Department Role Query - Field

Introduction

This guide provides the procedures to run the Department Role Query – Field in Direct Access (DA).

This query provides a report of all DA users at a department or departments serviced by a Servicing Pay Office (SPO) or Base. This query allows checking for availability of a staff member to perform a needed function.

Procedures

See below.

Step	Action
1	Click on **Self Service for Commands** tile.

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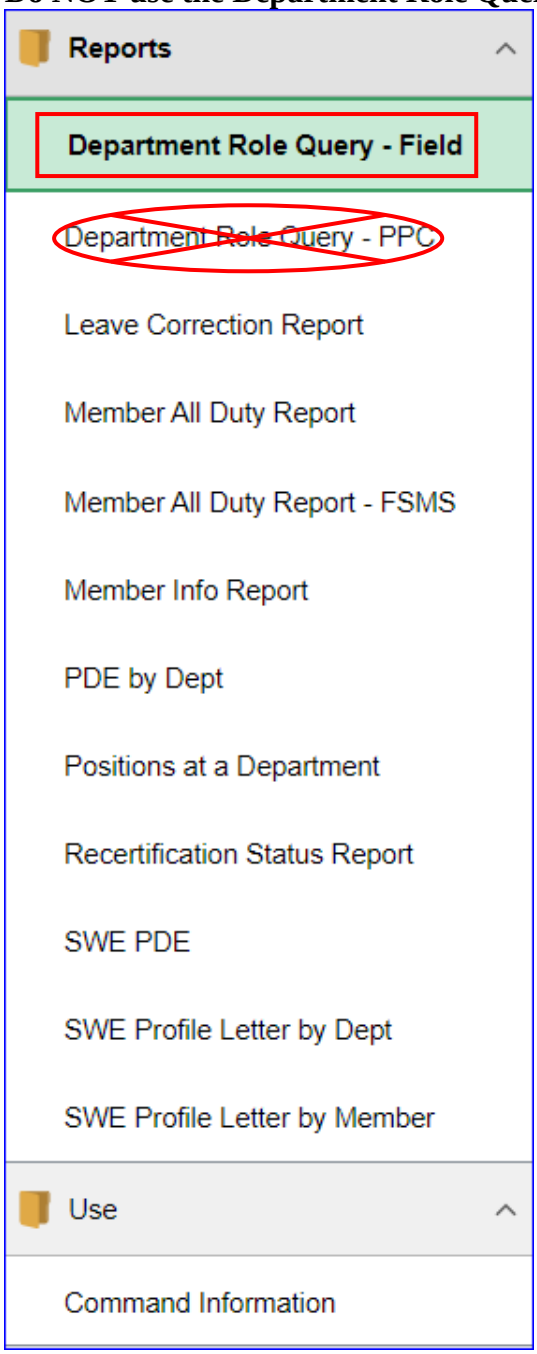
Department Role Query - Field, Continued

Procedures, continued

Step	Action
2	The **Department Role Query – Field** option will automatically display. **Do NOT use the Department Role Query – PPC.** 

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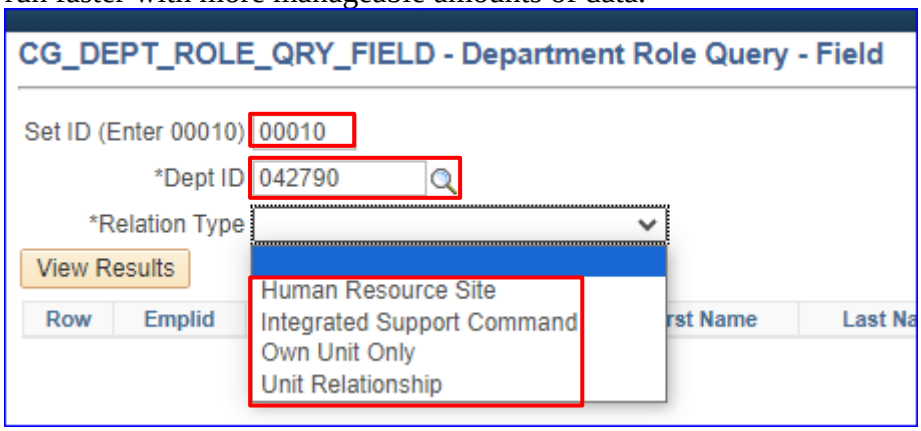
Department Role Query - FieldDepartment Role Query - Field, Continued, Continued

Procedures, continued

Step	Action
3	Verify the **Set ID** displays 00010. Enter the **Dept ID** or use the lookup to locate the appropriate Department ID. Using the drop-down, select the appropriate **Relation Type**: • **Human Resources Site** – All users attached to all units serviced by the SPO Department ID (but does not include the SPO personnel – use Own Unit Only to view the data for the SPO personnel). • **Integrated Support Command** – All users attached to all units serviced by the Base Department ID. • **Own Unit Only** – All users assigned to that Department ID. • **Unit Relationship** – All users at all units and sub-departments for the Department ID. **NOTE:** Human Resources Site and Integrated Support Command may yield large amounts of data and may take a significant amount of time to run. It is recommended to use Own Unit Only and Unit Relationship to allow the query to run faster with more manageable amounts of data. 

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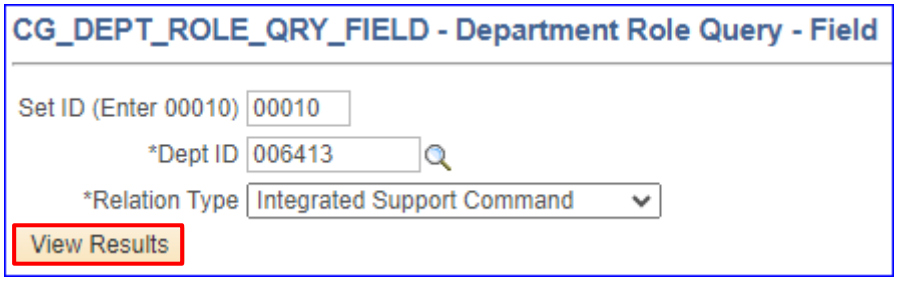
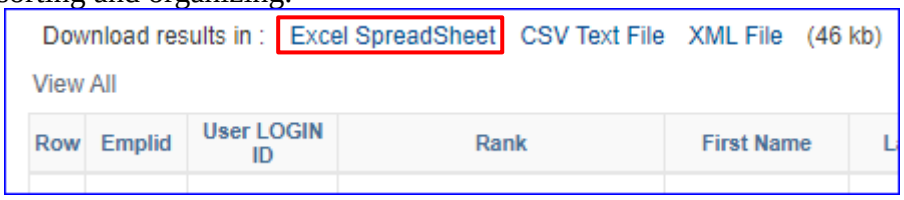
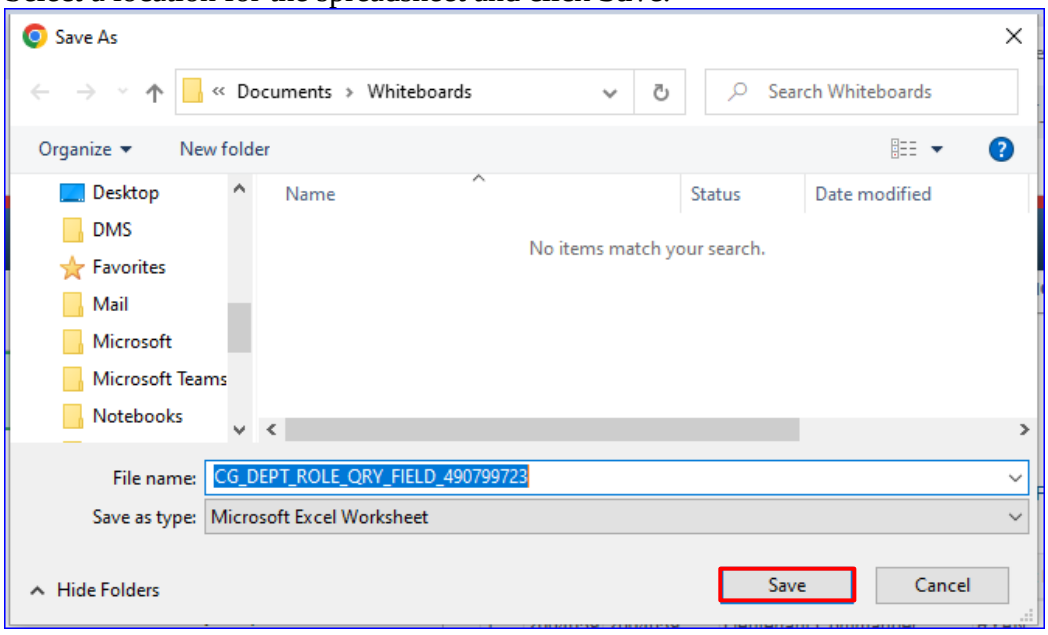
Department Role Query - Field, Continued

Procedures, continued

Step	Action
4	Click **View Results**. 
5	The query results will populate (see Step 9 for more information on each field of the query). Select **Excel Spreadsheet** to export the query results to a spreadsheet for easier sorting and organizing. 
6	Select a location for the spreadsheet and click **Save**. 

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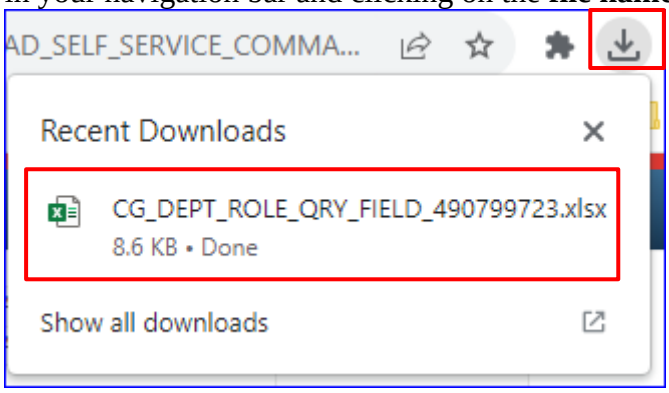
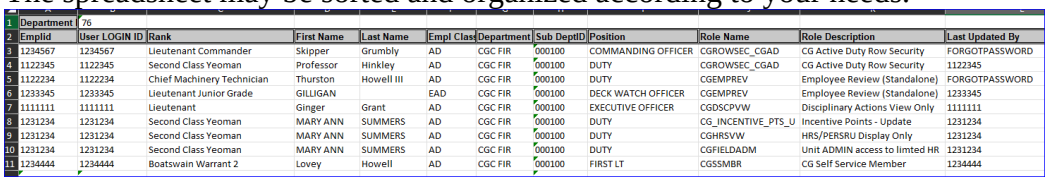
Department Role Query - Field, Continued

Procedures, continued

Step	Action
7	You can locate the file in your folder or open it by clicking the **download** icon in your navigation bar and clicking on the **file name**. 
8	The spreadsheet may be sorted and organized according to your needs. 
9	Query field descriptions:

Department	76										
Emplid	User LOGIN ID	Rank	First Name	Last Name	Empl Class	Department	Sub DeptID	Position	Role Name	Role Description	Last Updated By
1234567	1234567	Lieutenant Commander	Skipper	Grumbly	AD	CGC FIR	000100	COMMANDING OFFICER	CGROWSEC_CGAD	CG Active Duty Row Security	FORGOTPASSWORD
1122345	1122345	Second Class Yeoman	Professor	Hinkley	AD	CGC FIR	000100	DUTY	CGROWSEC_CGAD	CG Active Duty Row Security	1122345
1122234	1122234	Chief Machinery Technician	Thurston	Howell III	AD	CGC FIR	000100	DUTY	CGEMPREV	Employee Review (Standalone)	FORGOTPASSWORD
1233345	1233345	Lieutenant Junior Grade	GILLIGAN		EAD	CGC FIR	000100	DECK WATCH OFFICER	CGEMPREV	Employee Review (Standalone)	1233345
1111111	1111111	Lieutenant	Ginger	Grant	AD	CGC FIR	000100	EXECUTIVE OFFICER	CGDSCPVW	Disciplinary Actions View Only	1111111
1231234	1231234	Second Class Yeoman	MARY ANN	SUMMERS	AD	CGC FIR	000100	DUTY	CG_INCENTIVE_PTS_U	Incentive Points - Update	1231234
1231234	1231234	Second Class Yeoman	MARY ANN	SUMMERS	AD	CGC FIR	000100	DUTY	CGHRSVW	HRS/PERSRU Display Only	1231234
1231234	1231234	Second Class Yeoman	MARY ANN	SUMMERS	AD	CGC FIR	000100	DUTY	CGFIELDADM	Unit ADMIN access to limted HR	1231234
1234444	1234444	Boatswain Warrant 2	Lovey	Howell	AD	CGC FIR	000100	FIRST LT	CGSSMBR	CG Self Service Member	1234444

Header	Description
Emplid	User's Employee ID number
User LOGIN ID	User's Login ID number (generally their Employee ID number)
Rank	User's Rank or Rate
First Name	User's first name
Last Name	User's last name
Empl Class	User's employee class (AD – Active Duty, SEL – Reservist, CIV – Civilian employee)
Department	User's assigned Department Name
Sub DeptID	User's assigned Sub-Department ID number
Position	User's assigned position
Role Name	Short title for the DA User Role assigned
Role Description	Description of the DA User Role assigned
Last Updated By	Employee ID number of the person who last updated the User's account