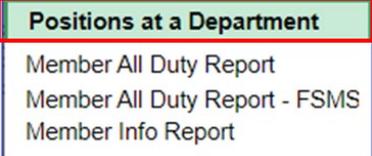


# Positions at a Department Report

**Introduction** This guide provides the procedures for how to view all of the positions at a department in Direct Access (DA).

**Procedures** See below.

Step	Action																																																																																																																
1	<p>Click the <b>Self Service for Commands</b> tile.</p> 																																																																																																																
1.5	<p>Select the <b>Positions at a Department</b> option.</p> 																																																																																																																
2	<p>Enter the <b>Dept ID</b> or use the lookup icon. Click <b>View Results</b>.</p> 																																																																																																																
3	<p>All positions at that department will display. The report may be downloaded into several <b>formats</b> for viewing/sorting.</p>  <table border="1"> <thead> <tr> <th>Row</th> <th>Business Unit</th> <th>Source</th> <th>Dept ID</th> <th>Sub Dept</th> <th>ATU_OFFAC</th> <th>Approp</th> <th>Gen Detail</th> <th>Position Nbr</th> <th>Rank/Grade</th> <th>Job Code</th> <th>Title</th> <th>Sensitivity</th> <th>Security Clearance</th> <th>City</th> <th>State</th> <th>AD Code</th> <th>Intention to Shop Position</th> <th>Intention to Shop Member</th> <th>ID</th> <th>Name</th> <th>Job Title</th> <th>Rotation Dt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ENLCG</td> <td>AD</td> <td>007752</td> <td>007752</td> <td>08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV</td> <td>D</td> <td>A</td> <td>00016109</td> <td>YN1</td> <td>436093</td> <td>ADMIN/PERS SUPPORT</td> <td>2</td> <td>None</td> <td>HOUSTON TX</td> <td>YNW</td> <td></td> <td></td> <td>1234567</td> <td>Mark Watney</td> <td>YNC</td> <td>07/01/2022</td> </tr> <tr> <td>2</td> <td>ENLCG</td> <td>AD</td> <td>007752</td> <td>007752</td> <td>08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV</td> <td>D</td> <td>A</td> <td>00016109</td> <td>YN1</td> <td>436093</td> <td>ADMIN/PERS SUPPORT</td> <td>2</td> <td>None</td> <td>HOUSTON TX</td> <td>YNW</td> <td></td> <td></td> <td>2345678</td> <td>Annie Montrose</td> <td>YN1</td> <td>07/01/2025</td> </tr> <tr> <td>3</td> <td>ENLCG</td> <td>AD</td> <td>007752</td> <td>007752</td> <td>08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV</td> <td>D</td> <td>A</td> <td>00025404</td> <td>YN3</td> <td>436095</td> <td>P&amp;A.DIV DUTY</td> <td>2</td> <td>None</td> <td>HOUSTON TX</td> <td>YNE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>ENLCG</td> <td>AD</td> <td>007752</td> <td>007752</td> <td>08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV</td> <td>D</td> <td>A</td> <td>00038339</td> <td>YN2</td> <td>436094</td> <td>ADMIN/PERS SUPPORT</td> <td>2</td> <td>None</td> <td>HOUSTON TX</td> <td>YNE</td> <td></td> <td></td> <td>3456789</td> <td>Beth Johanssen</td> <td>YN2</td> <td>07/01/2024</td> </tr> </tbody> </table>	Row	Business Unit	Source	Dept ID	Sub Dept	ATU_OFFAC	Approp	Gen Detail	Position Nbr	Rank/Grade	Job Code	Title	Sensitivity	Security Clearance	City	State	AD Code	Intention to Shop Position	Intention to Shop Member	ID	Name	Job Title	Rotation Dt	1	ENLCG	AD	007752	007752	08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV	D	A	00016109	YN1	436093	ADMIN/PERS SUPPORT	2	None	HOUSTON TX	YNW			1234567	Mark Watney	YNC	07/01/2022	2	ENLCG	AD	007752	007752	08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV	D	A	00016109	YN1	436093	ADMIN/PERS SUPPORT	2	None	HOUSTON TX	YNW			2345678	Annie Montrose	YN1	07/01/2025	3	ENLCG	AD	007752	007752	08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV	D	A	00025404	YN3	436095	P&A.DIV DUTY	2	None	HOUSTON TX	YNE								4	ENLCG	AD	007752	007752	08-37170-LOGSX SEC HOU/GAL ADMIN/PERS DIV	D	A	00038339	YN2	436094	ADMIN/PERS SUPPORT	2	None	HOUSTON TX	YNE			3456789	Beth Johanssen	YN2	07/01/2024
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