

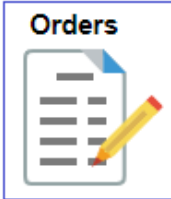
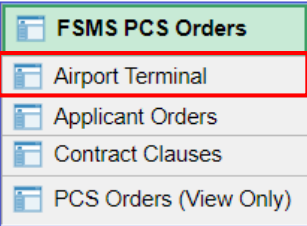
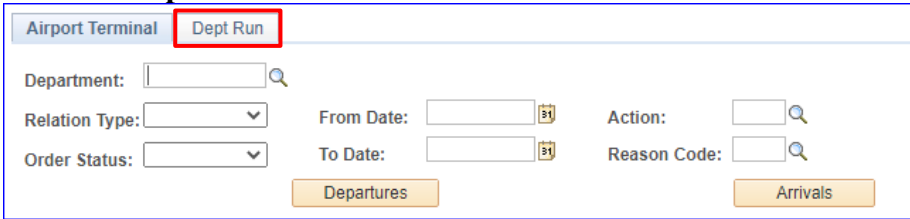
# CG Department Run

**Introduction** This guide provides the procedures for running the Department Run roster in Direct Access (DA).

**Known Issue** As of **19 October,2022**, there are the following known issues with this procedure.

- Some users are receiving an error ("Negative number assigned to an unsigned field") when running the department run report and clicking "Last Review Dt". This error occurs when one of the employees in the report has a future dated employee review date, and therefore the calculation for the "Num Days" column results in a negative number. When the error occurs, the population of the review date and number of days stops at the point of the error and does not post for the remainder of the members on the report. It will not be uncommon for employees to have future dated employee reviews, so this report will be modified to accept a negative number.
- When HRS or ISC relationship is used members attached to the SPO (HRS) or Base (ISC) will not appear in the results. Run the query again with the "Own Unit" relationship to see data on these members.

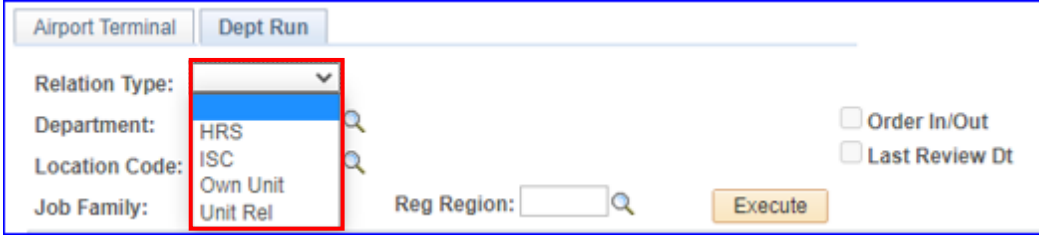
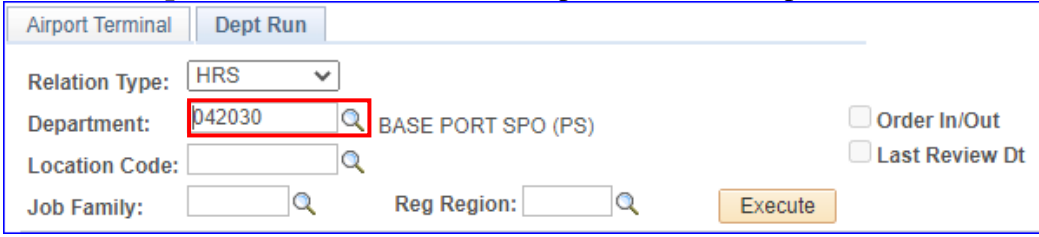
**Procedures** See below.

Step	Action
1	Click the <b>Orders</b> tile. 
1.5	Select the <b>Airport Terminal</b> option. 
2	Click the <b>Dept Run</b> tab. 

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# CG Department Run, Continued

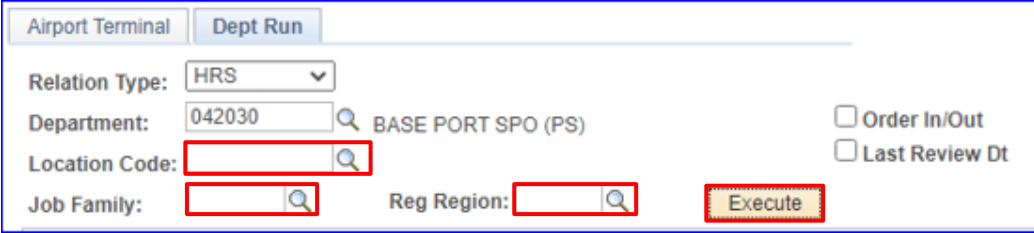
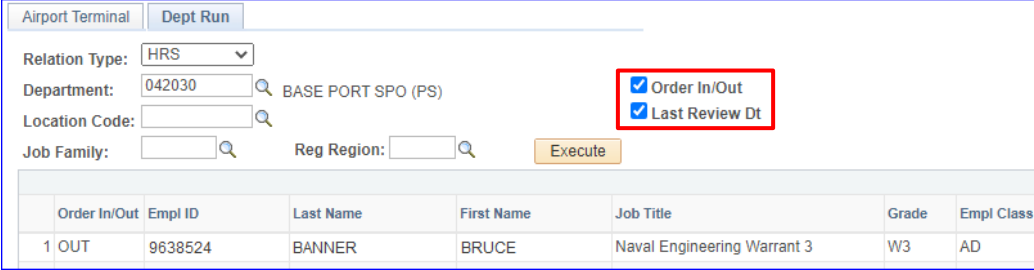
Procedures,  
continued

Step	Action
3	<p>Using the drop-down, select the appropriate <b>Relation Type</b>:</p> <ul style="list-style-type: none"> <li>• <b>HRS</b> – All units serviced by that Unit (but not personnel assigned to the Unit Department ID). Use “Own Unit” to see the data for those personnel.</li> <li>• <b>ISC</b> – All units serviced by that SPO (but not personnel assigned to the SPO Department ID). Use “Own Unit” to see data for those personnel.</li> <li>• <b>Own Unit</b> – Only those personnel assigned to the specific Department ID.</li> <li>• <b>Unit Rel</b> – All personnel falling under that Parent ID.</li> </ul> 
4	<p>Enter the <b>Department ID</b> or use the Lookup to locate the Department ID.</p> 

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# CG Department Run, Continued

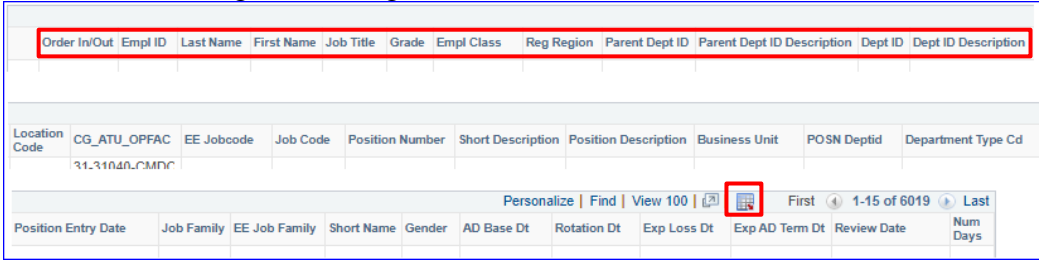
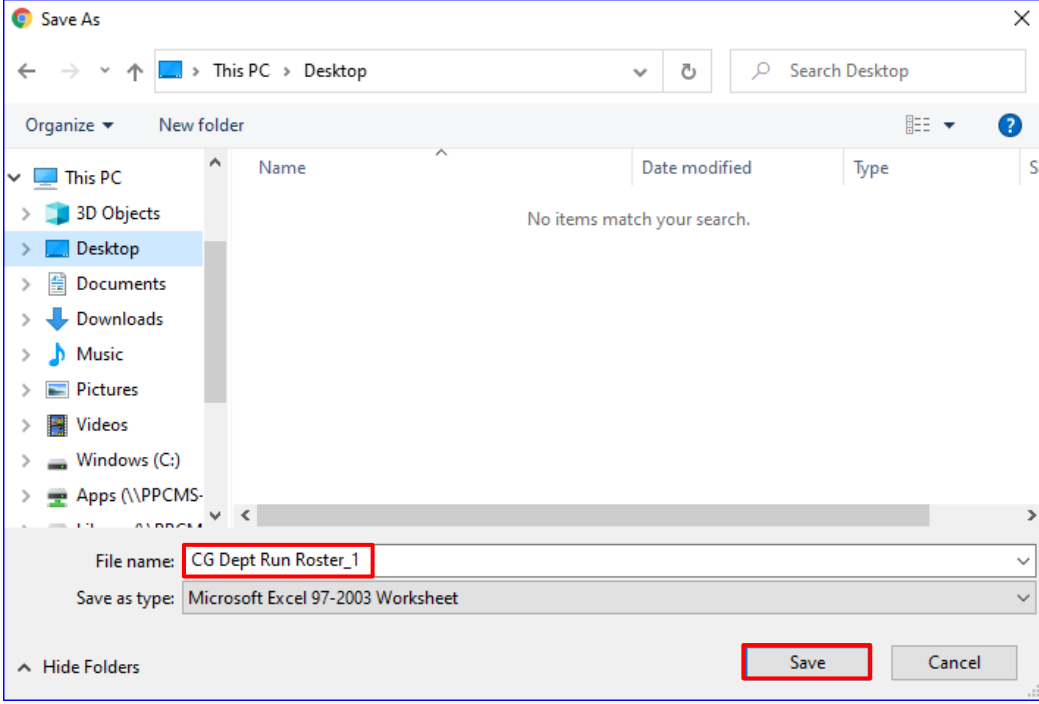
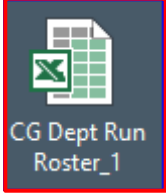
Procedures,  
continued

Step	Action														
5	<p>To limit the roster's results further, enter any of the following fields:  <b>Location Code</b> – Limits the results to a specific location (optional).  <b>Job Family</b> – Limits the results to a specific job family (optional).  <b>Reg Region</b> – Limits the results to Active, Reserve, or Officer (optional).</p> <p>Click <b>Execute</b>.</p>  <p>The screenshot shows the 'Dept Run' form with the following fields highlighted in red: 'Location Code', 'Job Family', and 'Reg Region'. The 'Execute' button is also highlighted in red. The 'Order In/Out' and 'Last Review Dt' checkboxes are unchecked.</p>														
6	<p>The results will display but the Order In/Out and Review Date columns will be blank.</p> <ul style="list-style-type: none"> <li>• Check the <b>Order In/Out</b> box to update the Order In/Out column with the status of the orders.</li> <li>• Check the <b>Last Review Dt</b> box to view the member's last EER date in the Review Date column.</li> </ul> <p>Do <b>NOT</b> click Execute again. This will clear the Order In/Out and Review Date columns that populated as the boxes were checked.</p>  <p>The screenshot shows the 'Dept Run' form with the 'Order In/Out' and 'Last Review Dt' checkboxes checked and highlighted in red. Below the form, a table displays the results for member BRUCE BANNER.</p> <table border="1" data-bbox="343 1433 1356 1534"> <thead> <tr> <th>Order In/Out</th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</th> <th>Grade</th> <th>Empl Class</th> </tr> </thead> <tbody> <tr> <td>1 OUT</td> <td>9638524</td> <td>BANNER</td> <td>BRUCE</td> <td>Naval Engineering Warrant 3</td> <td>W3</td> <td>AD</td> </tr> </tbody> </table>	Order In/Out	Empl ID	Last Name	First Name	Job Title	Grade	Empl Class	1 OUT	9638524	BANNER	BRUCE	Naval Engineering Warrant 3	W3	AD
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# CG Department Run, Continued

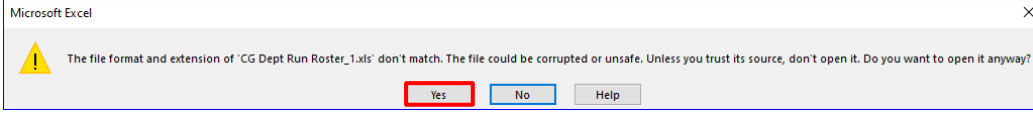
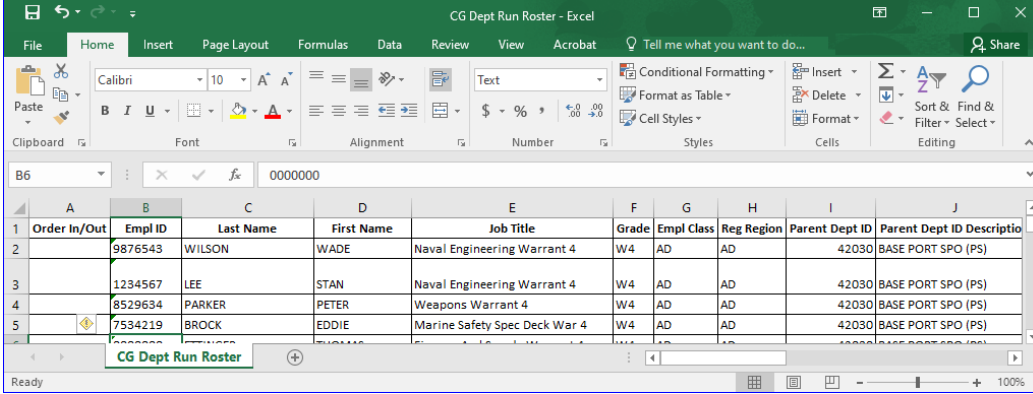
Procedures,  
continued

Step	Action
7	<p>The roster may be sorted by clicking any of the <b>headers</b>. To convert the roster to an Excel spreadsheet, scroll to the far right of the roster and click the <b>Export to Excel</b> icon.</p> <p><b>NOTE:</b> See the <a href="#">Working with Grids</a> topic in the Knowledge Base to learn more about downloading and sorting data.</p> 
8	<p>Select a location for the spreadsheet, enter the <b>File name</b>, and click <b>Save</b>.</p> 
9	<p>Locate and open the saved spreadsheet.</p> 

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# CG Department Run, Continued

Procedures,  
continued

Step	Action																																																		
10	<p>The following message may display. Click <b>Yes</b>.</p> 																																																		
11	<p>The spreadsheet may be sorted and organized according to your needs.</p>  <table border="1" data-bbox="325 862 1361 1008"> <thead> <tr> <th>Order In/Out</th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</th> <th>Grade</th> <th>Empl Class</th> <th>Reg Region</th> <th>Parent Dept ID</th> <th>Parent Dept ID Description</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>9876543</td> <td>WILSON</td> <td>WADE</td> <td>Naval Engineering Warrant 4</td> <td>W4</td> <td>AD</td> <td>AD</td> <td>42030</td> <td>BASE PORT SPO (PS)</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>LEE</td> <td>STAN</td> <td>Naval Engineering Warrant 4</td> <td>W4</td> <td>AD</td> <td>AD</td> <td>42030</td> <td>BASE PORT SPO (PS)</td> </tr> <tr> <td>4</td> <td>8529634</td> <td>PARKER</td> <td>PETER</td> <td>Weapons Warrant 4</td> <td>W4</td> <td>AD</td> <td>AD</td> <td>42030</td> <td>BASE PORT SPO (PS)</td> </tr> <tr> <td>5</td> <td>7534219</td> <td>BROCK</td> <td>EDDIE</td> <td>Marine Safety Spec Deck War 4</td> <td>W4</td> <td>AD</td> <td>AD</td> <td>42030</td> <td>BASE PORT SPO (PS)</td> </tr> </tbody> </table>	Order In/Out	Empl ID	Last Name	First Name	Job Title	Grade	Empl Class	Reg Region	Parent Dept ID	Parent Dept ID Description	2	9876543	WILSON	WADE	Naval Engineering Warrant 4	W4	AD	AD	42030	BASE PORT SPO (PS)	3	1234567	LEE	STAN	Naval Engineering Warrant 4	W4	AD	AD	42030	BASE PORT SPO (PS)	4	8529634	PARKER	PETER	Weapons Warrant 4	W4	AD	AD	42030	BASE PORT SPO (PS)	5	7534219	BROCK	EDDIE	Marine Safety Spec Deck War 4	W4	AD	AD	42030	BASE PORT SPO (PS)
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