
Behavioral Scientist	502
Biological Scientist	503
Chemical Scientist	504
Nutritional Scientist	505
Environmental Health Scientist	506
Public Health Scientist	507
Pharmacological Scientist	508
Mathematical Scientist	509
Epidemiological Scientist	510

Therapist Disciplines (Characters BCD)

Physical Therapist	T01
Occupational Therapist	T02
Speech Path/Audio Therapist	T03
Respiratory Therapist	T04

ROG Disciplines (Characters BCD)

ROG Associate	R01
ROG Fellow	R02
ROG Tenure Track	R03
ROG Tenure	R04

EF For Officer Job Codes, 'EF' characters will be an indication of Grade. The value would be 99-Officer Grade. Therefore, the Surgeon General would be '90' and an Ensign would be '98'. This matches the Coast Guard convention and was done so that Job Codes would sort appropriately for grade.

Position Job Codes do not have a grade. The 'EF' characters will be a sequential identifier, with no special meaning.

5 JOB CODE TABLE – POSITION JOB CODES

5.1 Position Job Code Table – Job Code Profile

Standard Positions will be tracked as Position Job Codes within the Direct Access system. The Position Job code will not match the Officer Job code on the officer's job record. The job code on the officer's job record will represent the officer's actual rank and category. In the future when Transformation Positions are created, position job codes will be associated with an officer's position and the position will be associated with an officer. In Release 1, Position Job codes will never be associated with an officer, but may be associated with a job requisition. Position Jobcodes are maintained by CG-634

From the Portal Home Page, click the **Define Business Rules** hyperlink. Then, click the **Job Code Table** hyperlink.

Job Code Profile
Default Compensation

SetID: PHS
Job Code: P10002
[Business Units that use this Setid](#)

Job Code Profile
View All First 1 of 1 Last

Effective Date: 01/01/1901

Job Title: Physician, Clinical

Job Title: Physician,

Job Description: Provide and/or oversee outpatient and/or inpatient medical care as

Job Function Code: CLN Clinical

Job Family: MED

Standard Hours: 40.00

Workers' Comp Code:

Comp Freq: M Monthly

Regular/Temporary:

Status: Active

Manager Level: Other

Standard Work Period: W Weekly

Medical Checkup Required

USA

Union Code:

EEO-1 Job Category: No EEO-1 Reporting

EEO-4 Job Category: No EEO-4 Reporting

EEO-5 Job Category: No EEO-5 Reporting

EEO-6 Job Category: No EEO-6 Reporting

Standard Occupational Classif: 0602 Medical Officer

EEO Job Group:

FLSA Status: Nonexempt

Tipped: Not Tipped

Save
Return to Search
Update/Display
Include History

<ul style="list-style-type: none">• Standard Positions will be tracked as Position Jobcodes within the Direct Access system.• Jobcode is an intelligent key in the Direct Access system. See the description of the key under the officer jobcode section of this document.• The Standard Position Title will be the Job Title field. This is a field that allows a 30 character description of the position.• The Standard Essential Duties will be in the Job Description field. This is a memo field that allows for a paragraph or several paragraphs describing the position.• Professional Category and Discipline will be in the Job Family field.• Functional Group will be in the Job Function Code field.• Standard Occupational Classification will hold the civil service series code <p><i>There are certain values that will not be used and will be given standard default values for all jobcodes:</i></p> <ul style="list-style-type: none">• Manager Level will be set to 'Other'.• Standard Hours will be set to '40'.• Standard Work Period will be set to 'Weekly'.• Workers Comp Code will be left blank.• Compensation Frequency will be set to 'Monthly'.• Regular Temporary will be left blank.• Medical Checkup Required will be left blank.• Union Cd will be left blank.• EEO-1 Job Category, EEO-4 Job Category, EEO-5 Job Category and EEO-6 Job Category will all be left at their default value of no EEO Reporting.• EEO Job Group will be left blank.• FLSA Status will hold the default value of 'Nonexempt'.• Tipped will hold the default value of 'Not Tipped'.
--

5.2 Position Jobcode Table – Default Compensation

Job Code Profile		Default Compensation	
SetID:	PHS	Job Code:	P10002
Default Compensation		View All First 1 of 1 Last	
Description:	Physician, Clinical		
Effective Date:	01/01/1901	Status:	Active
Sal Plan/Grade/Step			
Salary SetID:	AUSCG	Salary Administration Plan:	OFF
Salary Survey			
		Midpoint	
Survey Salary:		Hourly:	
Salary Survey Job Code:		Daily:	
		Monthly:	
		Annual:	
Pay Components		View All First 1 of 1 Last	
Rate Code	Details	Comp Rate	Currency Frequency Percent Apply FTE
1	Details		<input type="checkbox"/>

- Position Jobcodes will not have a grade.

6 POSITION DATA

6.1 Position Data – Description

From the Portal Home Page, click the **Develop Workforce** hyperlink. Then, click the **Use** hyperlink located underneath the **Manage Positions** hyperlink. Lastly, click the **Position Data** hyperlink.

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number:	00103469	ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status:	Open	Current Head Count:	0 out of	1	
View All First 1 of 1 Last					
Effective Date:	01/01/1901	Status:	Active		
Reason:	NEW	New Position	Action Date:	03/17/2009	
Position Status:	Approved	Status Date:	01/01/1998	<input type="checkbox"/>	Key Position
Reports To:					
Dotted-Line Report:					
Title:	ACTING DIRECTOR, MEDICAL STAFF	Short Title:	ACTING DIR		
Long Description:	<input type="text"/>				Detailed Job Description
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/>					
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data					

- The **Position Number** is a unique position ID number. This field has no intelligence and is automatically generated by the system when a new position is added. PHS and the Coast Guard positions will be mixed sequentially. It will not be possible to tell, by the position number alone, whether a position is part of the Coast Guard or PHS.
- The **Effective Date** is used to track changes to position data over time when changes are made to a position, a new effective dated row is added to the position.
- The **Reason** is used to track the reason that a change was made to a position. All PHS Positions will have the default reason of 'NEW'
- The **Status** can be Active or Inactive. The **Position Status** can be Approved, Proposed or Frozen. Only Active Approved positions can be associated with an officer's Job record.
- The **Status Date** records the date that a position received its current status.
- The **Long Description** field will be blank.
- The **Position Title** field holds a 30 character description of the position. The **Short Title** field holds a 10 character description.
- The **Key Position** checkbox will be checked yes for all positions.
- The **Reports To** and **Dotted-Line Report** fields will be left blank.

6.2 Position Data – Work Location

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number:	00103469	ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status:	Open	Current Head Count:	0 out of	1	
					View All First 1 of 1 Last
Effective Date:	01/01/1901	Status:	Active		
Regulatory Region:	USA	United States			
Company:	PHS	Public Health Service Employees			
Business Unit:	PHS	PHS			
Department:	130284	HF			
Location Code:	CONV	Conversion			
Save Return to Search Previous tab Next tab Update/Display Include History					
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data					
<ul style="list-style-type: none"> • Regulatory Region, Company and Business Unit are all Set Control Values. A set control value determines which SETID is used for foundation tables. Certain foundation tables, such as Department and Location, have a SETID which allows a different set of table values to be used for different populations in the database. Where SETID is available, PHS will be able to have a different set of foundation table values than the Coast Guard. • The Regulatory Region will be 'USA' for all PHS positions. • The Company will be 'PHS' for all PHS positions. • The Business Unit will be 'PHS' for all PHS primary positions. • Department will be used to indicate the Agency for the position. • Location Code will be blank. 					

6.3 Position Data – Job Information

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number:	00103469	ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status:	Open	Current Head Count:	0 out of	1	
View All First 1 of 1 Last					
Effective Date:	01/01/1901	Status:	Active		
Job Code:	CONV	CONV	Manager Level: All Other Positions		
Reg/Temp:	Regular				
Full/Part Time:	Full-Time				
Regular Shift:	Not Applicable				
Union Code:					
Defaults					
Salary Plan:	OFF	Grade:	O6	Step:	
Standard Hours:	40.00	Work Period:	W	Weekly	
	Mon	Tue	Wed	Thu	Fri
	8.00	8.00	8.00	8.00	8.00
					Sat
					Sun
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/>					
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data					
<ul style="list-style-type: none"> • Job Code will be set to 'CONV'. • Reg/Temp will default to 'Regular' for all positions. • Full/Part Time will default to 'Full Time' for all positions. • Regular Shift will default to 'Not Applicable' for all positions. • Union Code will be left blank for all positions. • Salary Plan will be 'OFF' for all positions. • Grade will be a value of O1 to O10 which contains the recommended grade for the position. • Step will be left blank for all positions. • Standard Hours will be 40 for all positions. • Work Period will be weekly for all positions. 					

6.4 Position Data – Specific Information

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number:	00103469	ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status:	Open	Current Head Count:	0 out of	1	
View All First 1 of 1 Last					
Effective Date:	01/01/1901	Status:	Active		
Max Head Count:	1				
Mail Drop ID:		<input checked="" type="checkbox"/> Budgeted Position <input type="checkbox"/> Confidential Position <input type="checkbox"/> Job Sharing Permitted			
Work Phone:					
Health Certificate:					
Signature Authority:	Education and Government				
<a>Save <a>Return to Search <a>Previous tab <a>Next tab <a>Update/Display <a>Include History					
<a>Description <a>Work Location <a>Job Information <a>Specific Information <a>Budget and Incumbents <a>PHS Position Data					

- Max Head Count will be '1' for all PHS positions.
- Mail Drop ID will be blank for all positions.
- Work Phone will be blank for all positions.
- Health Certificate will be blank for all positions
- Signature Authority will be blank for all positions
- Budgeted Position will be checked 'Yes' for all positions.
- Confidential Position will be left blank for all positions.
- Job Sharing Permitted will be left blank for all positions

6.5 Position Data – Budget and Incumbents

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number:	00103469	ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status:	Open	Current Head Count:	0 out of	1	
Current Budget					
Head Count:	0	Current Budget FTE:	0.00	Amount:	0.000
Current Incumbents First 1 of 1 Last					
EmplID	Empl Rcd#	Name			
0					
<a>Save <a>Return to Search <a>Previous tab <a>Next tab <a>Update/Display <a>Include History					
<a>Description <a>Work Location <a>Job Information <a>Specific Information <a>Budget and Incumbents <a>PHS Position Data					

- This is a display only page that lists the current incumbents for a position.

6.6 Position Data – PHS Position Data

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number:	00103469	ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status:	Open	Current Head Count:	0 out of	1	
Effective Date:	01/01/1901	Status:	Active		
CCP Number:	01HF918				
Title:	ACTING DIRECTOR, MEDICAL STAFF				
Position Src Code:	MIL	Agency:	Food and Drug Administration		
Position Type:	Acting	Audit Date:			
Primary Job:	Management	Tour Length:	months		
Security Clearance:	No Clearance Required		Hard to Fill	<input type="checkbox"/>	
Physical Demands:			Hardship/Hazardous	<input type="checkbox"/>	
Sensitivity Code:			Approp:	Reimbrsble	
Deployment Eligibility:			Gen Detail:	Assigned	

Save Return to Search Previous tab Next tab Update/Display Include History

Description | Work Location | Job Information | Specific Information | Budget and Incumbents | PHS Position Data

- The **CCP Number** will be stored in a custom field. This will be a 7 character free text alphanumeric field with no validation within the Direct Access system. The field holds the CCP / COPS position number.
- **Title** will track the position's Title.
- **Agency** will display the position agency. The display will be based on the code selected in the Department field.
- **Position Type** will indicate the type of position. .
- **Primary Job** will indicate the nature of the position.

There are certain values that will not be used and will be given standard default values for all jobcodes:

- The **Audit Date** will be blank.
- **Position Source** will be set to a default value of 'MIL'.
- **Security Clearance** will be set at the default value of 'No Clearance Required'.
- **Physical Demands** will be blank.
- **Sensitivity Level** will be blank.
- **Deployment Eligibility** will be blank.
- **Tour Length (months)** will be blank.
- **Hard to Fill** will be set to the default value of 'N' or No.
- **Hazardous** will be set to the default value of 'N' or No.
- **Approp** and **Gen Detail** are custom Coast Guard fields required for all Direct Access Positions. PHS will need to populate these fields with a default value in order to save a position within the system.

7 ROLE ACCOMPLISHMENT TABLE

The **Role Accomplishment** table in Direct Access allows a user to define accomplishments for a position job code. There are several different Categories of Accomplishment: Degree, Honor or Award, Language, License or Certification, Membership, Test.

7.1 Role Accomplishment Table – Assign Accomplishments

From the Portal Home Page, click the **Develop Workforce** link. Then, click the **Use** link located underneath the **Manage Competencies** link. Lastly, click the **Role Accomplishment** link.

The screenshot displays the 'Assign Accomplishments' web application interface. At the top, there are two tabs: 'Assign Accomplishments' and 'Rank Accomplishments'. The main content area is titled 'Accomplishments' and includes a 'View All' link and navigation controls for 'First', '1 of 1', and 'Last'. Below this, the 'SetID' is 'PHS' and the 'Job Code' is '060094'. There are '+' and '-' buttons next to the job code. The 'Effective Date' is set to '01/01/1901'. A 'Default From' section contains fields for 'Job Family' and 'Job Code'. The 'Assigned Accomplishments' section shows a table with one entry: 'Lic/Certif' for 'Nursing, Registered Nurse'. To the right, there is a 'Source Accomplishments' section with a search box and a 'View All' link. At the bottom, there are several action buttons: 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A footer link reads 'Assign Accomplishments | Rank Accomplishments'.

- This page lists the accomplishments preferred for a position jobcode.

7.2 Role Accomplishment Table – Rank Accomplishments

The screenshot displays a web application interface for managing rank accomplishments. At the top, there are two tabs: "Assign Accomplishments" and "Rank Accomplishments". The "Rank Accomplishments" tab is active, showing a table with the following details:

- Rank Accomplishments Header:** View All, First, 1 of 1, Last. Includes a "+" and "-" button.
- SetID:** PHS
- Job Code:** 060094
- Effective Date:** 01/01/1901
- Order By:** Accomplishment, Importance

Below the header is the "Assigned Accomplishments" table:

Accomplishment	Importance
NRSRN Nursing, Registered Nurse	★ ★ ★ ☆ ☆ Average

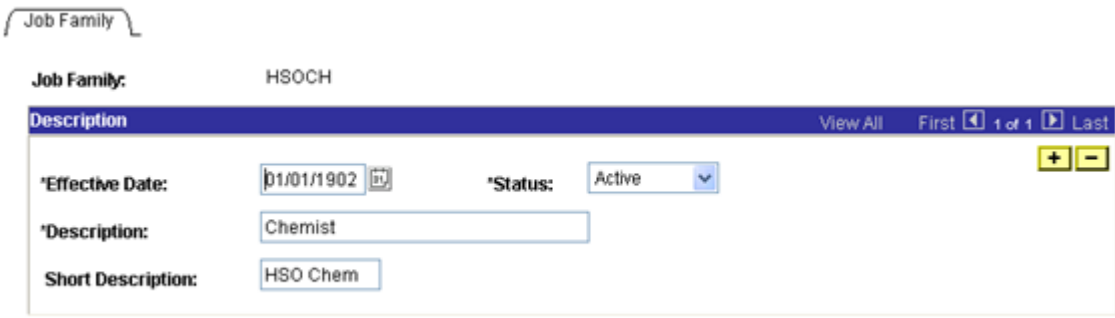
At the bottom of the interface, there are several action buttons: Save, Return to Search, Add, Update/Display, Include History, and Correct History. A link "Assign Accomplishments | Rank Accomplishments" is also visible.

- Level of accomplishment will be set to 3 – Average for all accomplishments.

8 JOB FAMILY TABLE

The Job Family table will be used to track PHS Category and Discipline. The Job Family table will be maintained by CG-634.

From the Portal Home Page, click the **Develop Workforce** hyperlink.



Job Family: H50CH

Description		View All	First	1 of 1	Last
*Effective Date:	01/01/1902	*Status:	Active	+	-
*Description:	Chemist				
Short Description:	H50 Chem				

- As a convention, **Effective Date** is set to '01/01/1902' for all job families in existence at the time of system go live. This date should also be used for any future job families added to ensure that a job family is always available for new job codes.
- **Status** can be Active or Inactive. Only active job families will be available to put on job code.
- **Job Family** is an alphanumeric identifier for the Category or Category and Discipline.
- **Description** is a 30 character title of the Category or Category and Discipline
- **Short Description** is a 10 character description. For Disciplines, the short description field will be used to indicate the Category.