

E-Mail ALSPO J/11

Subj: HONORS AND AWARDS MASS UPDATE PROCESS

- Ref: (a) [E-Mail ALSPO E/11; Honors and Awards Data Entry](#)
(b) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3 \(series\), Part III, General Transactions, Chapter 1, Manage Competencies](#)

Introduction	This E-Mail ALSPO updates the process, announced in reference (a), for entering award data for a large group of members (25 or more) who are authorized the same honor or award on the same date.
Purpose	The new honors and awards mass update process provides improved segregation of duties and enhances data accuracy by including the SPO in the review and execution of the data change.
Effective Date	The new honors and awards mass update process is effective upon receipt of this message.
Individual Awards Data Entry Procedure	Reference (a), enclosure (1) provides SPO data entry procedures for entering, correcting or deleting an <i>individual</i> honor or award. These procedures supersede the procedures in reference (b) for individual award data entry.
Multiple Awards Data Entry / Mass Update	Under the new process, the SPO will review proposed data changes and will perform the steps to execute the update. The data changes will be <i>staged</i> in the system by PPC based on the honor/award roster submitted by the SPO. This table provides an overview of the mass update process:

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Multiple Awards Data Entry / Mass Update (**continued**)

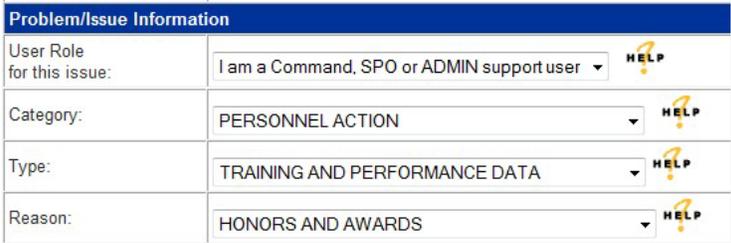
Stage	Who does it	What happens
1	SPO	Prepares a roster of personnel authorized the honor or award. The roster shall be in Microsoft Excel (spreadsheet) file format and include, at a minimum, the employee IDs and names of personnel authorized the award. The employee IDs must appear in a single column and must be the first column in the spreadsheet.
2		Transmits the following to PPC Customer Care via trouble ticket (http://cgweb.ppc.uscg.mil/ccb/): 1. The roster (spreadsheet prepared in stage 1 above) 2. Data for the award entry: (a) Honor and Award (Required) – Provide the award code and title of the honor or award (A listing of award codes is available at http://www.uscg.mil/ppc/da/awards.xls). Example – <i>CGMA/CG Unit Commendation Ribbon</i> (b) Issue Date (Required): Provide the date the award was granted . (c) From Date (Optional): If the award is for a specific period of time, provide the beginning date for that time frame. If the From Date is provided, the To Date must be provided as well. (d) To Date (Optional): If the award is for a specific period of time, provide the ending date for that time frame. (e) Grantor (Optional): The agency or organization granting the award.

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Multiple Awards Data Entry / Mass Update (**continued**)

Stage	Who does it	What happens
2	SPO	<p>Complete the Problem/Issue Information section of the trouble ticket as shown below:</p>  <p>Follow the instructions at http://cgweb.ppc.uscg.mil/ccb/attachment.asp#guide to attach the spreadsheet to the trouble ticket.</p>
3	PPC	Defines and creates a unique Mass Update ID (the HEAT ticket number without any leading zeros) for the requester using the data provided.
4		Notifies the SPO point of contact when the Mass Update is ready for review and execution.
5	SPO Data Entry Technician (CGHRS Role User)	Reviews the mass update and forwards to the SPO Supervisor/Auditor (CGHRSUP Role User) when ready. (See <i>Manage Mass Update—Validate the Data</i> , enclosure (1) of this message, for detailed procedures.)
6	SPO Supervisor/Auditor	Executes the mass update when ready. (See <i>Executing the Mass Update—Committing the Data Change</i> , enclosure (2) of this message, for detailed procedures.)

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**Directives
affected**

The contents of this E-Mail ALSPO message will be incorporated into the applicable section(s) of reference (b). This E-Mail ALSPO message provides interim guidance which shall expire one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

Questions

Questions regarding the content of this E-Mail ALSPO message may be directed to PPC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://cgweb.ppc.uscg.mil/ccb> (Online Trouble Ticket/Inquiry Form)



PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by

Internet release authorized.

/s/

J. D. PHILLIPS, CAPT, USCG
Commanding Officer

Encl: (1) Manage Mass Update—Validate the Data (SPO Data Tech.)
(2) Executing the Mass Update—Committing the Data Change (SPO Sup.)

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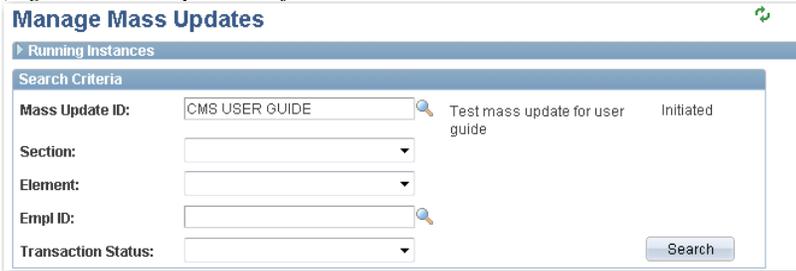
Manage Mass Update—Validate the Data

Managing the mass update allows a user to validate the transactions prior to applying them. Individual EMPLIDs can be removed or double-checked to ensure that the proper information is being updated.

Portal Link: Manage Mass Update

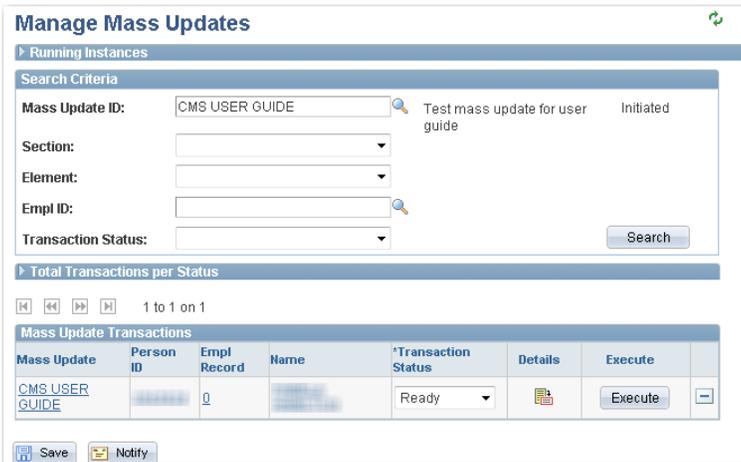
Menu Path: Main Menu > Workforce Administration > Collective Processes > Mass Update > Manage Mass Update

1. Use the magnifying glass to search for the correct mass update ID (*The Mass Update ID is the PPC Customer Care (HEAT) Ticket Number without any leading zeros prefixed with “CGAWD” (e.g. The Mass Update ID for PPC Customer Care Ticket #01177108 is CGAWD1177108).*



The screenshot shows the 'Manage Mass Updates' interface. At the top, there is a 'Running Instances' section. Below it is a 'Search Criteria' form with the following fields: 'Mass Update ID' (containing 'CMS USER GUIDE'), 'Section' (dropdown), 'Element' (dropdown), 'Empl ID' (with a magnifying glass icon), and 'Transaction Status' (dropdown). A 'Search' button is located at the bottom right of the form. To the right of the 'Mass Update ID' field, there is a preview of the search results: 'Test mass update for user' and 'Initiated guide'.

2. Click "Search."
3. Validate the results.



The screenshot shows the 'Manage Mass Updates' interface after a search. Below the search criteria form is a section titled 'Total Transactions per Status' with a pagination control showing '1 to 1 on 1'. Below that is a table titled 'Mass Update Transactions'.

Mass Update	Person ID	Empl Record	Name	Transaction Status	Details	Execute
CMS USER GUIDE		0		Ready		Execute

At the bottom of the table, there are 'Save' and 'Notify' buttons.

4. To see the status of each EMPLID, check the “Transaction Status” field.
 - a. An EMPLID that is ready to be executed will show “Ready.”
 - b. An EMPLID that has been executed without error will show “Success.”
 - c. An EMPLID that encountered an error during execution will show “Failure.”
 - d. Setting an EMPLID to “Cancel” will remove them from the mass update when it is executed. This can be used to remove EMPLIDs that should not be included in the mass update.
 - e. The “Warning” status indicates that there is a potential problem with the EMPLID’s set up. Click the “Details” icon to check the warning messages.



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Manage Mass Update—Validate the Data, Continued

5. Remove any individuals that need to be removed by clicking the “-“ button on the row to be removed or by setting the EMPLID’s Transaction Status to “Cancel.”
 6. Save.
 7. CG SPOs will notify the SPO manager that the mass update is ready for execution (see enclosure (2). Note: The Notify button at the bottom of the screen can be used to create and send an email to the SPO manager if desired.
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Executing the Mass Update—Committing the Data Change

There are two ways to execute a mass update. Each EMPLID can be executed from the Manage Mass Updates page or all EMPLIDs can be executed from the Execute Mass Update page.

Executing from Manage Mass Updates

1. Verify that the Transaction Status for each EMPLID is set to “Ready.” (see enclosure (1)).



Mass Update	Person ID	Empl Record	Name	*Transaction Status	Details	Execute
CMS_USER_GUIDE	*****	0	*****	Ready		Execute 

2. Click the “Execute” button.
3. Repeat for each EMPLID.

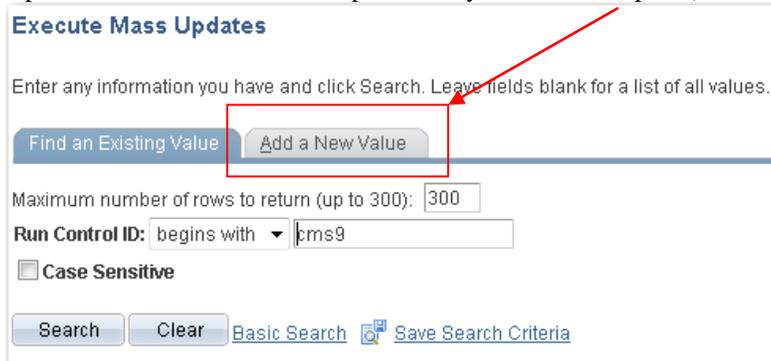
Executing from Execute Mass Update

SPO supervisors should review the Mass Update from the Manage Mass Update page as described above prior to executing the mass update.

Portal Link: Execute Mass Update

Menu Path: Main Menu > Workforce Administration > Collective Processes > Mass Update > Execute Mass Update

1. Create a new Run Control ID by clicking on the Add a New Value tab. (Note: You can reuse Run Control ID’s. If you’ve used this process before, just open the ID you created and update the Mass Update ID field to match the ID provided by PPC for this update).



Execute Mass Updates

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Maximum number of rows to return (up to 300): 300

Run Control ID: begins with  cms9

Case Sensitive

Search Clear [Basic Search](#)  [Save Search Criteria](#)

(SPO Supervisor)

8. Go to the Process Monitor.
9. Refresh periodically until the process shows that it successfully completed.

After the mass update is executed, you can verify that the data populated correctly by looking at a member's Person Profile.