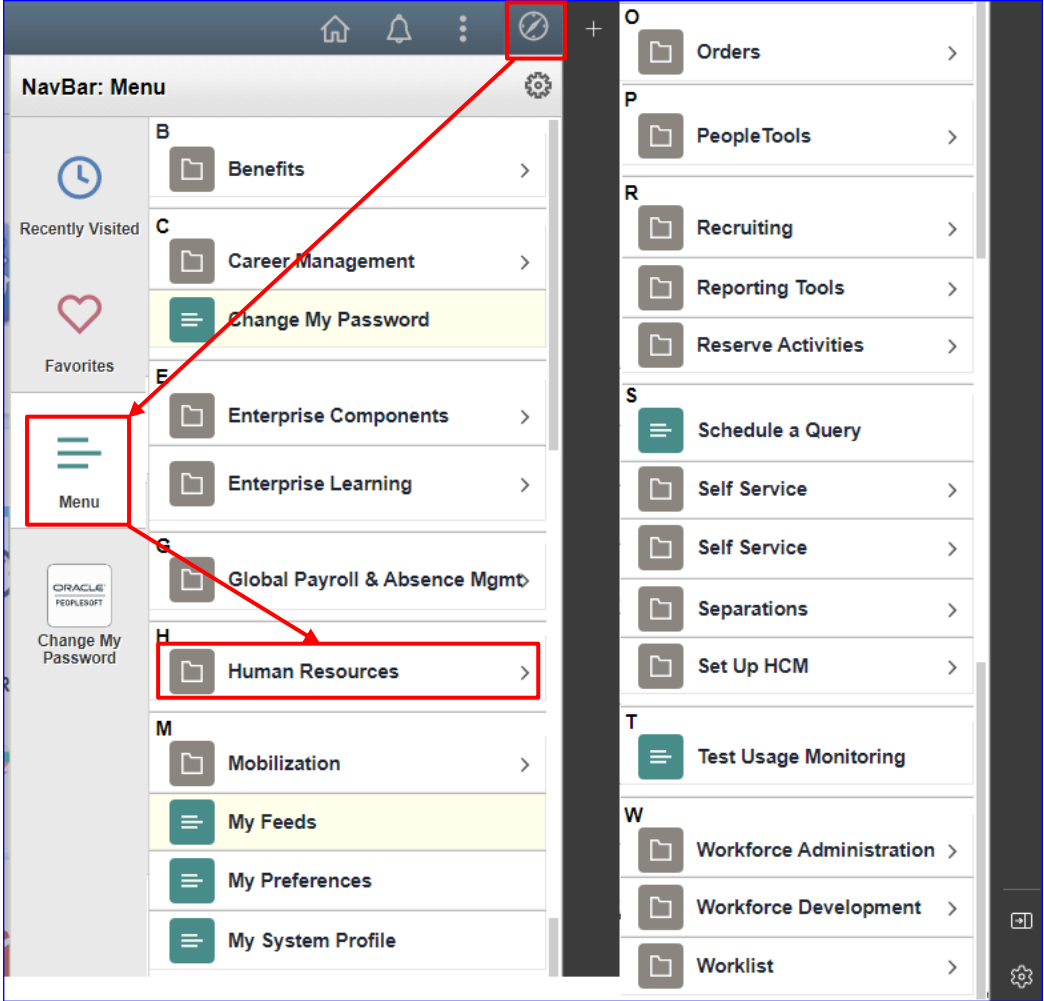
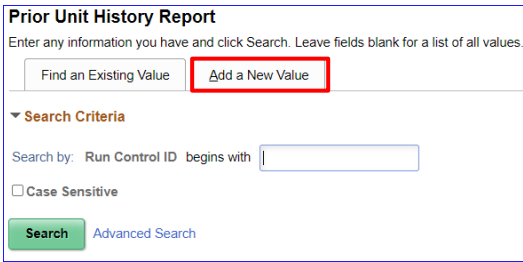


# Prior Unit History Report

**Introduction** This guide provides the procedures to run the Prior Unit History Report in Direct Access (DA).  
This report will list all personnel attached to the Unit during a specified time frame.

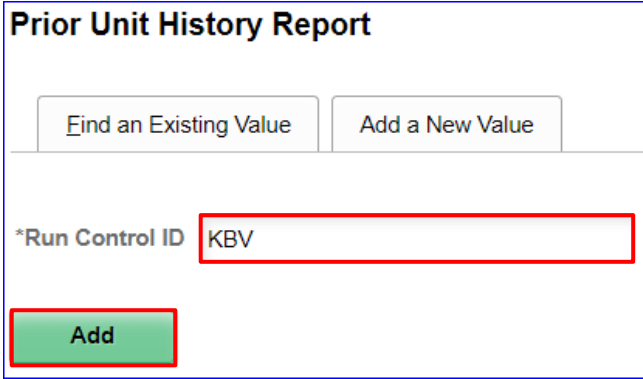
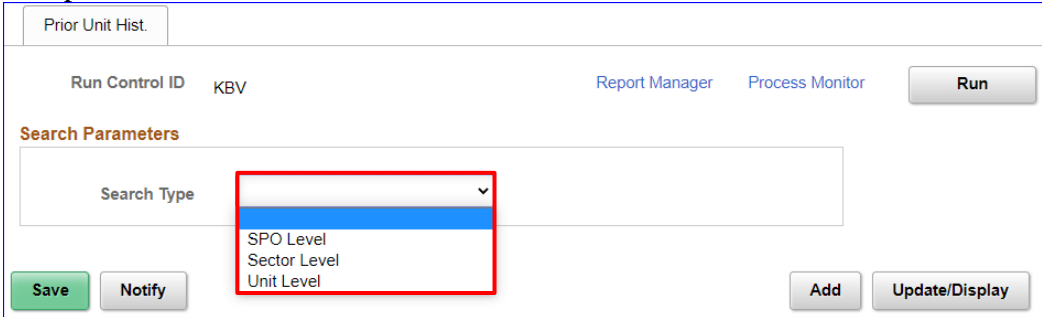
**Procedures** See below.

Step	Action
1	<p>Navigate to: <b>NavBar icon</b> &gt; <b>Menu</b> &gt; Human Resources &gt; Human Resources Reports &gt; <b>Prior Unit History Report</b>.</p> 
2	<p>Select the <b>Add a New Value</b> tab.</p> 

*Continued on next page*

## Prior Unit History Report, Continued

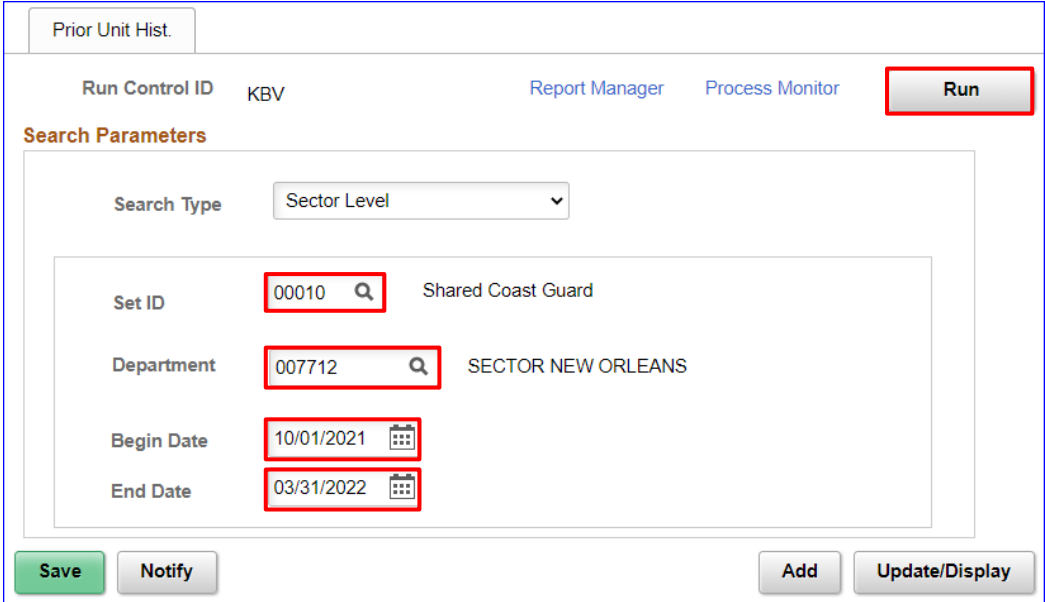
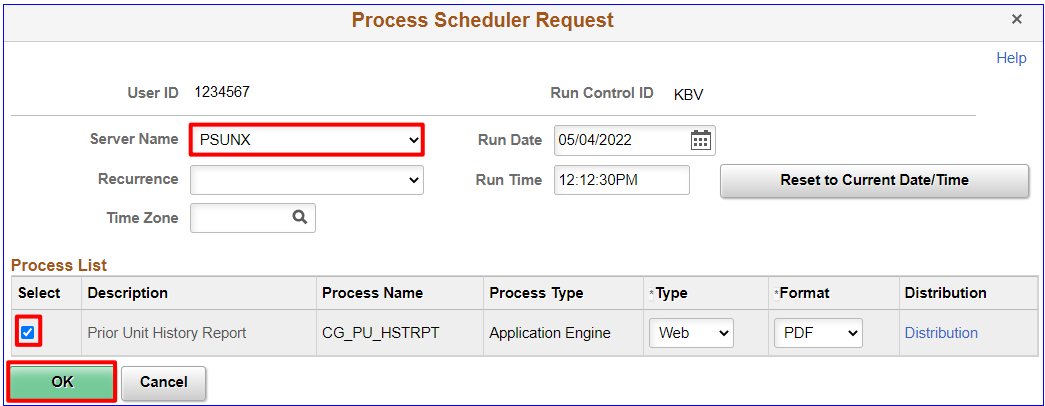
Procedures,  
continued

Step	Action
3	<p>Enter a <b>Run Control ID</b> (this may be anything easily remembered) and click <b>Add</b>.</p> 
4	<p>Using the drop-down, select the appropriate <b>Search Type</b>.</p> <ul style="list-style-type: none"> <li>• <b>SPO Level</b> – Will pull data for all units serviced by that SPO.</li> <li>• <b>Sector Level</b> – Will pull data for all units managed under that Sector.</li> <li>• <b>Unit Level</b> – Will pull data for all sub-departments at or below the selected Dept ID.</li> </ul> 

*Continued on next page*

## Prior Unit History Report, Continued

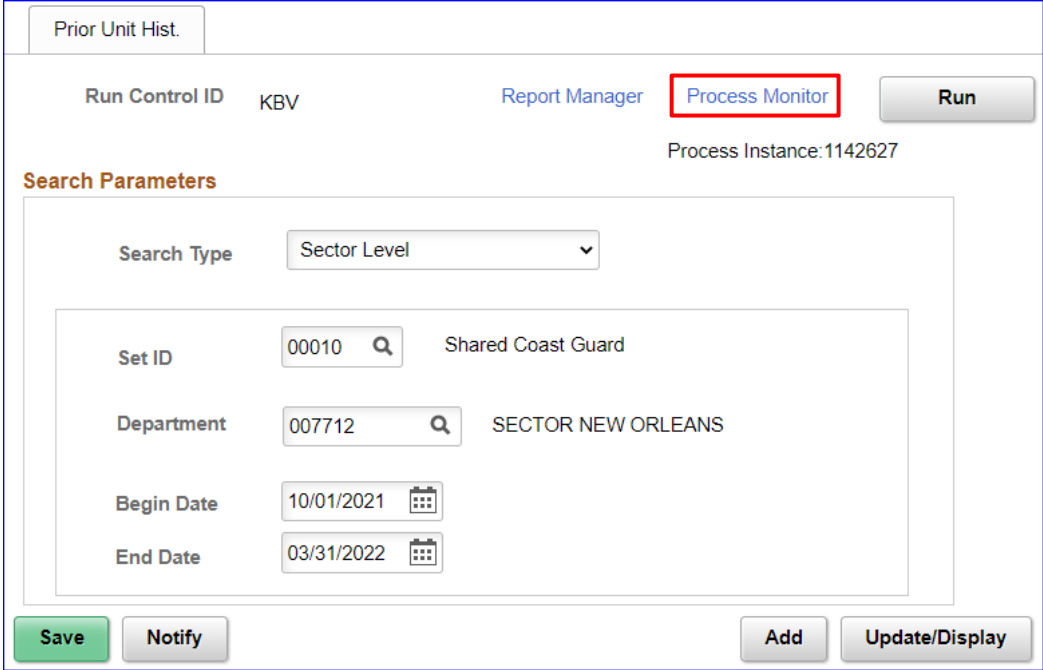
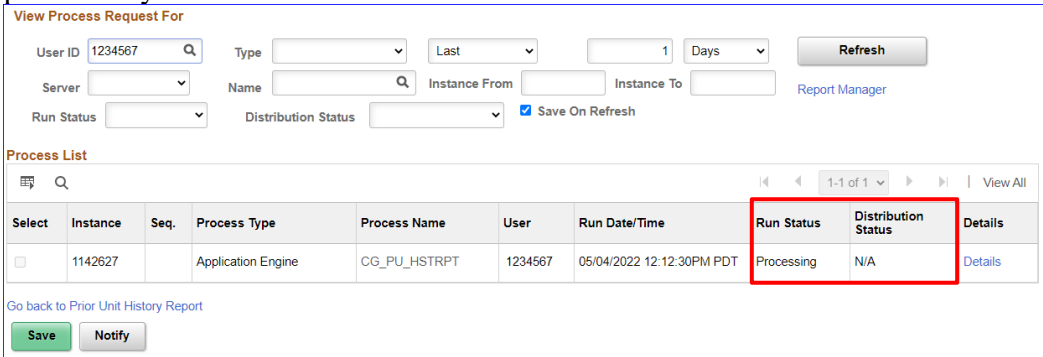
Procedures,  
continued

Step	Action
5	<p>Once the Search Type has been selected, additional Search Parameter fields will display:</p> <ul style="list-style-type: none"> <li>• <b>Set ID</b> – Enter 00010.</li> <li>• <b>Department</b> – Enter the Department ID or use the Lookup to locate the appropriate Department ID.</li> <li>• <b>Begin Date</b> – Enter the Begin Date for the report period.</li> <li>• <b>End Date</b> – Enter the End Date for the report period.</li> </ul> <p>Click <b>Run</b>.</p> 
6	<p>The Process Scheduler Request page will display with the Process List. Using the <b>Server Name</b> drop-down, select PSUNX. Ensure the <b>Prior Unit History Report</b> process is checked.</p> <p>Click <b>OK</b>.</p> 

*Continued on next page*

## Prior Unit History Report, Continued

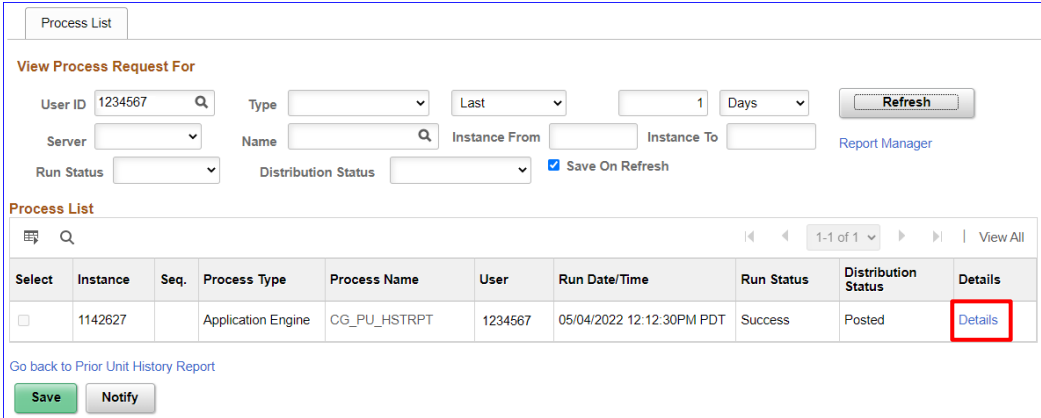
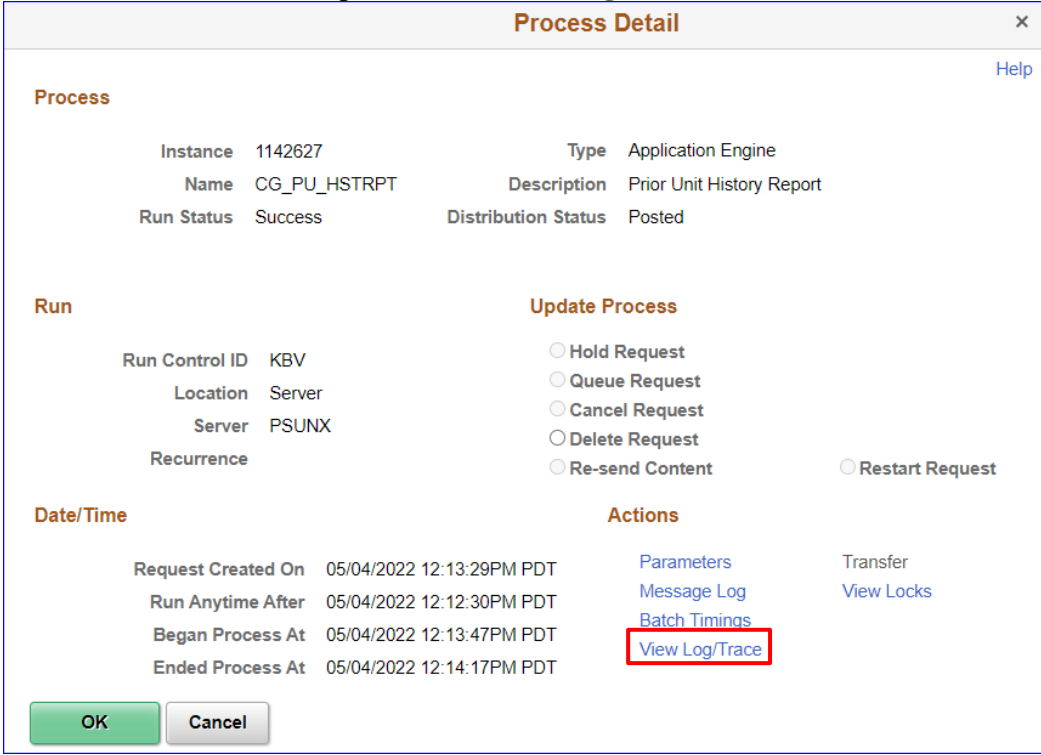
Procedures,  
continued

Step	Action
7	<p>The Prior Unit Hist. Search Parameter page will re-display with a Process Instance number. Select <b>Process Monitor</b>.</p> 
8	<p>The Process List will display. The Run Status may initially display <b>Queued</b> or <b>Processing</b>. Click the <b>Refresh</b> button until the Run Status indicates <b>Success</b> and the Distribution Status updates to <b>Posted</b>. This may take a considerable amount of time depending on the size of the report. Continue to click the Refresh button periodically.</p> 

*Continued on next page*

## Prior Unit History Report, Continued

Procedures,  
continued

Step	Action
9	<p>Once the Run Status updates to Success and the Distribution Status indicates Posted, click <b>Details</b>.</p> 
10	<p>The Process Details will open. Click <b>View Log/Trace</b>.</p> 

*Continued on next page*

## Prior Unit History Report, Continued

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Procedures,  
continued

Step

11

Action

Select the **CG PriorUnitHistoryReport.csv** file.

View Log/Trace

Report

Report ID 1164212

Process Instance 1142627

Name CG\_PU\_HSTRPT

Process Type Application Engine

Run Status Success

Message Log

Prior Unit History Report

Distribution Details

Distribution Node RPTNODE

Expiration Date 05/11/2022

File List

Name	File Size (bytes)	Datetime Created
AE_CG_PU_HSTRPT_1142627.stdout	458	05/04/2022 12:14:17.067292PM PDT
CG PriorUnitHistoryReport_1142627_20220504.csv	262,586	05/04/2022 12:14:17.067292PM PDT

Distribute To

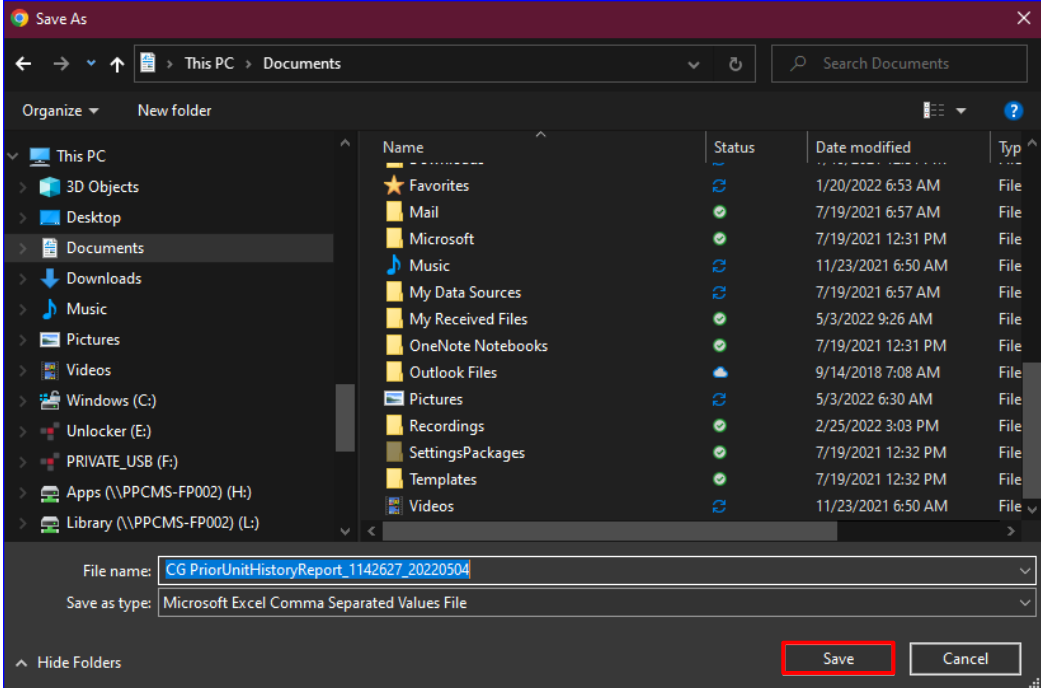
Distribution ID Type	*Distribution ID
User	1234567

Return

*Continued on next page*

## Prior Unit History Report, Continued

Procedures,  
continued

Step	Action
12	<p>You will be prompted to save the report. Select a location and click <b>Save</b>.</p> 

*Continued on next page*

# Prior Unit History Report, Continued

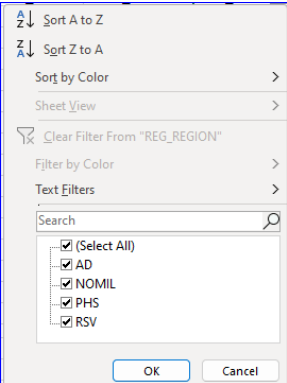
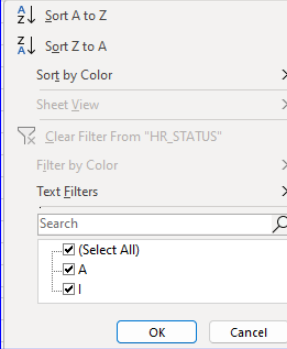
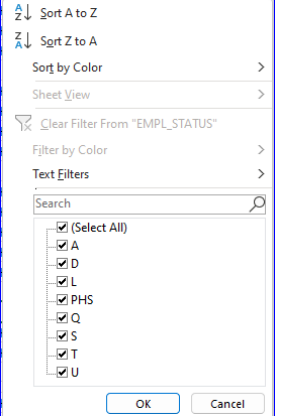
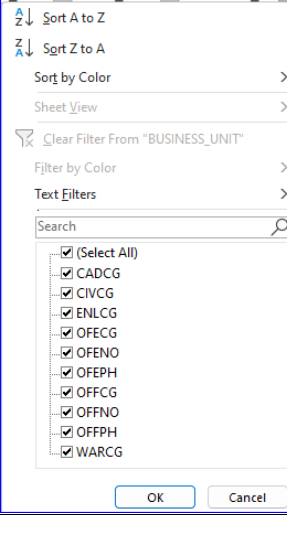
Procedures,  
continued

Step	Action																																																																																																																																																																																																																																																																																		
13	<p>Upon saving the file, the View Trace/Log will re-display. Click <b>Return</b> to return to the Process Detail display. Click <b>OK</b>. This ends this process.</p> <div> <div>View Log/Trace</div> <div> <div>Report</div> <div> <div>Report ID 1164212</div> <div>Process Instance 1142627</div> <div>Name CG_PU_HSTRPT</div> <div>Process Type Application Engine</div> <div>Run Status Success</div> </div> <div> <a href="#">Message Log</a> </div> </div> <div>Prior Unit History Report</div> <div> <div>Distribution Details</div> <div> <div>Distribution Node RPTNODE</div> <div>Expiration Date 05/11/2022</div> </div> </div> <div> <div>File List</div> <table border="1"> <thead> <tr> <th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr> </thead> <tbody> <tr> <td>AE_CG_PU_HSTRPT_1142627.stdout</td><td>458</td><td>05/04/2022 12:14:17.067292PM PDT</td></tr> <tr> <td>CG PriorUnitHistoryReport_1142627_20220504.csv</td><td>262,586</td><td>05/04/2022 12:14:17.067292PM PDT</td></tr> </tbody> </table> </div> <div> <div>Distribute To</div> <table border="1"> <thead> <tr> <th>Distribution ID Type</th><th>Distribution ID</th></tr> </thead> <tbody> <tr> <td>User</td><td>1234567</td></tr> </tbody> </table> </div> <div>Return</div> </div>	Name	File Size (bytes)	Datetime Created	AE_CG_PU_HSTRPT_1142627.stdout	458	05/04/2022 12:14:17.067292PM PDT	CG PriorUnitHistoryReport_1142627_20220504.csv	262,586	05/04/2022 12:14:17.067292PM PDT	Distribution ID Type	Distribution ID	User	1234567																																																																																																																																																																																																																																																																					
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See Step 15 for field descriptions and sorting options.</b></p> <table border="1"> <thead> <tr> <th>EMPLID</th><th>LAST_NAME</th><th>FIRST_NAME</th><th>MIDDLE_NAME</th><th>EMPL_CLASS</th><th>RATE</th><th>GRADE</th><th>GENDER</th><th>POSITION</th><th>POS_TITLE</th><th>HIRE_DT</th><th>PREV_UNIT_BEGIN_DT</th></tr> </thead> <tbody> <tr> <td>1234567</td><td>Reynolds</td><td>Malcolm</td><td>J</td><td>AD</td><td>BM1</td><td>E6</td><td>M</td><td>23171</td><td>XPO/ATON COXSWAIN</td><td>3/21/2005</td><td>2/3/2020</td></tr> <tr> <td>7418526</td><td>Washburne</td><td>Hoban</td><td>Nicholas</td><td>AD</td><td>SA</td><td>E2</td><td>M</td><td>23173</td><td>ATON BCM</td><td>1/5/2015</td><td>3/15/2015</td></tr> <tr> <td>3216548</td><td>Tam</td><td>Simon</td><td>J</td><td>AD</td><td>FA</td><td>E2</td><td>M</td><td>23175</td><td>ATON BCM</td><td>12/8/2015</td><td>3/7/2016</td></tr> <tr> <td>6543218</td><td>Tam</td><td>River</td><td>F</td><td>AD</td><td>FN</td><td>E3</td><td>M</td><td>23173</td><td>ATON BCM</td><td>9/27/2016</td><td>11/26/2016</td></tr> <tr> <td>4567892</td><td>Washburne</td><td>Zoe</td><td>A</td><td>AD</td><td>SA</td><td>E2</td><td>M</td><td>23173</td><td>ATON BCM</td><td>10/17/2016</td><td>12/27/2016</td></tr> <tr> <td>9516237</td><td>Frye</td><td>Kaylee</td><td>L</td><td>SEL</td><td>MK2</td><td>E5</td><td>M</td><td>46304</td><td>NF-RESERVE BCM</td><td>6/23/1997</td><td>9/2/2016</td></tr> <tr> <td>5827416</td><td>Shepard</td><td>Book</td><td></td><td>RT2</td><td>MK1</td><td>E6</td><td>M</td><td>54484</td><td>RESERVE UNBUDGETED POSITION</td><td>8/15/2000</td><td>7/12/2012</td></tr> <tr> <td>8529634</td><td>Serra</td><td>Inara</td><td>A</td><td>CIV</td><td>GS-12</td><td>11</td><td>M</td><td>94834</td><td>MARINE INSP/PSCO-APPRENTICE</td><td>10/4/2017</td><td>4/17/2019</td></tr> <tr> <td>7654321</td><td>Badger</td><td></td><td></td><td>IRR</td><td>BM3</td><td>E4</td><td>M</td><td>62025</td><td>RESERVE UNBUDGETED POSITION</td><td>10/3/2017</td><td>3/30/2019</td></tr> 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DULAC	12/27/2016	227	8	41966	CG ANT DULAC	64.27	5/4/2022	239	8	30338	CG STA NEW ORLEANS	9/2/2016	239	8	30338	CG STA NEW ORLEANS	68.08	1/1/2022	239	8	30338	CG STA NEW ORLEANS	1/1/2022	3333	79	71237	PPC AT HOME SEP MBRS	113.64	5/4/2022	6271	8	33278	MSU HOUMA	4/17/2019	6271	8	33278	MSU HOUMA	36.59	10/3/2021	245	8	17001	CGC PAMLICO	10/3/2021	2817	79	47909	PSC RPM-3 IRR	30.12	REG_REGION	HR_STATUS	EMPL_STATUS	BUSINESS_UNIT	AD	A	A	WARCG	AD	A	A	ENLCG	AD	A	A	ENLCG	AD	A	A	OFFCG	AD	A	A	WARCG	AD	A	A	WARCG	AD	A	A	WARCG	AD	A	A	ENLCG	AD	A	A	ENLCG	NOMIL	I	T	CIVCG
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5/4/2022	239	8	30338	CG STA NEW ORLEANS	9/2/2016	239	8	30338	CG STA NEW ORLEANS	68.08																																																																																																																																																																																																																																																																									
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Step 15	Action																																																
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<p><b>REG_REGION</b></p> 	<p>Member's current regulatory region</p> <ul style="list-style-type: none"> <li>• RSV – Reserve</li> <li>• AD – Active Duty</li> <li>• NOMIL – Civilian</li> <li>• PHS – Public Health Service</li> </ul>
<p><b>HR_STATUS</b></p> 	<p>Member's current human resource status</p> <ul style="list-style-type: none"> <li>• A - Active</li> <li>• I - Inactive</li> </ul>
<p><b>EMPL_STATUS</b></p> 	<p>Member's current employee status</p> <ul style="list-style-type: none"> <li>• A – Active</li> <li>• D – Deceased</li> <li>• L – Leave of Absence</li> <li>• PHS – Public Health Service</li> <li>• Q – Retired w/ Pay</li> <li>• S – Suspended</li> <li>• T – Termination</li> <li>• U – Terminated with Pay</li> </ul>
<p><b>BUSINESS_UNIT</b></p> 	<p>Member's current business unit</p> <ul style="list-style-type: none"> <li>• CADCG – Cadet</li> <li>• CIVCG – Civilian</li> <li>• ENLCG – Enlisted</li> <li>• OFECG – Officer, Prior Enlisted</li> <li>• OFENO – NOAA Officer, Prior Enlisted</li> <li>• OFEPH – PHS Officer, Prior Enlisted</li> <li>• OFFNO – NOAA Officer</li> <li>• OFFPH – PHS Officer</li> <li>• WARCG – Warrant Officer</li> </ul>