
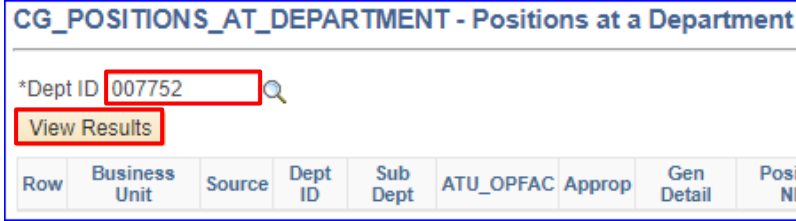
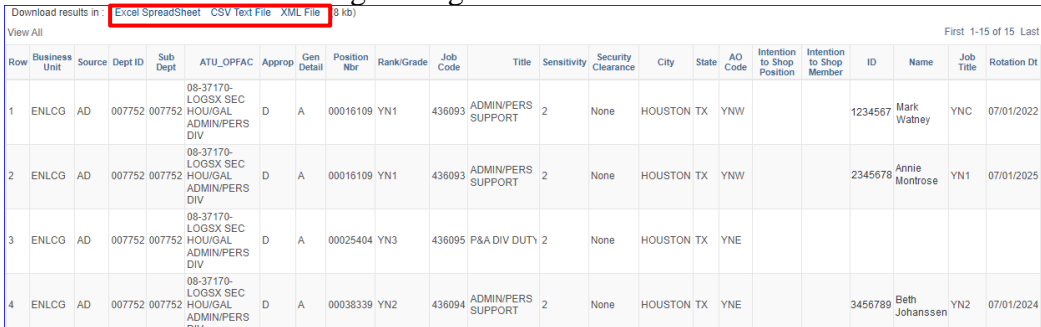


# Positions at a Department Report

**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																																																																																																																				
<p><b>1</b></p>	<p>Select the <b>Positions at a Department</b> link in the Self Service for Commands Pagelet.</p>  <p>The screenshot shows a window titled "Self Service for Commands" with a gear icon in the top right. On the left, under the "Reports" section, the link "Positions at a Department" is highlighted with a red rectangular box. Other reports listed include "Member All Duty Report", "Member Info Report", "PDE by Dept", "SWE Profile Letter by Dept", "SWE Profile Letter by Member", "SWE PDE", "Department Role Query - PPC", "Department Role Query - Field", and "1 More...". On the right, under the "Use" section, "Command Information" is listed.</p>																																																																																																																				
<p><b>2</b></p>	<p>Enter the <b>Dept ID</b> or use the lookup icon. Click <b>View Results</b>.</p>  <p>The screenshot shows the search interface for the report "CG_POSITIONS_AT_DEPARTMENT - Positions at a Department". There is a search field labeled "*Dept ID" containing the value "007752", with a magnifying glass icon to its right. Below the search field is a button labeled "View Results", which is highlighted with a red rectangular box. Below the search area is a table header with columns: Row, Business Unit, Source, Dept ID, Sub Dept, ATU_OPFAC, Approp, Gen Detail, and Position Number.</p>																																																																																																																				
<p><b>3</b></p>	<p>All positions at that department will display. The report may be downloaded into several <b>formats</b> for viewing/sorting.</p>  <p>The screenshot shows the report results table. At the top, there are download options: "Download results in: Excel Spreadsheet", "CSV Text File", "XML File", and "8 kb". Below this is a "View All" link. The table has 17 columns: Row, Business Unit, Source, Dept ID, Sub Dept, ATU_OPFAC, Approp, Gen Detail, Position Nbr, Rank/Grade, Job Code, Title, Sensitivity, Security Clearance, City, State, AO Code, Intention to Shop Position, Intention to Shop Member, ID, Name, Job Title, and Rotation Dt. The first 15 rows are visible, showing details for four positions. The first row is highlighted in blue. The last row is partially visible.</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_OPFAC</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>AO 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 ADMINPERS DIV</td> <td>D</td> <td>A</td> <td>00016109</td> <td>YN1</td> <td>436093</td> <td>ADMINPERS SUPPORT</td> <td>2</td> <td>None</td> <td>HOUSTON TX</td> <td>YNW</td> <td></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 ADMINPERS DIV</td> <td>D</td> <td>A</td> <td>00016109</td> <td>YN1</td> <td>436093</td> <td>ADMINPERS SUPPORT</td> <td>2</td> <td>None</td> <td>HOUSTON TX</td> <td>YNW</td> <td></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 ADMINPERS 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> <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 ADMINPERS DIV</td> <td>D</td> <td>A</td> <td>00038339</td> <td>YN2</td> <td>436094</td> <td>ADMINPERS SUPPORT</td> <td>2</td> <td>None</td> <td>HOUSTON TX</td> <td>YNE</td> <td></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_OPFAC	Approp	Gen Detail	Position Nbr	Rank/Grade	Job Code	Title	Sensitivity	Security Clearance	City	State	AO 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 ADMINPERS DIV	D	A	00016109	YN1	436093	ADMINPERS SUPPORT	2	None	HOUSTON TX	YNW				1234567	Mark Watney	YNC	07/01/2022	2	ENLCG	AD	007752	007752	08-37170-LOGSX SEC HOU/GAL ADMINPERS DIV	D	A	00016109	YN1	436093	ADMINPERS SUPPORT	2	None	HOUSTON TX	YNW				2345678	Annie Montrose	YN1	07/01/2025	3	ENLCG	AD	007752	007752	08-37170-LOGSX SEC HOU/GAL ADMINPERS 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 ADMINPERS DIV	D	A	00038339	YN2	436094	ADMINPERS SUPPORT	2	None	HOUSTON TX	YNE				3456789	Beth Johanssen	YN2	07/01/2024
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