


Department Role Query - Field

Introduction This query provides a report of all Direct Access (DA) users at a department or departments serviced by a Servicing Personnel Office (SPO) or Base. This report is handy for checking the availability of a staff member to perform a needed function. **Do not use the Department Role Query – PPC.**

Information Member must have one of the following roles to run this query:
 CGHRS
 CGSSCMD

Procedures See below.

Step	Action
1	<p>Log into DA and select the Department Role Query – Field link in the Self Service for Commands pagelet.</p>  <p>The screenshot shows a window titled "Self Service for Commands" with a settings icon in the top right. It is divided into two columns: "Reports" and "Use". Under "Reports", there are several links: "Positions at a Department", "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", and "Department Role Query - Field" (which is highlighted with a red box). At the bottom of the list is a link "1 More...". Under "Use", there is a link "Command Information".</p>

Continued on next page

Department Role Query - Field, Continued


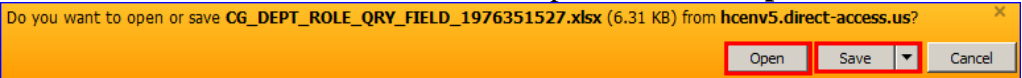
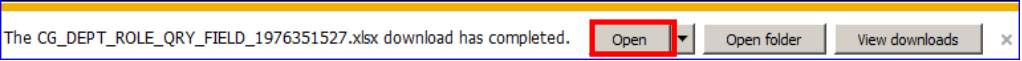
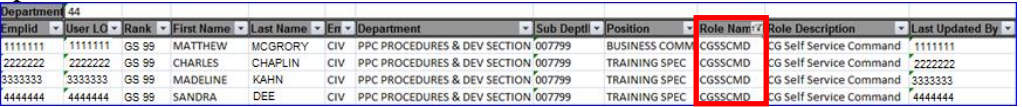
Procedures,
continued

Step	Action						
2	<p>Enter the Set ID of 00010 for Coast Guard and the Dept ID you are researching. If the Dept ID is unknown, use the lookup icon to search. Select the Relationship Type from the drop-down menu and click View Results.</p> <ul style="list-style-type: none"> • Human Resource Site – All users attached to all units serviced by the SPO Department ID. • Integrated Support Command – All users attached to all units serviced by the Base Department ID. • Own Unit Only – All users at the unit for the Department ID. • Unit Relationship – All users at all units and sub-departments for the Department ID. <div data-bbox="352 902 1358 1238" style="border: 1px solid blue; padding: 5px;"> <p>CG_DEPT_ROLE_QRY_FIELD - Department Role Query - Field</p> <hr/> <p>Set ID (Enter 00010) <input style="border: 1px solid red;" type="text" value="00010"/></p> <p>Dept ID <input style="border: 1px solid red;" type="text" value="000111"/> <input type="button" value="🔍"/></p> <p>Relation Type Human Resource Site Integrated Support Command Own Unit Only Unit Relationship</p> <p><input type="button" value="View Results"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Emplid</th> <th style="width: 40%;">First Name</th> <th style="width: 30%;">Las</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <p>NOTE: The first 2 options will display a large data set and should not be used. The data will be more manageable broken down by individual units.</p>	Emplid	First Name	Las			
Emplid	First Name	Las					

Continued on next page

Department Role Query - Field, Continued

Procedures,
continued

Step	Action																																																												
3	<p>The query results will populate the table with the following fields:</p> <ul style="list-style-type: none"> • Emplid – User’s employee number • User LOGIN ID – ID the user logs in with • Rank – Rank, Rate or Civilian grade • First Name – User’s first name • Last Name – User’s last name • Empl Class – User’s employee class (Active, SELRES, Civilian) • Department – Name of user’s sub-department assignment (branch/section) • Sub DeptID – Department ID for user’s assigned sub-department • Position – Description of position • Role Name – Short title for the user roles assigned • Role Description – Description of the user role assigned • Last Updated By – User ID of the person who last updated the user’s account <p>Click on the Excel SpreadSheet link.</p> 																																																												
4	<p>Select Save to file in a location on the computer or select Open.</p> 																																																												
5	<p>Select Open when download is complete.</p> 																																																												
6	<p>Use Excel’s data sorting and filtering tools to narrow down the information to specific roles or users.</p>  <table border="1" data-bbox="352 1496 1378 1601"> <thead> <tr> <th>Emplid</th> <th>User LOG ID</th> <th>Rank</th> <th>First Name</th> <th>Last Name</th> <th>Em</th> <th>Department</th> <th>Sub DeptID</th> <th>Position</th> <th>Role Name</th> <th>Role Description</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>1111111</td> <td>1111111</td> <td>GS 99</td> <td>MATTHEW</td> <td>MCGRORY</td> <td>CIV</td> <td>PPC PROCEDURES & DEV SECTION</td> <td>007799</td> <td>BUSINESS COMM</td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td>1111111</td> </tr> <tr> <td>2222222</td> <td>2222222</td> <td>GS 99</td> <td>CHARLES</td> <td>CHAPLIN</td> <td>CIV</td> <td>PPC PROCEDURES & DEV SECTION</td> <td>007799</td> <td>TRAINING SPEC</td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td>2222222</td> </tr> <tr> <td>3333333</td> <td>3333333</td> <td>GS 99</td> <td>MADELINE</td> <td>KAHN</td> <td>CIV</td> <td>PPC PROCEDURES & DEV SECTION</td> <td>007799</td> <td>TRAINING SPEC</td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td>3333333</td> </tr> <tr> <td>4444444</td> <td>4444444</td> <td>GS 99</td> <td>SANDRA</td> <td>DEE</td> <td>CIV</td> <td>PPC PROCEDURES & DEV SECTION</td> <td>007799</td> <td>TRAINING SPEC</td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td>4444444</td> </tr> </tbody> </table>	Emplid	User LOG ID	Rank	First Name	Last Name	Em	Department	Sub DeptID	Position	Role Name	Role Description	Last Updated By	1111111	1111111	GS 99	MATTHEW	MCGRORY	CIV	PPC PROCEDURES & DEV SECTION	007799	BUSINESS COMM	CGSSCMD	CG Self Service Command	1111111	2222222	2222222	GS 99	CHARLES	CHAPLIN	CIV	PPC PROCEDURES & DEV SECTION	007799	TRAINING SPEC	CGSSCMD	CG Self Service Command	2222222	3333333	3333333	GS 99	MADELINE	KAHN	CIV	PPC PROCEDURES & DEV SECTION	007799	TRAINING SPEC	CGSSCMD	CG Self Service Command	3333333	4444444	4444444	GS 99	SANDRA	DEE	CIV	PPC PROCEDURES & DEV SECTION	007799	TRAINING SPEC	CGSSCMD	CG Self Service Command	4444444
Emplid	User LOG ID	Rank	First Name	Last Name	Em	Department	Sub DeptID	Position	Role Name	Role Description	Last Updated By																																																		
1111111	1111111	GS 99	MATTHEW	MCGRORY	CIV	PPC PROCEDURES & DEV SECTION	007799	BUSINESS COMM	CGSSCMD	CG Self Service Command	1111111																																																		
2222222	2222222	GS 99	CHARLES	CHAPLIN	CIV	PPC PROCEDURES & DEV SECTION	007799	TRAINING SPEC	CGSSCMD	CG Self Service Command	2222222																																																		
3333333	3333333	GS 99	MADELINE	KAHN	CIV	PPC PROCEDURES & DEV SECTION	007799	TRAINING SPEC	CGSSCMD	CG Self Service Command	3333333																																																		
4444444	4444444	GS 99	SANDRA	DEE	CIV	PPC PROCEDURES & DEV SECTION	007799	TRAINING SPEC	CGSSCMD	CG Self Service Command	4444444																																																		