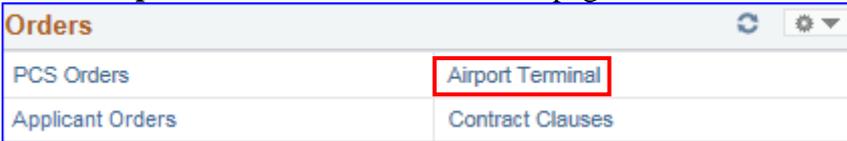
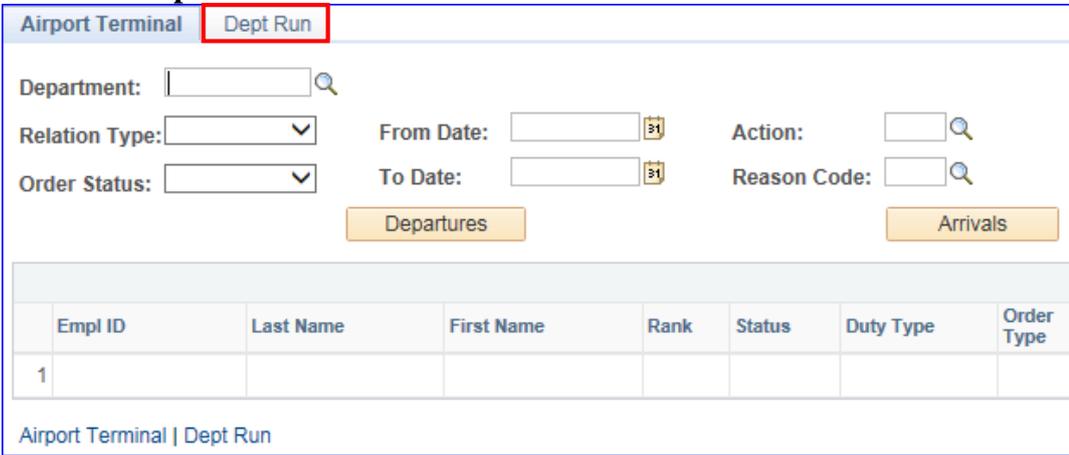
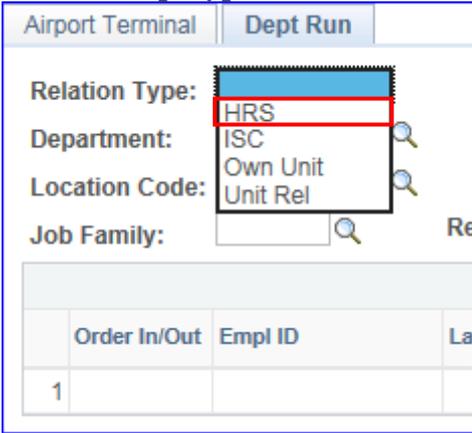


How to Look up a Unit's SPO

Introduction This guide provides the procedures for looking up a Unit's SPO in Direct Access (DA) using the Airport Terminal.

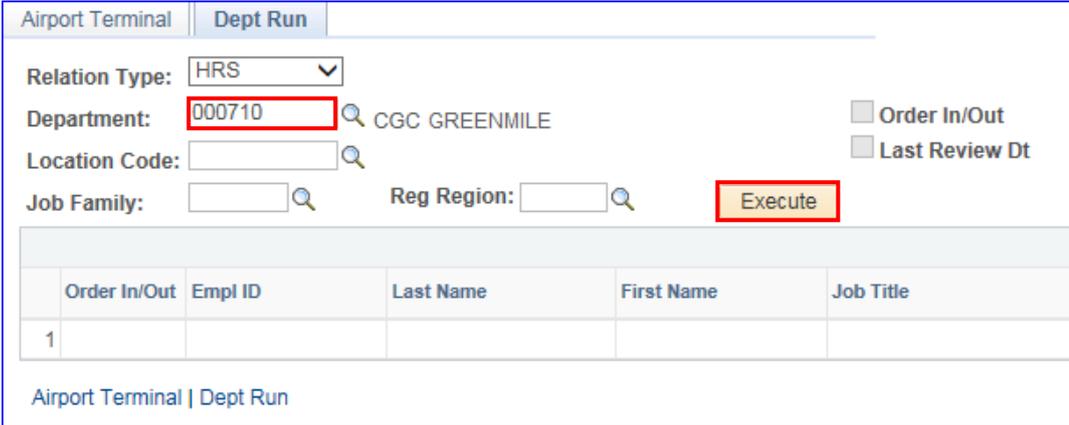
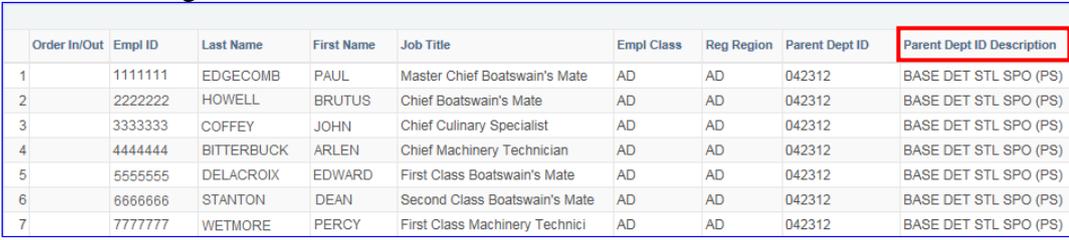
Procedures See below.

Step	Action
<p>1</p>	<p>Select Airport Terminal from the Orders pagelet.</p>  <p>The screenshot shows a web interface titled 'Orders' with a refresh icon and a settings icon. Below the title are four tabs: 'PCS Orders', 'Airport Terminal' (highlighted with a red box), 'Applicant Orders', and 'Contract Clauses'.</p>
<p>2</p>	<p>Select the Dept Run tab.</p>  <p>The screenshot shows the 'Dept Run' tab selected. It includes search filters for Department, Relation Type, Order Status, From Date, To Date, Action, and Reason Code. There are 'Departures' and 'Arrivals' buttons. Below is a table with columns: Empl ID, Last Name, First Name, Rank, Status, Duty Type, and Order Type. The table contains one row with '1' in the Empl ID column.</p>
<p>3</p>	<p>Relationship Type – Select HRS from the drop-down.</p>  <p>The screenshot shows the 'Relation Type' dropdown menu open. The options are 'HRS' (highlighted with a red box), 'ISC', 'Own Unit', and 'Unit Rel'. The background shows the same search filters and table as in step 2.</p>

Continued on next page

How to Look up a Unit's SPO, Continued

Procedures,
continued

Step	Action																																																																								
4	<p>Department – Enter the Department ID of the Unit you are trying to find the SPO for and click Execute.</p>  <p>Airport Terminal Dept Run</p> <p>Relation Type: HRS</p> <p>Department: 000710 CGC GREENMILE <input type="checkbox"/> Order In/Out</p> <p>Location Code: <input type="text"/> <input type="checkbox"/> Last Review Dt</p> <p>Job Family: <input type="text"/> Reg Region: <input type="text"/> Execute</p> <table border="1"> <thead> <tr> <th>Order In/Out</th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Airport Terminal Dept Run</p>	Order In/Out	Empl ID	Last Name	First Name	Job Title	1																																																																		
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5	<p>The Unit's SPO will be listed under the Parent Dept ID Description column (there are 33 different columns). Reference the Standard Distribution List (SDL) or contact the SPO via their Email address in CG Portal to determine the most up-to-date mailing address.</p>  <table border="1"> <thead> <tr> <th>Order In/Out</th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</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>1</td> <td>1111111</td> <td>EDGECOMB</td> <td>PAUL</td> <td>Master Chief Boatswain's Mate</td> <td>AD</td> <td>AD</td> <td>042312</td> <td>BASE DET STL SPO (PS)</td> </tr> <tr> <td>2</td> <td>2222222</td> <td>HOWELL</td> <td>BRUTUS</td> <td>Chief Boatswain's Mate</td> <td>AD</td> <td>AD</td> <td>042312</td> <td>BASE DET STL SPO (PS)</td> </tr> <tr> <td>3</td> <td>3333333</td> <td>COFFEY</td> <td>JOHN</td> <td>Chief Culinary Specialist</td> <td>AD</td> <td>AD</td> <td>042312</td> <td>BASE DET STL SPO (PS)</td> </tr> <tr> <td>4</td> <td>4444444</td> <td>BITTERBUCK</td> <td>ARLEN</td> <td>Chief Machinery Technician</td> <td>AD</td> <td>AD</td> <td>042312</td> <td>BASE DET STL SPO (PS)</td> </tr> <tr> <td>5</td> <td>5555555</td> <td>DELACROIX</td> <td>EDWARD</td> <td>First Class Boatswain's Mate</td> <td>AD</td> <td>AD</td> <td>042312</td> <td>BASE DET STL SPO (PS)</td> </tr> <tr> <td>6</td> <td>6666666</td> <td>STANTON</td> <td>DEAN</td> <td>Second Class Boatswain's Mate</td> <td>AD</td> <td>AD</td> <td>042312</td> <td>BASE DET STL SPO (PS)</td> </tr> <tr> <td>7</td> <td>7777777</td> <td>WETMORE</td> <td>PERCY</td> <td>First Class Machinery Technici</td> <td>AD</td> <td>AD</td> <td>042312</td> <td>BASE DET STL SPO (PS)</td> </tr> </tbody> </table>	Order In/Out	Empl ID	Last Name	First Name	Job Title	Empl Class	Reg Region	Parent Dept ID	Parent Dept ID Description	1	1111111	EDGECOMB	PAUL	Master Chief Boatswain's Mate	AD	AD	042312	BASE DET STL SPO (PS)	2	2222222	HOWELL	BRUTUS	Chief Boatswain's Mate	AD	AD	042312	BASE DET STL SPO (PS)	3	3333333	COFFEY	JOHN	Chief Culinary Specialist	AD	AD	042312	BASE DET STL SPO (PS)	4	4444444	BITTERBUCK	ARLEN	Chief Machinery Technician	AD	AD	042312	BASE DET STL SPO (PS)	5	5555555	DELACROIX	EDWARD	First Class Boatswain's Mate	AD	AD	042312	BASE DET STL SPO (PS)	6	6666666	STANTON	DEAN	Second Class Boatswain's Mate	AD	AD	042312	BASE DET STL SPO (PS)	7	7777777	WETMORE	PERCY	First Class Machinery Technici	AD	AD	042312	BASE DET STL SPO (PS)
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