



Army Regional Tools (ART) Handbook



*For CPOC Staffs, CPAC Staffs, Managers, Supervisors,
Administrative Officers, Resource Managers, and Personnel
Liaisons*



*Prepared by
Civilian Human Resources Agency
Training Management Division*

*Version 2.4 (updated for ART Version 1.1)
January 27, 2004*

With CPOC Europe Modification (2.1)

Modified March 24, 2004

Table of Contents

Topic	See Page
Introduction	5-17
Purpose and Use of this Guide	5
What are Army Regional Tools (ART)?	5-6
Relationship to DCPDS	6
ART Users	6
Getting Help	7
ART Login Process	7-15
Logging In	
Initial Login (Account Editor)	
Changing your Password - NEW	
Main Menu	
Navigating in ART	
The ART Toolbar	
Toolbar Icons	
Frequently Asked Questions (FAQs)	16
Terms and Acronyms	17
Central DCPDS 11i	18
Purpose	18
Connecting to DCPDS	18
Central DCPDS 11i Desk Guide - NEW	18
Centralized Applications	19-26
Purpose	19
ANSWER - NEW	19
CHR Army Based Costing (ABC) – <i>Personnelists Only</i> - NEW	20
FASCLASS (<i>Also accessible through the CHRA Homepage under FASCLASS</i>)	20-22
Connecting to FASCLASS	
Using FASCLASS	
Help with FASCLASS	
SF50 History Database (<i>A separate User Guide is also available on the CHRA Homepage under DCPDS, Army Regional Toolset</i>)	23-26
Purpose	
Different Tools	
Using the SF50 History Database	
Web Based Referral – <i>Personnelists Only</i> - NEW	26
Employee Data	27-28
Purpose	27
Other Sources of Employee Data	27
Accessing Employee Data	27
Types of Employee Data	28
Sample Data Screen	
External Applications II	29
Purpose	29
CSU Application	29
Connecting to the CSU	
Gatekeeper US & LN	30
<i>(Specific Handbooks are available on the CHRA Homepage under DCPDS, Army Regional Tools)</i>	
Gatekeeper Access and Handbook References	30
Access Sample Screens	
What is “Gatekeeper”	30

Table of Contents - *continued*

Topic	See Page
Headquarters Army Regional Tools (HART) - REMOVED	---
Helpdesk Non-Personnelists – Please do not use this tool, it is not applicable to OCONUS CPOC Personnelists and CPAC PSMs Only, separate guide available on CHRA Intranet	31
Inbox Statistics II	31-39
What are Inbox Statistics? Links to ScreenCam Movies about using Inbox Statistics - NEW <ul style="list-style-type: none"> • Movie for Supervisors and Managers showing how to use Inbox Statistics. • Movie for Activity Managers, CPAC Directors, and CPOC Manager showing how to use Inbox Statistics. • Movie for CPOC Division/CFT Chiefs to help manage workload and production. 	31
Related Tools	31
Benefits of Inbox Statistics Benefits to CPOC Staff Benefits to the CPAC Benefits to Managers Benefits to Admin Personnel Benefits to Resource Management	32
Color Coding	33
Accessing and Using Inbox Statistics	34-39
My Stuff (Personnelists Only)	40-45
Purpose	40
Tailored Views	40
Accessing Inbox Statistics using My Stuff	40-44
Accessing Other Tools using My Stuff	45
NPA Tracker	46-50
Purpose	46
Terminology	46
Related Tools	46
Retrieving the NPA	47
The NPA Viewer	48-50
OPF Tracker (Personnelists Only)	51
Purpose	51
Connecting to the OPF Tracker	51
Organizational Structure	52
Purpose	52
Organizational Structure Information	52
Pay Data (Personnelists Only)	53-60
Purpose	53
IVRS Interface	53-55
Pay Data Rejects	55-57
Pay Data Reverse Interface	57-58
Pay Data Transactions W3L	59-60
Phone and Email List	61
Purpose	61
Accessing the Phone and Email List	61

Table of Contents - *continued*

Topic	See Page
RPA Tracker	62-69
Purpose	62
Related Tools	62
Locating an RPA Accessing the Tracker	63-65
The RPA Viewer Viewing the RPA	66-69
Review and Analysis	70-75
Purpose	70
Related Tools	70
Population Statistics Purpose Procedures	70-72
Timeliness Reports Purpose Procedures	73-75
Suspenses	76-78
Purpose	76
Another Source of Suspense Information	76
Accessing Suspenses	76-78

Introduction

Purpose and Use of this Guide

This guide provides systematic, step-by-step instructions for using the tools available in ART. The guide is for use by Civilian Personnel Advisory Center (CPAC) staff members, Civilian Personnel Operations Center (CPOC) staff members, managers, supervisors, resource management officials, administrative officers, commanders, and other designated users.

What are Army Regional Tools (ART)?

ART is an integrated, web-based package of applications and links providing access to various automated tools needed to manage the Army civilian workforce.

- ART has its own built-in applications to assist managers and other users in managing the civilian workforce. These include tools to view employee, position, and organizational data, tools to assist in requesting and tracking personnel actions, and many others.
- The ART main menu also provides links to a number of centralized and external civilian personnel management applications, including DCPDS, the CSU Application, FASCLASS, and the SF50 History Database.

See the table below for a brief description of the current tools:

ART Main Menu Selection	Description
Central DCPDS 11i, Central DCPDS 11i Desk Guide	Links to DCPDS and to the DCPDS Desk Guide (how to guide for end users).
Centralized Applications	Links to ANSWER, CHR Army Based Costing (ABC), FASCLASS, SF50 History Database, and Web Based Referral.
Employee Data	Provides access to data about employees and their position, organization, and personnel actions.
External Applications II	Links to the CSU Application
Gatekeeper	Automated checklist that prompts users to provide information relevant to requested personnel actions. Specific Gatekeeper Handbooks are available on the CHRA Homepage, under DCPDS, Army Regional Toolset (ART).
Helpdesk	<i>Non-Personnelists – Please do not use this tool, it is not applicable to OCONUS</i> <i>CPOC Personnelists and CPAC PSMs Only</i> <i>(Separate guide is available on the CHRA Intranet)</i>
Inbox Statistics II	Provides information on timeliness of processing personnel actions (formerly known as the Red-Amber-Green report). This tool can provide consolidated information by region, CPAC location, Command, Inbox Sub-Type, or Inbox Type. It also provides access to individual RPAs.
My Stuff	Personnelists Only.
NPA Tracker	Tracks NPAs (SF50s) processed in DCPDS. Provides NPA data, related information (e.g., position data), status, and history.

ART Main Menu Selection	Description
OPF Tracker	Personnelists Only. OPF Tracker is a link to the OPF Tracker application, which is a tool, used by CPOC and CPAC staff to keep track of the location of employee Official Personnel Folders (OPFs).
Organization Structure	Provides information about organizations, i.e., number of organizations, vacant and encumbered positions, etc.
Pay Data	Provides pay data information such as IVRS interface problems, pay data rejects, pay data reverse interface problems, and pay data transaction (W3L) reports (primarily for CPOC users).
Pay Problems	<i>This chapter is under development.</i>
Phone and Email List	Provides phone number(s) and email addresses of ART users in the region. They can be searched by command, user type, CPAC (installation), or name.
RPA Tracker	Tracks RPAs processed in DCPDS. Provides RPA data, related information (e.g., position data), status, and history.
Review and Analysis	Provides management information such as supervisory ratios, PATCO (professional, administrative, technical, clerical, other) breakdowns, minority/non-minority and male/female statistics, etc.
Suspenses	Provides information about upcoming personnel action suspenses such as expiring appointments, expiring temporary promotions, within grade increases coming due, etc.

Relationship to DCPDS

DCPDS is the system of record for Army civilian personnel. Army Regional Tools (ART) has a direct interface with DCPDS which provides both real-time information and information that is refreshed during overnight updates, depending on the tool. See the sections on specific tools to for more information.

ART Users

Anyone who has access to DCPDS and CSU can get access to ART. As with DCPDS, different users have access to different tools within ART and to different sets of records. Supervisors and managers will have access to information for their subordinate employees only. CPAC personnel can only access information relevant to serviced activities at their installation. ART is a web-based program; therefore, users need a browser to access ART.

The Information Systems Division of each CPOC controls the levels of user access. The following is indicative of typical user access:

- CPOC and CPAC Personnelists in all functional areas.
- Managers and supervisors who initiate RPAs and require access to information pertaining to personnel actions, processing times, tracking of RPAs, etc.
- Resource management personnel who are involved in the RPA process.
- Administrative personnel and personnel liaisons who need access to RPA information in order to perform their jobs or who provide personnel related-information to managers and supervisors.

Getting Help

Non-Personnelists users should contact their servicing CPAC. Personnelists should contact the CPOC HRMIS representative if assistance is needed. You may also send an email, please see *'Frequently Asked Questions (FAQs)* on page 15 for appropriate email address.

ART Login Process

Logging In

To gain access to ART, you must have a valid CSU/ART user id and password. ART is located on the CHRA Homepage at <http://www.chrma.hqusareur.army.mil> under DCPDS, Army Regional Toolset (ART).

Step	Action
1	Enter your CSU/ART User ID and Password. <i>Note: Your CSU and ART user id and password are identical.</i>
2	Click on <Click Here to Login> . 

Step	Action
	<p>If this is your first time using ART, see <i>Initial Login (Account Editor)</i>, page 11 (you will need to enter your phone and email information).</p> <ul style="list-style-type: none"> • Click on <Proceed into System> to get to the ART main menu. • Click on <Change User Settings> to change your phone number(s) or email address (see <i>Initial Login (Account Editor)</i>, page 11, below). • Click on <Add to Favorites> to add the ART Internet address (URL) to your Internet browser's list of favorite websites (you will notice that the browser menu and toolbar are not available when using ART). 
4	<p>You may occasionally receive pop-up messages upon logging in to ART. These are from the system administrator informing you of any scheduled down time, systems maintenance, holiday hours, etc.</p>

Initial Login (Account Editor)

Upon initial login, your ART account will not have phone numbers or an email address associated with it.

- To add your AKO (Army Knowledge Online) e-mail address (usually ends in “@us.army.mil”) and telephone numbers.
- To change them if they are incorrect:
 - <Click> on **Change User Settings**.
 - <Enter> the requested information (*Note: You can also change the background image on this screen*).
- CPOC users should also complete the Branch, Division, and Servicing Region blocks using the drop down menus (this will insure that the data displayed when using the My Stuff tool is appropriate for your CPOC location).
- Once you are done, <Click> on **Edit Account and Go to Main Menu**.

ART Account Editor - Microsoft Internet Explorer

Please Edit Account Information

User ID: AGMAAASPC021

Comm Phone: 410 - 306 - 1729

DSN Phone: 458 - 1729

Email: Your.Username@us.army.mil

Background Image:

Branch: [] Division: [] Servicing Region: []

Edit Account and Go to Main Menu

[Cancel Account Edit and Go to Main Menu](#)

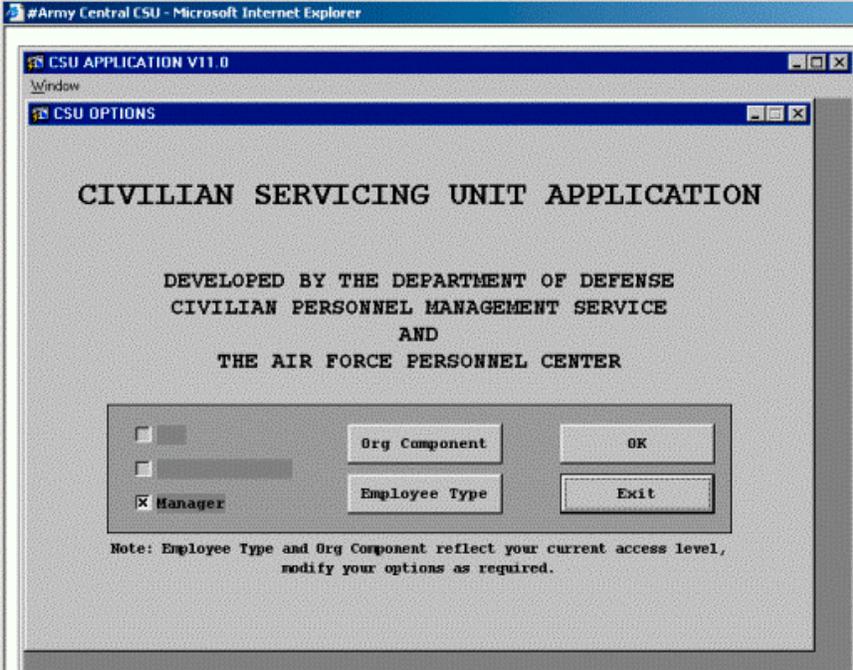
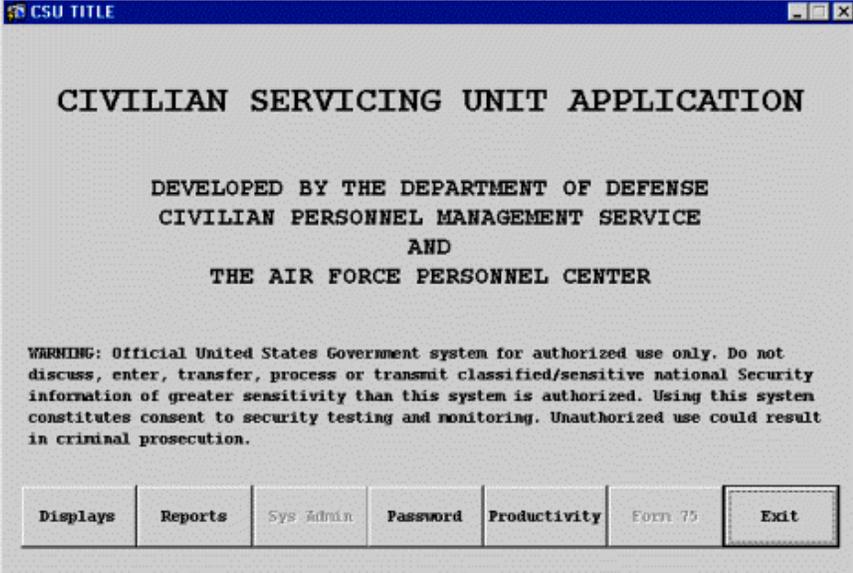
Done Internet

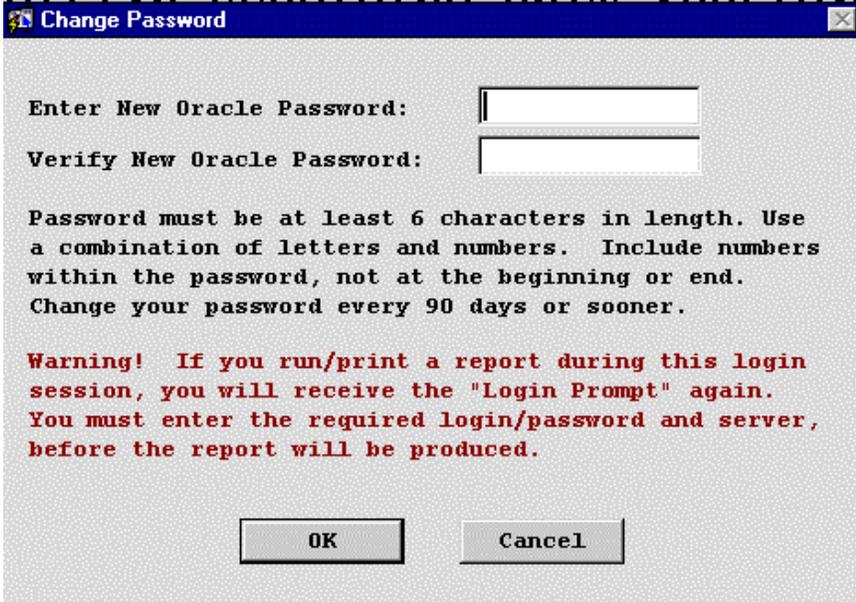
Changing your Password

Changing your CSU password

ART and the CSU Application share the same user IDs and passwords. To change your ART password, you change your CSU Application password. Follow these steps to change your password:

Step	Action
1	<p>To access the CSU Application select the following from the ART menu:</p> <ul style="list-style-type: none"> • External Applications II. • Central Site. • Central Site CSU. • Push any key when the DOD warning statement displays.
2	<p>When the CSU logon window displays, enter</p> <ul style="list-style-type: none"> • Your current ART/CSU user ID, e.g. Ima_Sample. • Your current password. • Then click <Connect> or push [Enter]. • Do not enter anything on the "Database" line. • Note, the hourglass will continue to display -- just click the <Connect> button with the hourglass-shaped cursor: 

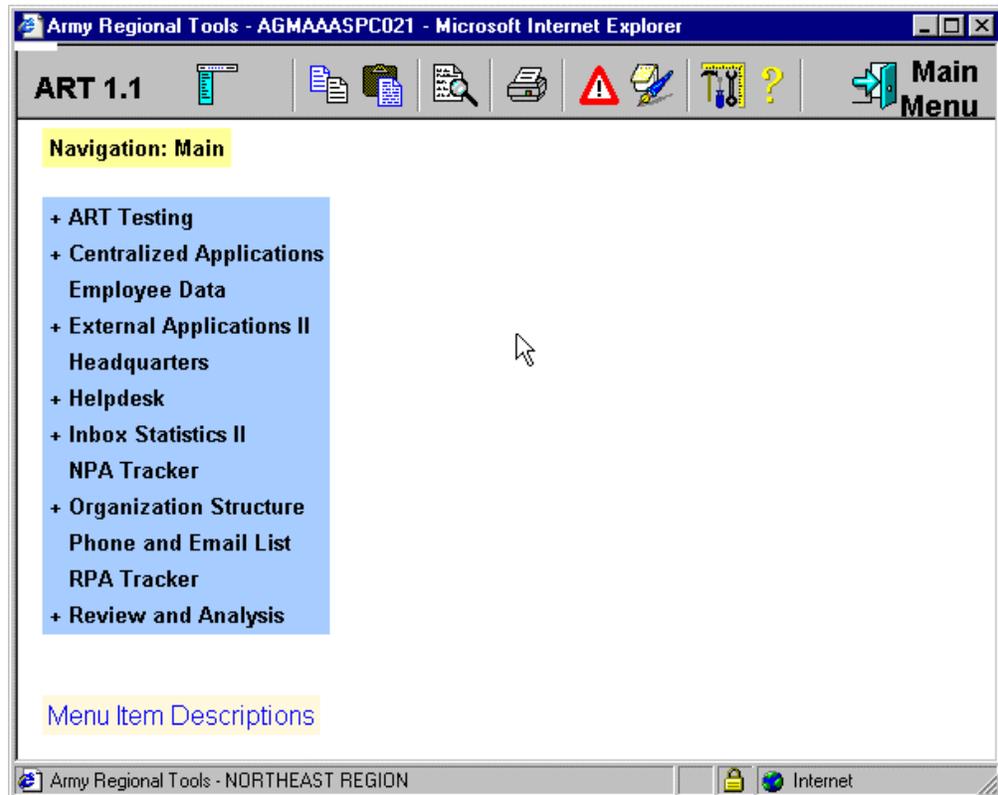
Step	Action
3	<p data-bbox="548 264 1174 291">On the "CSU Options" screen, click the <OK> button:</p> 
4	<p data-bbox="548 1010 1218 1037">On the "CSU Title" screen, click the <Password> button:</p> 

Step	Action
5	<p>On the "Change Password" screen, enter:</p> <ul style="list-style-type: none"> • A new password twice • Then click <OK>. <p>Your password must be at least six characters and must contain at least one numeric character (but not as the first character). Hint: if you make your password at least eight characters long, you may be able to use the same password for DCPDS (if you have a DCPDS User ID).</p> 
6	<ul style="list-style-type: none"> • Back at the "CSU Title" screen (see step 4 above), click the <Exit> button. • Then, on the "CSU Options" screen (see step 3 above), click <Exit> again. • Next time you log into ART, use the new password you just created.

Main Menu

Main Menu

The ART main menu provides access to the various ART links and tools:



The actual selections on your menu will vary depending on your roles and responsibilities. Managers and supervisors have a somewhat different menu than personnelists; CPAC personnelists have different menu selections than CPOC personnelists.

Navigating in ART

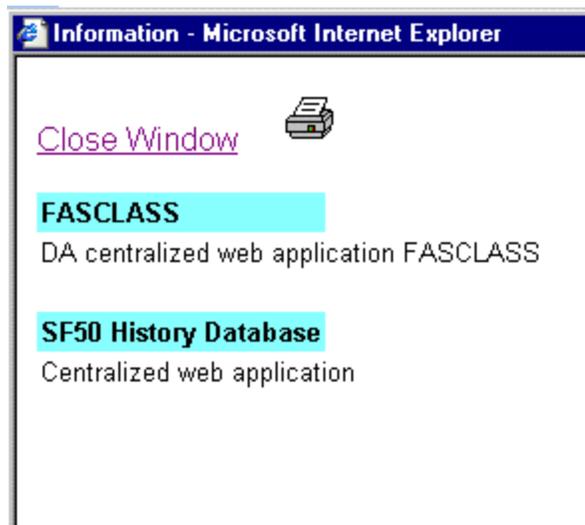
Selections on the main menu that are preceded by a "+" have subordinate menu selections. When you click on one of these items, another menu is displayed. For example, when you click on "Centralized Applications," the following menu displays:

Navigation: [Main](#) > Centralized Applications

FASCLASS
SF50 History Database

Menu Item Descriptions

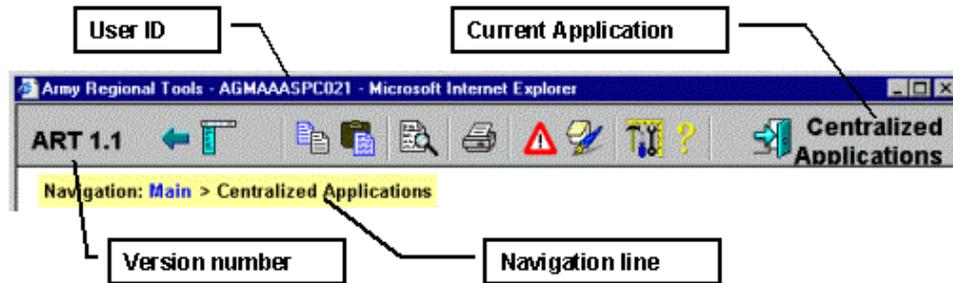
- From here you can select either of the two subordinate selections (FASCLASS or SF50 History Database).
- Notice the Navigation line at the top of the menu. This indicates where you are in the ART menu hierarchy, and you can use any active links in the hierarchy ("Main" in this case) to return to a previous screen.
- Clicking on "Menu Item Descriptions" opens a window that provides a brief description of the menu selections:



The ART Toolbar

Toolbar

The toolbar provides general information about your location in ART as well as a number of general-purpose icons.



Toolbar Icons

Icon	Function
	Return to previous screen (you can also use the links in the navigation line)
	Return to main menu
	Copy
	Paste
	Find
	Print
	Report error (opens a ticket for the Helpdesk where you can report any problems you have encountered in ART)
	Make suggestion (opens a note to the ART developers)
	User preferences (opens the "Edit Account" window to change your phone number(s), email address, or screen background)
	Get help (some topics available, others are under development)
	Exit from ART

Frequently Asked Questions

How can I change my password for ART?

Your ART user ID and password are exactly the same as your CSU user ID and password. If you change your password in the CSU database, your ART password will also be changed. Log in with your new password the next time you log into ART.

How can I get assistance with a problem I encountered while using ART?

Non-Personnelists should contact their servicing Civilian Personnel Advisory Center or send an email to Art-Help@cpoceur.army.mil for assistance.

What if I forget my CSU/ART password?

You may send an email to the CPOC requesting to get your CSU password reset. Address the email to Art-Help@cpoceur.army.mil.

How can I navigate from one tool to another?

Once you have logged into ART, you navigate between tools by using the "Back to Main Menu" link or the and then select the tool you wish to use.

Can I be logged into DCPDS, the CSU Application, and ART at the same time?

Yes. You can be logged into all three applications at the same time. Once you have logged into either of these, minimize your screen to return to the ART screen.

What is Headquarters Army Regional Tools?

Headquarters Army Regional Tools (HART) is an enhanced version of ART. HART is designed for use by HQDA staffmembers, MACOM Civilian Personnel Directorate staff members, and other users who need to see consolidated data.

What is the Employee Data tool, and how can I benefit from using it?

The Employee Data tool provides employee information ranging from elected benefits, position information, organization information, a link to completed NPAs and RPAs, and more.

Terms and Acronyms

Terms and Acronyms

The following are terms and acronyms used in this guide:

Term/Acronym	Definition
AKO	Army Knowledge Online
ART	Army Regional Tools
CMD or MACOM	Major Command
CPAC	Civilian Personnel Advisory Center
CPOC	Civilian Personnel Operations Center
CPOCMA	Civilian Personnel Operations Center Management Agency
CSU	Civilian Servicing Unit
CSU Application	A read-only extract from the primary database containing records of civilian employees. This application allows the user to view data about a specific employee or to run reports covering a group of employees.
DCPDS	Defense Civilian Personnel Data System. DCPDS is a human resources information system that supports civilian personnel operations throughout Department of Defense.
HQDA or DA	Headquarters, Department of the Army
Legacy DCPDS	The term used to refer to the older version of the Defense Civilian Personnel Data System (DCPDS). The <u>legacy</u> DCPDS is being phased out and replaced by the DCPDS.
NPA	Notification of Personnel Action (SF-50)
RM	Resource Management
RPA	Request for Personnel Action (SF-52)
SF50	Standard Form 50, Notification of Personnel Action
SF52	Standard Form 52, Request for Personnel Action
Smart Number	Tracking number assigned to each Request for Personnel Action.
SSN	Social Security Number

Central DCPDS 11i

Purpose

Central DCPDS 11i is a direct link to the central Army Defense Civilian Personnel Data System (DCPDS) database. This is the database of record for all Army civilian employees (appropriated, non-appropriated, and local national) worldwide and is housed at a central site. A DCPDS user ID and password is required to access this application, e.g. Ima.Sample/MGR.

Note: For detailed information about DCPDS, refer to the [Central DCPDS 11i Desk Guide](#); the access link is included on the ART menu.

Connecting to DCPDS

From the ART main menu

- <Select> Central DCPDS 11i.
 - <Enter> your DCPDS User ID, e.g. Ima.Sample/MGR.
 - <Enter> your DCPDS password.
 - <Click> on Connect.
-

Central DCPDS 11i Desk Guide

Central DCPDS 11i Desk Guide

Central DCPDS 11i Desk Guide is a link to the website containing the DCPDS Desk Guide. This Guide is intended for Army managers, supervisors, resource managers, administrative personnel, and CPAC staffs, and provides step-by-step instructions for the tasks that these users may need to do in DCPDS (such as creating a Request for Personnel Action). The Guide is available on line and as a downloadable Word document. You can also get to the Desk Guide web page using this link: <http://www.chra.army.mil/deskguid/index.htm>.

Centralized Applications

Purpose

Centralized Applications provides direct access to several applications. These applications are not part of ART, but are useful in managing Army civilian human resources and hence have been included on the ART menu for users' convenience. They are both maintained at HQDA. Click on Centralized Applications on the ART main menu to display the applications available, which may include the following (not all users will have access to all the applications):

- ANSWER
 - CHR Activity Based Costing (ABC) – [Personnelists Only](#)
 - FASCLASS
 - SF50 History Database
 - SF50 History Database (No AKO) – [will be removed in the near future](#)
 - Web Based Referral – [Personnelists Only](#)
-

ANSWER

Description

ANSWER allows applicants for Army jobs to view the status of their resume, their referral preferences and the status of the jobs for which they have applied, and view their resume on file in the Central Resumix database.

- Most applicants will access ANSWER via the Employment page of Civilian Personnel On Line (CPOL), the Army's civilian personnel website.
- A Userid and PIN number are required for an applicant or employee to access their information, but these can be obtained from the ANSWER main screen.

ANSWER 1.0 Monday, January 26, 2004

ANSWER Home

Welcome to ANSWER - Version 1.0

Welcome to **ANSWER!** From this page you may view the status of your resume, your referral preferences and status of the jobs for which you have applied. You may also view the resume and supplemental information currently on file in the Central Resumix database.

Login Instructions

Repeat User: Input your Army Civilian Resume Builder Userid and PIN, or the Userid and PIN you previously created in ANSWER

New User: If you have not previously created a Userid and PIN in the Army

Logon with Answer or Resume Builder credentials

Repeat user

Userid:

PIN:

NEW user [click here](#) [Contact us](#)

CPAC user [click here](#)

CHR Activity Based Costing (ABC) – Personnelists Only

Description

This link provides access to the CHRABC application that CPOCs and CPACs are using to record the amount of time they spend on various personnel tasks. Clicking this link opens the CHRABC login screen. Note, only personnelists will see this selection on the Centralized Applications menu.

FASCLASS

NOTE: You can also access FASCLASS through the CHRA Homepage. Under the FASCLASS link you can find additional guidance as shown in the figure below.

See next page for FASCLASS access via ART.

The screenshot shows a Microsoft Internet Explorer browser window displaying the CHRMA (Civilian Human Resource Management Agency) website. The address bar shows the URL <http://www.chrma.hqusareur.army.mil/>. The page title is "FASCLASS Information". The main content area contains several links:

- [FASCLASS Starter Kit](#)
- [FASCLASS User's Guide](#)
- [Managers/Supervisors Login](#) (Managers/supervisors and administrative users log in to FASCLASS Account)
- [Frequently Asked Questions/Problems and Fixes](#)
- [General FASCLASS Access](#) (Public user access)

A **FASCLASS Tutorial** is available for users. To access the tutorial, click on [General FASCLASS Access](#), then click on help in the upper right hand corner. Once there, click on Get Tutorial and follow the onscreen instructions.

[Attend FASCLASS training.](#)

For general questions on FASCLASS contact your servicing CPAC representative or send an email to fasclass@cpoceur.army.mil

For FASCLASS access problems send to fasclass@asamra.hoffman.army.mil

External Link
Internal (CHRMA) Link

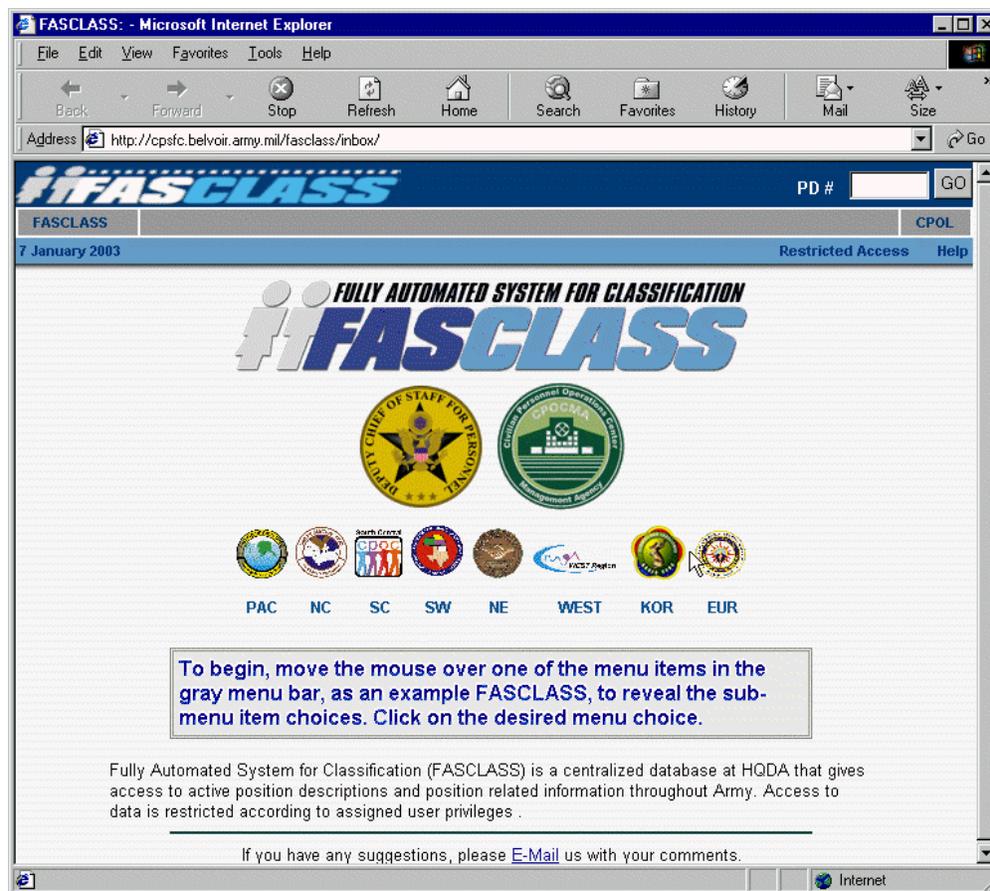
The left sidebar contains a navigation menu with the following items:

- System - 2002 CG An
- Master Index
- What's New?
- DCPDS
- FASCLASS** (highlighted with a red arrow)
- National Emergency
- Employment
- Downrange Employm
- TIM
- Living/Working Overs
- Management Tools
- Pay Information
- Training Opportunitie
- Reference Library
- Automation Info/Tool
- DOCPER Information
- Deployed Civilians
- CPAC Homepages
- Links

Connecting to FASCLASS

From the ART main menu

- <Select> +Centralized Applications.
- <Select> FASCLASS.



Using FASCLASS

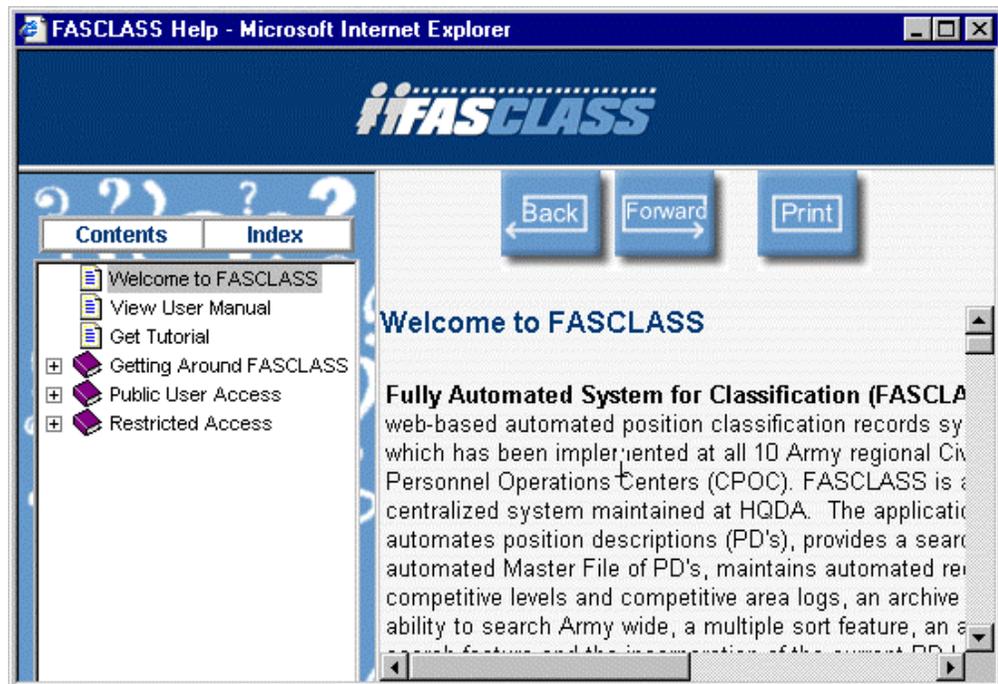
After accessing FASCLASS, proceed as you normally would to work in this area or to search for the position description of your choice. There are two levels of access to FASCLASS:

- General, **unrestricted** access which allows you to view position descriptions, and
- **Restricted** access, which provides additional capabilities such as creating and editing PDs.

Instructions for obtaining a user ID for the restricted access functions of FASCLASS are available in the "Restricted Access" section of the Help menu (see next page).

Help with FASCLASS

For Help on using FASCLASS, click on the **Help** link within FASCLASS (on the right side of the blue bar above). This provides access to the FASCLASS Help system which includes an entire User Manual (in PDF format), a downloadable Tutorial, and other basic on-line help information:



SF50 History Database

Purpose

The "SF50 History Database" is a web-accessed SF50 repository that allows DCPDS users to access a library of **SF50s of their US employees**.

- SF50s in the database go back a number of years. SF50s that were generated in the legacy (PPI) system are available, as are all new SF50s that have been and are being generated in the DCPDS.
- The SF50s in the database can be viewed on screen, or printed. They are displayed and printed as regular forms.
- SF50s are accessed by employee's social security number.

NOTE: For detailed information to include recommendations and resolutions for errors you may encounter using the application, please see SF50 History Database Handbook available on the CHRA Homepage under DCPDS, Army Regional Tools.

Different Tools

There are several different tools available for obtaining SF50 information from DCPDS and related applications. Each has a different purpose:

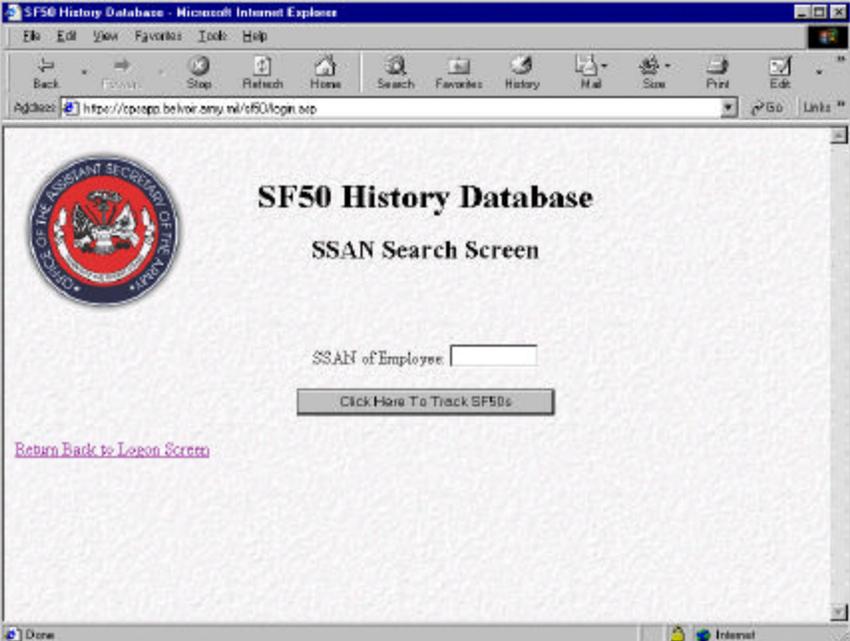
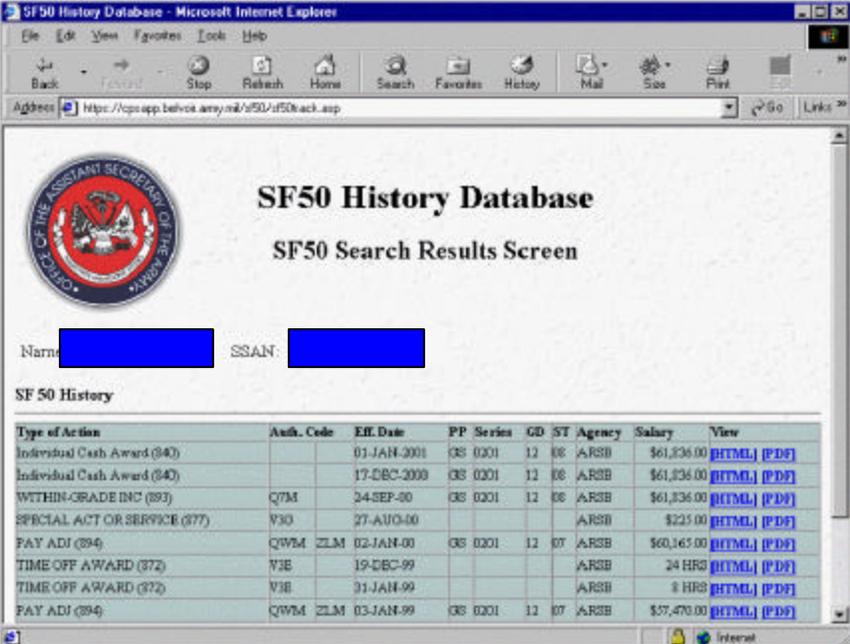
Application	Description
DCPDS, Civilian Inbox	Allows the user to <u>track</u> , <u>display</u> and/or <u>print</u> an RPA, or an NPA (SF50)* if the RPA has passed through that user's inbox. * NPAs are available once the action has been processed and the effective date has passed.
DCPDS, Processes and Reports	Allows the user to <u>display</u> and/or <u>print</u> an NPA (SF50) or RPA for any employee in the user's organization. Does not allow for tracking an action. Does not require that the action passed through the user's inbox.
SF50 History Database	Allows the user to <u>display</u> and/or <u>print</u> an NPA for any US employee in the user's organization.
ART: NPA Tracker	Allows the user to <u>view</u> and <u>print</u> information about any NPA (SF50) processed in DCPDS for any employee in the user's organization. Includes <u>tracking history</u> and all the data from the form itself, but <u>not formatted</u> into a "form".
ART: RPA Tracker	Allows the user to <u>view</u> and <u>print</u> information about any RPA processed in DCPDS for any employee in the user's organization. Includes <u>tracking history</u> and all the data from the form itself, but <u>not formatted</u> into a "form".

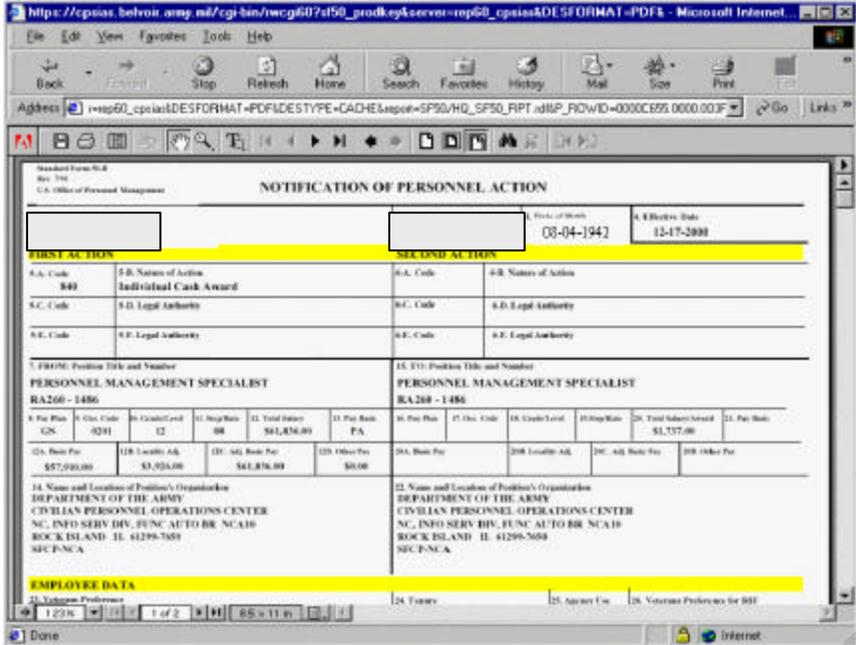
Using the SF50 History Database

- To use the SF50 History Database, you need a CSU Application account/login. The same security that is used for your access to the CSU Application is used for the SF50 database (and you log in using the same username and password).
- There are **two selections** under the Centralized Applications menu for accessing the SF50 History Database (one reads, **SF50 History Database**, the other reads **SF50 History Database (No AKO)**). The second selection (no AKO) will be removed in the near future. Users should use the first selection.
- Follow these steps to access and use the SF50 History Database (the logon screen for this application requires your user name and password, and you must select your region from the drop-down menu):

NOTE: For detailed information to include recommendations and resolutions for errors you may encounter using the application, please see SF50 History Database Handbook available on the CHRA Homepage under DCPDS, Army Regional Tools.

Step	Action
1	From the ART main menu <ul style="list-style-type: none"> • <Select> +Centralized Applications. • <Select> SF50 History Database.
2	When the SF50 History Database Logon Screen appears, enter your AKO username and password, and then click <Click Here To Logon>. <div data-bbox="553 982 1398 1692" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>

Step	Action																																																																																	
3	<p>On the SSAN Search Screen, enter the social security number of the employee for whom you are searching (without hyphens), and then click on the indicated button. The employee must be part of your organization (one whose record you would normally have permissions to view in DCPDS or the CSU Application).</p> 																																																																																	
4	<p>Once you enter an SSAN, a listing of the SF50s for that employee displays, as shown. To view any of the SF50s, click on either the [HTML] or [PDF] option in the view column. If you are going to print a hard copy of the SF50, the PDF version provides a better-printed copy.</p>  <table border="1" data-bbox="565 1640 1393 1843"> <thead> <tr> <th>Type of Action</th> <th>Auth. Code</th> <th>Eff. Date</th> <th>PP Series</th> <th>GD</th> <th>ST</th> <th>Agency</th> <th>Salary</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Individual Cash Award (340)</td> <td></td> <td>01-JAN-2001</td> <td>08 0301</td> <td>12</td> <td>06</td> <td>ARSB</td> <td>\$61,836.00</td> <td>HTML PDF</td> </tr> <tr> <td>Individual Cash Award (340)</td> <td></td> <td>17-DEC-2000</td> <td>08 0301</td> <td>12</td> <td>06</td> <td>ARSB</td> <td>\$61,836.00</td> <td>HTML PDF</td> </tr> <tr> <td>WITHIN-GRADE INC (393)</td> <td>Q7M</td> <td>24-SEP-00</td> <td>08 0301</td> <td>12</td> <td>06</td> <td>ARSB</td> <td>\$61,836.00</td> <td>HTML PDF</td> </tr> <tr> <td>SPECIAL ACT OR SERVICICE (377)</td> <td>V30</td> <td>27-AUG-00</td> <td></td> <td></td> <td></td> <td>ARSB</td> <td>\$225.00</td> <td>HTML PDF</td> </tr> <tr> <td>PAY ADJ (394)</td> <td>Q7M ZLM</td> <td>02-JAN-00</td> <td>08 0301</td> <td>12</td> <td>07</td> <td>ARSB</td> <td>\$60,165.00</td> <td>HTML PDF</td> </tr> <tr> <td>TIME OFF AWARD (372)</td> <td>V3E</td> <td>19-DEC-99</td> <td></td> <td></td> <td></td> <td>ARSB</td> <td>24 HRS</td> <td>HTML PDF</td> </tr> <tr> <td>TIME OFF AWARD (372)</td> <td>V3E</td> <td>31-JAN-99</td> <td></td> <td></td> <td></td> <td>ARSB</td> <td>8 HRS</td> <td>HTML PDF</td> </tr> <tr> <td>PAY ADJ (394)</td> <td>Q7M ZLM</td> <td>03-JAN-99</td> <td>08 0301</td> <td>12</td> <td>07</td> <td>ARSB</td> <td>\$57,470.00</td> <td>HTML PDF</td> </tr> </tbody> </table>	Type of Action	Auth. Code	Eff. Date	PP Series	GD	ST	Agency	Salary	View	Individual Cash Award (340)		01-JAN-2001	08 0301	12	06	ARSB	\$61,836.00	HTML PDF	Individual Cash Award (340)		17-DEC-2000	08 0301	12	06	ARSB	\$61,836.00	HTML PDF	WITHIN-GRADE INC (393)	Q7M	24-SEP-00	08 0301	12	06	ARSB	\$61,836.00	HTML PDF	SPECIAL ACT OR SERVICICE (377)	V30	27-AUG-00				ARSB	\$225.00	HTML PDF	PAY ADJ (394)	Q7M ZLM	02-JAN-00	08 0301	12	07	ARSB	\$60,165.00	HTML PDF	TIME OFF AWARD (372)	V3E	19-DEC-99				ARSB	24 HRS	HTML PDF	TIME OFF AWARD (372)	V3E	31-JAN-99				ARSB	8 HRS	HTML PDF	PAY ADJ (394)	Q7M ZLM	03-JAN-99	08 0301	12	07	ARSB	\$57,470.00	HTML PDF
Type of Action	Auth. Code	Eff. Date	PP Series	GD	ST	Agency	Salary	View																																																																										
Individual Cash Award (340)		01-JAN-2001	08 0301	12	06	ARSB	\$61,836.00	HTML PDF																																																																										
Individual Cash Award (340)		17-DEC-2000	08 0301	12	06	ARSB	\$61,836.00	HTML PDF																																																																										
WITHIN-GRADE INC (393)	Q7M	24-SEP-00	08 0301	12	06	ARSB	\$61,836.00	HTML PDF																																																																										
SPECIAL ACT OR SERVICICE (377)	V30	27-AUG-00				ARSB	\$225.00	HTML PDF																																																																										
PAY ADJ (394)	Q7M ZLM	02-JAN-00	08 0301	12	07	ARSB	\$60,165.00	HTML PDF																																																																										
TIME OFF AWARD (372)	V3E	19-DEC-99				ARSB	24 HRS	HTML PDF																																																																										
TIME OFF AWARD (372)	V3E	31-JAN-99				ARSB	8 HRS	HTML PDF																																																																										
PAY ADJ (394)	Q7M ZLM	03-JAN-99	08 0301	12	07	ARSB	\$57,470.00	HTML PDF																																																																										

Step	Action
5	<p>Here's a sample of an SF50 being viewed using the PDF (Adobe Acrobat) format. From here you can click on the print icon on the Adobe Acrobat toolbar to print a hard copy.</p> 
6	<p>When done</p> <ul style="list-style-type: none"> • <Click> the Back button on your web browser to return to the previous screen (the list of SF50s). • <Click> the Back button again to return to the SSAN Search Screen.

Web Based Referrals – Personnelists Only

Description

This link provides access to the RESUMIX application that CPOCs are using to prepare RESUMIX referral lists. Clicking this link opens the Referral List login screen. Note, only personnelists will see this selection on the Centralized Applications menu.

Employee Data

Purpose

The purpose of the Employee Data tool is to provide quick and easy access to basic data about employees, including personnel and position data (including their job description), NPA and RPA history, organization information, and similar information. This data is refreshed from the DCPDS database nightly (so it can be up to one day old).

Other Sources of Employee Data

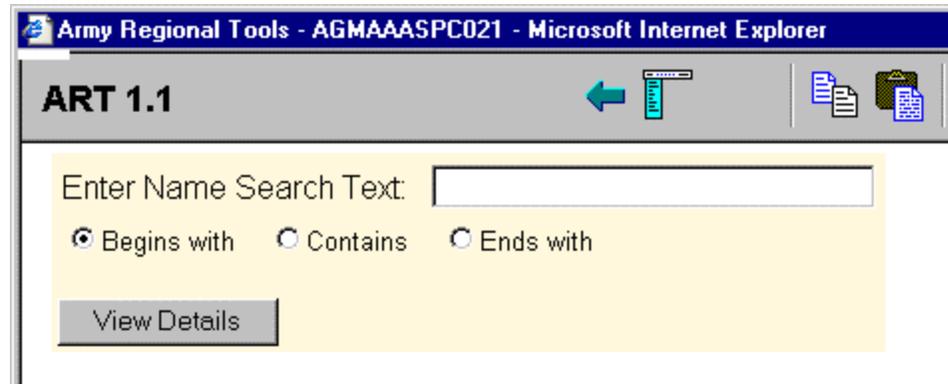
Although the Employee Data tool is very easy to use, there are occasions when you may need to use other sources to find the information you want. Additional information about employees is also available from the following:

Application	Description
DCPDS	Contains detailed information about employees, the source from which the data for all other tools flows. Database of record, so this data is real time. However, it is not always easy to locate specific information. For more information see the <i>Retrieving Information</i> chapter of the DCPDS Desk Guide.
CSU Application	A read-only source of information about employees, similar to the Employee Data tool but with somewhat different types of data available. For more information see the <i>CSU Application</i> chapter of the DCPDS Desk Guide.

Accessing Employee Data

To access the Employee Data tool, select **<Employee Data>** from the ART main menu. On the search screen that displays, enter some or all of the employee's last name, and click **<View Details>**.

NOTE: You can also search by another part of the name using the "Contains" or "Ends with" radio buttons, e.g., if you enter a first name in the search block, click on the "Contains" radio button before clicking **<View Details>**.



If the name you entered has more than one match you will see a listing of matching names, together with their installation (CPAC) and pay plan, series, and grade. Click on the name of the employee from this list.

External Applications II

Purpose

External Applications II provides direct access to the **CSU Application**. This application is not part of ART, but is included on the ART menu for users' convenience.

Note: For detailed information about the CSU Application, see the CSU Application chapter in the DCPDS User Guide located on the CHRA Home Page, under DCPDS, User Guides and Information.

Connecting to the CSU

From the ART main menu

- <Select> + External Applications II.
- <Select> + Central Site.
- <Select> Central Site CSU.

Note: You must have a user ID and password to log in to the CSU Application. This is the same user ID and password as you use to log in to ART, e.g. IMA_SAMPLE1. To change your ART password, change it in the CSU Application; the change will also affect your password when logging in to ART.

Gatekeeper US & LN

Gatekeeper Access and References

Please use the Handbooks listed below that are located on the CHRA Homepage at <http://www.chrma.hqusafeur.army.mil> under DCPDS, Army Regional Tools (*please see screen prints below*).

- Appendix A – Gatekeeper Checklist Handbook for Managers US RPAs
- Appendix B - Gatekeeper Checklist Handbook for Managers LN RPAs
- Appendix C – Gatekeeper Checklist Handbook for Resource Managers

What is “Gatekeeper” ?

The “Gatekeeper” is an automated checklist that complements the functions of DCPDS. The Gatekeeper concept is to make sure the CPOC has all the information needed to process an action without having to go back and forth to the initiator of the action. Gatekeeper is easy to use and is responsive to customers’ needs. Gatekeeper provides a standard, efficient and simple way for management to provide information about a personnel action that would otherwise require an attachment to the RPA.



Helpdesk

Non-Personnelists

Please do not use this tool; it is not applicable to OCONUS.

Personnelists

Applicable to CPOC Personnel and CPAC PSMs Only
Please see separate guide available on CHRA Intranet

Inbox Statistics II

What are Inbox Statistics?

The Inbox Statistics tool provides information on timeliness of processing personnel actions (formerly known as the Red-Amber-Green report). This tool can provide consolidated information by region, CPAC location, Command, Inbox Sub-Type, or Inbox Type, as well as information on specific actions to include links to position data, organizational information, and individual RPAs.

Show Me (ScreenCam): [Inbox Stats-1](#) Headphones or speaker required (9-minute movie showing managers and supervisors how to use inbox statistics.)

[Click to download movie script](#) (to view the movie without sound)

Show Me (ScreenCam): [Inbox Stats-2](#) Headphones or speaker required (12-minute movie showing how to use inbox statistics as an activity manager, CPAC director, or CPOC manager.)

[Click to download movie script](#) (to view the movie without sound)

Show Me (ScreenCam): [Inbox Stats](#) Headphones or speaker required (6-minute movie showing how to use inbox statistics to help manage workload and production in the CPOC, target audience is CPOC branch chiefs.)

[Click to download movie script](#) (to view the movie without sound)

Related Tools

- **Inbox Statistics II** presents information about **open** personnel actions (including actions that have been completed but not consummated, i.e., the effective date has not arrived). To view historical information about **closed** actions, use the Review and Analyses tool, page 70-75.
- CPOC users can access the same information that is provided by **Inbox Statistics II** using My Stuff, page 40-45. **My Stuff** is another way to access Inbox Statistics and other ART tools but they are tailored to each user's organizational location (for example, the user sees inbox statistics pertaining to his/her branch or division only).
- The **RPA Tracker** tool provides access to RPAs for specific employees (based on the RPA number). Both Inbox Statistics and RPA Tracker use the same RPA Viewer to look at individual RPAs. See RPA Tracker, page 62-69.

Benefits of Inbox Statistics

Benefits to CPOC Staff

In-box statistics can be used by CPOC staff members in many ways:

- As a tracker – The staffer can track individual actions quickly and efficiently.
- As a status report – The status of an action is reflected in the Inbox Statistics tool, if the event codes and information are entered timely and accurately.
- As a workload indicator – Inbox Statistics provides numbers and types of actions in individual in-boxes. The staffer can access information on actions initiated by management that are in route to the CPOC for workload planning and forecasting. Team Leaders, Branch Chiefs, and Division Chiefs can monitor workload to ensure even distribution of work and resources.

Benefits to the CPAC

Inbox Statistics can be used by CPAC staff members to:

- Track actions routed to the CPOC.
- Obtain the status of actions.
- Reduce number of inquiries forwarded to CPOC.

Benefits to Managers

Managers can benefit:

- Track initiated actions.
- Check status of actions.
- Comment on the action at any time during the life of the RPA.

Benefits to Admin Personnel

Administrative personnel, personnel liaisons, etc., can benefit:

- Track actions.
- Check status of the RPA(s).

Benefits to Resource Management

Resource management personnel can benefit:

- Access and retrieve information pertinent to their organizations.
- Ensure proper execution of salary dollars.
- Check status of open/closed actions.

NOTE: Users only have access to information based on the level of permissions assigned by the systems administrator.

Color Coding

Color coding

Inbox statistics uses a color scheme to reflect the number of days in the "aging" process for each functional area (management, CPAC, CPOC) or event in the staffing or processing cycle (open announcement, rating, ranking, etc.).

Click on **<View Colorization Chart>** (on the layout screen as you are accessing a particular report) to view the chart, part of which is shown below:

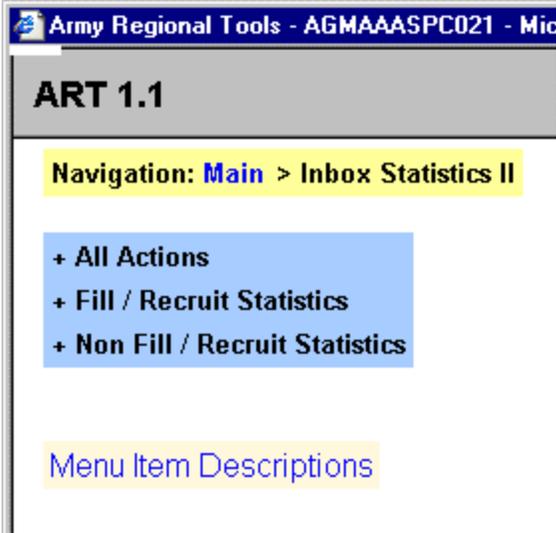
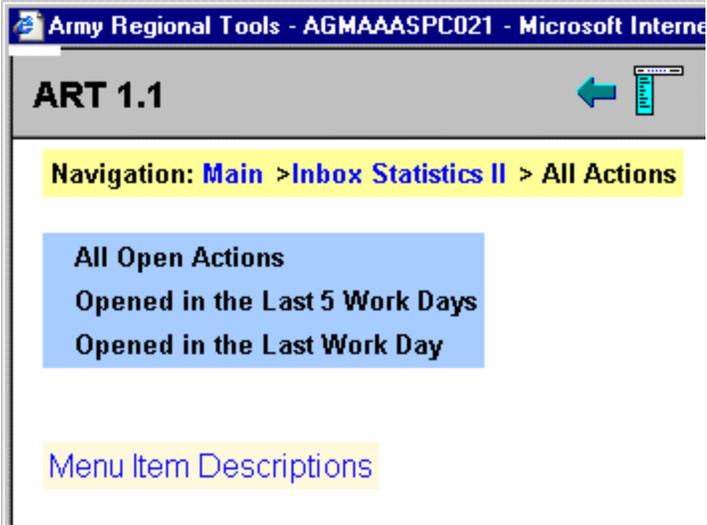
[Close Window](#)

Status Type	Colorization Values in Days				
	Red	Amber	Yellow	Light Green	Dark Green
Ages					
CPAC Age	2+	2 - 1.5	1.5 - 1	1 - 0.5	0.5 - 0
CPOC Age	84+	84 - 63	63 - 42	42 - 21	21 - 0
Management Age	2+	2 - 1.5	1.5 - 1	1 - 0.5	0.5 - 0
Personnel Age	120+	120 - 90	90 - 60	60 - 30	30 - 0
Events					
01 - Manager	4+	4 - 3	3 - 2	2 - 1	1 - 0
02 - CPAC	2+	2 - 1.5	1.5 - 1	1 - 0.5	0.5 - 0
03 - CPOC	0.8+	0.8 - 0.6	0.6 - 0.4	0.4 - 0.2	0.2 - 0
04 - Classification	12+	12 - 9	9 - 6	6 - 3	3 - 0
05 - Staffing	0.8+	0.8 - 0.6	0.6 - 0.4	0.4 - 0.2	0.2 - 0
06 - Open Announcement	12+	12 - 9	9 - 6	6 - 3	3 - 0
07 - Rating	6+	6 - 4.5	4.5 - 3	3 - 1.5	1.5 - 0
08 - Open Referral	28+	28 - 21	21 - 14	14 - 7	7 - 0
09 - Committed	12+	12 - 9	9 - 6	6 - 3	3 - 0
10 - Staffing Delay	20+	20 - 15	15 - 10	10 - 5	5 - 0

Accessing and Using Inbox Statistics

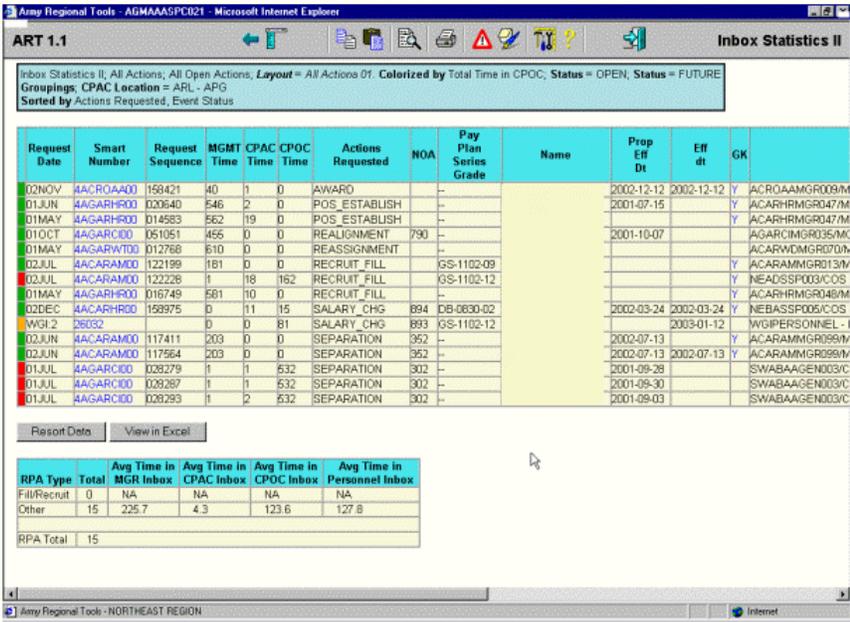
Using Inbox Stats

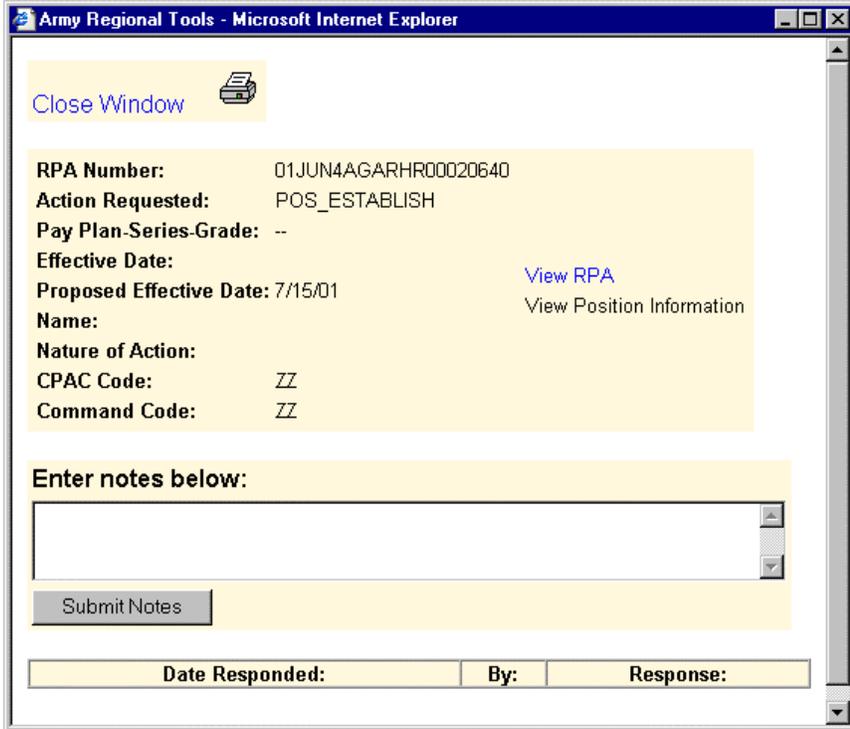
Follow these steps to use the Inbox Statistics tool:

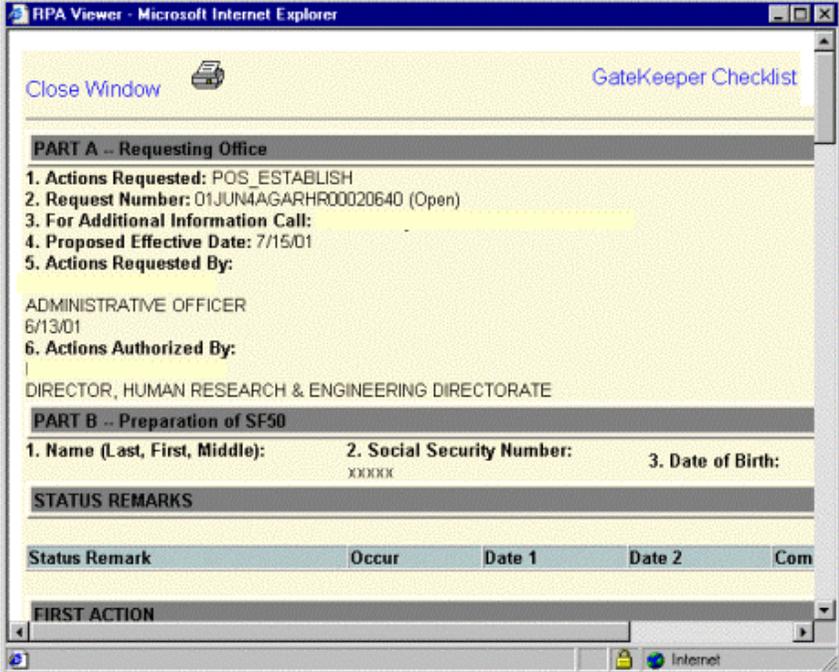
Step	Action
1	<p>From the ART main menu, select Inbox Statistics II to access this tool. A submenu displays:</p>  <p>The screenshot shows a window titled "Army Regional Tools - AGMAAASPC021 - Microsoft Internet Explorer". Below the title bar is a grey header with "ART 1.1". A yellow box highlights the navigation path: "Navigation: Main > Inbox Statistics II". Below this, a blue box contains three menu items: "+ All Actions", "+ Fill / Recruit Statistics", and "+ Non Fill / Recruit Statistics". At the bottom, a yellow box contains the text "Menu Item Descriptions".</p>
2	<p>Select the type of actions that you want to examine (all actions, fill/recruit, or non-fill/recruit). A further submenu displays:</p>  <p>The screenshot shows the same window as above, but with the "All Actions" submenu open. A yellow box highlights the navigation path: "Navigation: Main > Inbox Statistics II > All Actions". Below this, a blue box contains three options: "All Open Actions", "Opened in the Last 5 Work Days", and "Opened in the Last Work Day". At the bottom, a yellow box contains the text "Menu Item Descriptions".</p>
3	<p>Select the timeframe for the actions you want to examine (all, opened in the last 5 workdays, opened in the last workday (not available for fill/recruit)). The options for actions opened in the last 5 workdays or last workday are particularly useful for CPACs who want to monitor actions being sent to the CPOC from their installation.</p>

Step	Action
4	<p data-bbox="548 233 1398 321">On the layout screen, use the radio buttons to indicate whether you want to see actions based on total time in management, CPAC, CPOC, in personnel (CPAC and CPOC), or by events:</p> <div data-bbox="557 359 1398 814" style="border: 1px solid black; padding: 10px; background-color: #ffffcc;"> <p data-bbox="573 373 1073 415" style="border: 1px solid black; padding: 2px;">Inbox Statistics II; All Actions; All Open Actions</p> <p data-bbox="565 449 938 478">Please Select the Overall Layout:</p> <p data-bbox="573 489 971 531"> <input type="button" value="All Actions 01"/> <input type="button" value="View Layout Details"/> </p> <p data-bbox="565 575 1317 642"> Colorized By: <input type="radio"/> Total Time in Management <input type="radio"/> Total Time in CPAC <input checked="" type="radio"/> Total Time in CPOC <input type="radio"/> Total Time in Personnel <input type="radio"/> Event Time </p> <p data-bbox="565 674 834 703">View Colorization Chart</p> <p data-bbox="573 737 976 779" style="border: 1px solid black; padding: 2px; text-align: center;">Proceed to Inbox Statistics</p> </div> <ul data-bbox="597 856 1382 1010" style="list-style-type: none"> The <View Layout Details> button displays information about filtering, grouping, and the level of detail that will be used in the report you have selected. This is provided for information only. The <View Colorization Chart> link displays the colorization chart shown above (see Color Coding, page 33).
5	Click on < Proceed to Inbox Statistics >.

Step	Action																																																																																																																																					
6	<p>The report displays sorted by CPAC location. You can change this to Command, event (rating, ranking, etc.), inbox, inbox type (manager, RM, classifier, etc.) or subtype, NOA (nature of action), smart number (RPA number), or UIC by clicking on another of the radio buttons at the top of the table.</p> <p>NOTE: For many users, this table will not be as lengthy as shown here since you will only see the actions for your organization(s). You can click on <View Details> at the bottom of the table to proceed (step 8 below).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">Inbox Statistics II; All Actions; All Open Actions; <i>Layout = All Actions 01</i>. Colorized by Total Time in CPOC; Status = OPEN; Status = FUTURE</p> <p style="font-size: x-small;">Groupings</p> <p style="font-size: x-small;"> <input checked="" type="radio"/> CPAC Location <input type="radio"/> Command <input type="radio"/> Event Status <input type="radio"/> Inbox <input type="radio"/> Inbox Sub-Type <input type="radio"/> Inbox Type <input type="radio"/> NOA <input type="radio"/> Smart Number <input type="radio"/> UIC </p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #00b0f0; color: white;"> <th>CPAC Location</th> <th>Red</th> <th>Amber</th> <th>Yellow</th> <th>Light Green</th> <th>Dark Green</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>ABERDEEN PROVING GROUND</td><td>114</td><td>142</td><td>56</td><td>69</td><td>421</td><td>802</td></tr> <tr><td>ARL - ADELPHI</td><td>26</td><td>10</td><td>10</td><td>15</td><td>36</td><td>157</td></tr> <tr><td>ARL - APG</td><td>4</td><td>1</td><td>0</td><td>0</td><td>10</td><td>15</td></tr> <tr><td>CARLISLE</td><td>9</td><td>29</td><td>4</td><td>11</td><td>174</td><td>227</td></tr> <tr><td>COE BALTIMORE</td><td>45</td><td>29</td><td>15</td><td>21</td><td>255</td><td>365</td></tr> <tr><td>COE BUFFALO</td><td>1</td><td>9</td><td>29</td><td>6</td><td>59</td><td>103</td></tr> <tr><td>COE DETROIT</td><td>11</td><td>7</td><td>8</td><td>3</td><td>160</td><td>189</td></tr> <tr><td>COE NAD NEW ENGLAND</td><td>11</td><td>7</td><td>3</td><td>17</td><td>31</td><td>69</td></tr> <tr><td>COE NEW YORK</td><td>25</td><td>22</td><td>10</td><td>12</td><td>261</td><td>330</td></tr> </tbody> </table> </div> <p>Here's the same report sorted by inbox type:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">Inbox Statistics II; All Actions; All Open Actions; <i>Layout = All Actions 01</i>. Colorized by Total Time in CPOC; Status = OPEN; Status = FUTURE</p> <p style="font-size: x-small;">Groupings</p> <p style="font-size: x-small;"> <input type="radio"/> CPAC Location <input type="radio"/> Command <input type="radio"/> Event Status <input type="radio"/> Inbox <input type="radio"/> Inbox Sub-Type <input checked="" type="radio"/> Inbox Type <input type="radio"/> NOA <input type="radio"/> Smart Number <input type="radio"/> UIC </p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #00b0f0; color: white;"> <th>Inbox Type</th> <th>Red</th> <th>Amber</th> <th>Yellow</th> <th>Light Green</th> <th>Dark Green</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>CPAC</td><td>1</td><td>0</td><td>3</td><td>3</td><td>399</td><td>405</td></tr> <tr><td>CPOC</td><td>539</td><td>389</td><td>364</td><td>518</td><td>1182</td><td>2992</td></tr> <tr><td>Manager</td><td>1</td><td>2</td><td>5</td><td>22</td><td>1821</td><td>1851</td></tr> <tr><td>RMO</td><td>0</td><td>0</td><td>0</td><td>0</td><td>259</td><td>259</td></tr> <tr><td>Systems</td><td>9</td><td>2</td><td>1</td><td>2</td><td>14</td><td>27</td></tr> <tr><td>Unknown</td><td>0</td><td>0</td><td>0</td><td>0</td><td>17</td><td>17</td></tr> <tr><td>WGI Box</td><td>3</td><td>232</td><td>0</td><td>0</td><td>1</td><td>236</td></tr> <tr><td>Totals</td><td>552</td><td>625</td><td>373</td><td>545</td><td>3631</td><td>5786</td></tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;"> <input type="button" value="View Details"/> *You can only view 1000 or less RPA's </p> </div>	CPAC Location	Red	Amber	Yellow	Light Green	Dark Green	Total	ABERDEEN PROVING GROUND	114	142	56	69	421	802	ARL - ADELPHI	26	10	10	15	36	157	ARL - APG	4	1	0	0	10	15	CARLISLE	9	29	4	11	174	227	COE BALTIMORE	45	29	15	21	255	365	COE BUFFALO	1	9	29	6	59	103	COE DETROIT	11	7	8	3	160	189	COE NAD NEW ENGLAND	11	7	3	17	31	69	COE NEW YORK	25	22	10	12	261	330	Inbox Type	Red	Amber	Yellow	Light Green	Dark Green	Total	CPAC	1	0	3	3	399	405	CPOC	539	389	364	518	1182	2992	Manager	1	2	5	22	1821	1851	RMO	0	0	0	0	259	259	Systems	9	2	1	2	14	27	Unknown	0	0	0	0	17	17	WGI Box	3	232	0	0	1	236	Totals	552	625	373	545	3631	5786
CPAC Location	Red	Amber	Yellow	Light Green	Dark Green	Total																																																																																																																																
ABERDEEN PROVING GROUND	114	142	56	69	421	802																																																																																																																																
ARL - ADELPHI	26	10	10	15	36	157																																																																																																																																
ARL - APG	4	1	0	0	10	15																																																																																																																																
CARLISLE	9	29	4	11	174	227																																																																																																																																
COE BALTIMORE	45	29	15	21	255	365																																																																																																																																
COE BUFFALO	1	9	29	6	59	103																																																																																																																																
COE DETROIT	11	7	8	3	160	189																																																																																																																																
COE NAD NEW ENGLAND	11	7	3	17	31	69																																																																																																																																
COE NEW YORK	25	22	10	12	261	330																																																																																																																																
Inbox Type	Red	Amber	Yellow	Light Green	Dark Green	Total																																																																																																																																
CPAC	1	0	3	3	399	405																																																																																																																																
CPOC	539	389	364	518	1182	2992																																																																																																																																
Manager	1	2	5	22	1821	1851																																																																																																																																
RMO	0	0	0	0	259	259																																																																																																																																
Systems	9	2	1	2	14	27																																																																																																																																
Unknown	0	0	0	0	17	17																																																																																																																																
WGI Box	3	232	0	0	1	236																																																																																																																																
Totals	552	625	373	545	3631	5786																																																																																																																																
7	<p>Use the links in the left column to narrow down your selection (e.g., choose a particular CPAC location or a particular inbox type):</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">Inbox Statistics II; All Actions; All Open Actions; <i>Layout = All Actions 01</i>. Colorized by Total Time in CPOC; Status = OPEN; Status = FUTURE</p> <p style="font-size: x-small;">Groupings: CPAC Location = CARLISLE</p> <p style="font-size: x-small;"> <input checked="" type="radio"/> CPAC Location <input type="radio"/> Command <input type="radio"/> Event Status <input type="radio"/> Inbox <input type="radio"/> Inbox Sub-Type <input type="radio"/> Inbox Type <input type="radio"/> NOA <input type="radio"/> Smart Number <input type="radio"/> UIC </p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #00b0f0; color: white;"> <th>CPAC Location</th> <th>Red</th> <th>Amber</th> <th>Yellow</th> <th>Light Green</th> <th>Dark Green</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>CARLISLE</td><td>9</td><td>29</td><td>4</td><td>11</td><td>174</td><td>227</td></tr> <tr><td>Totals</td><td>9</td><td>29</td><td>4</td><td>11</td><td>174</td><td>227</td></tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;"> <input type="button" value="View Details"/> </p> </div>	CPAC Location	Red	Amber	Yellow	Light Green	Dark Green	Total	CARLISLE	9	29	4	11	174	227	Totals	9	29	4	11	174	227																																																																																																																
CPAC Location	Red	Amber	Yellow	Light Green	Dark Green	Total																																																																																																																																
CARLISLE	9	29	4	11	174	227																																																																																																																																
Totals	9	29	4	11	174	227																																																																																																																																

Step	Action
8	<p>Click the <View Details> button at the bottom of the table. Depending on the size of the report this can take a moment or two to display:</p>  <p>Note the following on this screen:</p> <ul style="list-style-type: none"> • The table contains an entry for each RPA for the selected CPAC (or event or inbox, etc.). • To view RPA information for a particular action, click the RPA number in the "Smart Number" column (see next step). • The table scrolls to the right to display additional columns of information, including the current inbox, event time and status, etc. • The small table at the bottom provides summary statistical information about timeliness of actions. • The <Resort> button allows you to resort the actions by different columns. • The <View in Excel> button exports the table into an Excel spreadsheet for additional manipulation or analysis. • The "GK" column indicates if the RPA has a Gatekeeper Checklist. If "Y," you can view the checklist by clicking on the link.

Step	Action
9	<p data-bbox="548 262 1398 321">To view more information about a specific RPA, click the RPA number link in the "Smart Number" column</p> <div data-bbox="548 352 1398 1081" style="border: 1px solid black; padding: 5px;">  </div> <ul data-bbox="597 1119 1398 1352" style="list-style-type: none"> • To view the RPA data itself, click the "View RPA" link (see next step). • If a position record exists, click the "View Position Information" link to view this data (the link will not be active if the position is not in the database). • You can add comments in the "Notes" block (and then click <Submit Notes>). These notes will be accessible to other users who view this RPA.

Step	Action
10	<p>The RPA Viewer displays all the data on the RPA itself, plus provides access to the Gatekeeper Checklist (if there is one), and (if you scroll down) notes, current inbox (location), and tracking data:</p> 

My Stuff (*Personnelists Only*)

Purpose

My Stuff provides CPOC/CPAC users with a convenient way to access various ART tools, tailored to the CPOC/CPAC staff member's organizational location (branch and division, and region) within the CPOC. The tools that you can access from My Stuff are:

- Inbox Statistics.
 - Helpdesk.
 - Suspenses.
 - Organization Viewer.
 - Review and Analysis.
-

Tailored Views

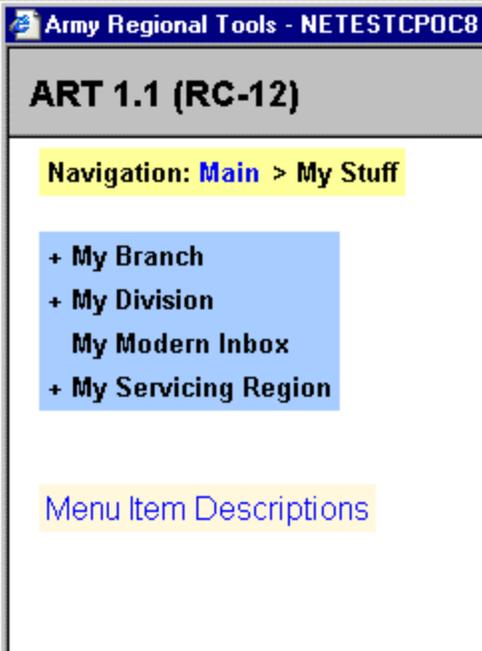
The tools available under **My Stuff** are the same as their counterparts accessed from the ART main menu, but they are "tailored" to your organizational location within the CPOC. The branch and division which is used for **My Stuff** is based on the information you provide on the User Preferences window (ART Account Editor) -- see Initial Login (Account Editor, page 9).

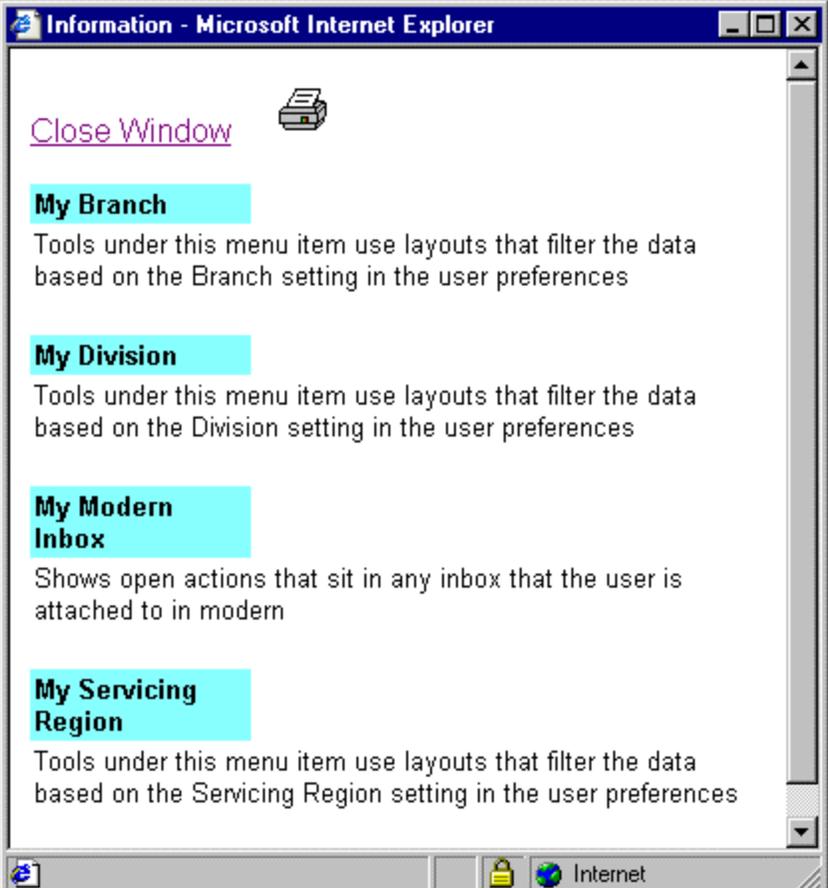
Accessing Inbox Statistics using My Stuff

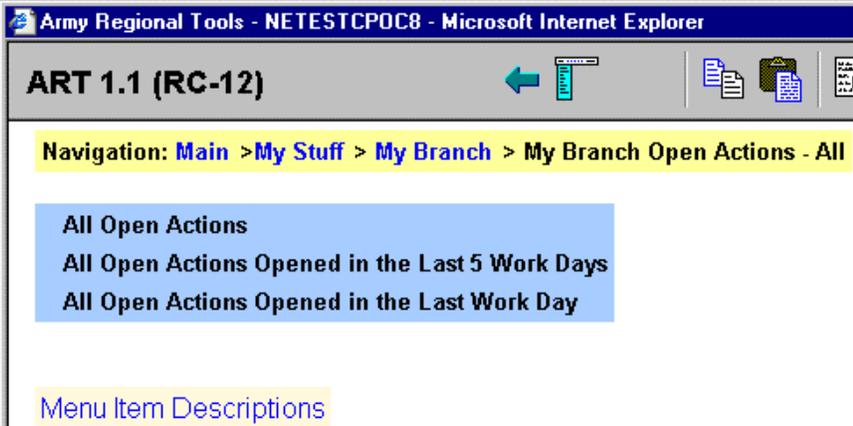
Introduction

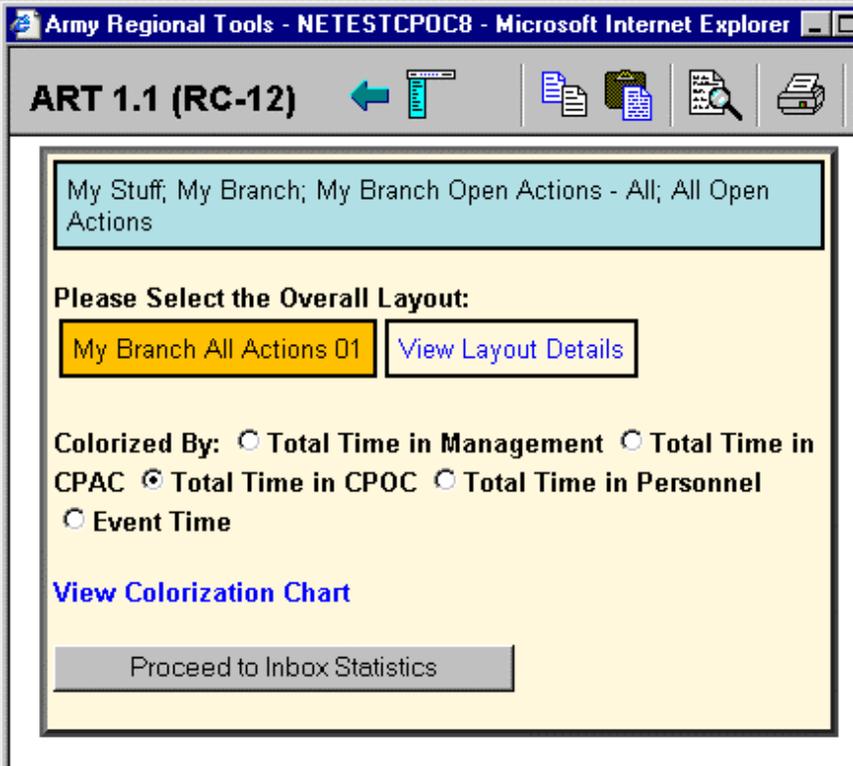
Follow the steps outlined on the next pages to access and use the Inbox Statistics tool through **My Stuff**. (Which automatically filters the data to your desired organizational level -- branch, division, or region).

- "My Branch" is being used as an example here, but the same steps apply for My Division and My Servicing Region. The primary difference between these options is, of course, the amount of data that will be displayed.
- Additionally, the examples below are using the "all open actions" option, but the other options work the same way also (all open actions, all open fill/recruit, or all open non-fill/recruit).

Step	Action
1	<p>From the ART main menu, select My Stuff to access this tool. A submenu displays:</p>  <p>See Accessing Other Tools using My Stuff, page 45, for information about My Modern Inbox.</p>

Step	Action
2	<p data-bbox="548 262 1333 321">Clicking on the Menu Item Descriptions button explains each of the menu selections on the My Stuff menu:</p>  <p>The screenshot shows a Microsoft Internet Explorer window titled "Information - Microsoft Internet Explorer". At the top left, there is a link "Close Window" with a printer icon next to it. Below this, there are four menu item descriptions, each with a cyan highlight box behind the title:</p> <ul style="list-style-type: none"> My Branch: Tools under this menu item use layouts that filter the data based on the Branch setting in the user preferences My Division: Tools under this menu item use layouts that filter the data based on the Division setting in the user preferences My Modern Inbox: Shows open actions that sit in any inbox that the user is attached to in modern My Servicing Region: Tools under this menu item use layouts that filter the data based on the Servicing Region setting in the user preferences <p>The browser's status bar at the bottom shows a lock icon and the text "Internet".</p>

Step	Action
3	<p>Click on My Branch to see the selections available under that option. Each of the selections uses data from your branch:</p>  <p>NOTE: The same selections are available under My Division and My Servicing Region, but the data that is pulled for these options pertains to your division and region respectively.</p> <p>See Accessing Other Tools using My Stuff, page 45, for information about My Branch Reports, Open Tickets, and Organizations.</p>
4	<p>Click on My Branch Open Actions - All to see the selections available under that option:</p> 

Step	Action
5	<p>At this point, if you click on any of the selections, the standard Layout screen displays:</p>  <p>This screen provides information about what data you have selected, provides you the opportunity to colorize by time in different types of organizations (Total Time in CPOC is the default), and allows you to view the Colorization Chart.</p>
6	<p>Click on the <Proceed to Inbox Statistics> button to view the open actions in your branch. At this point, follow the same steps you would use if you had selected Inbox Statistics II from the ART main menu (see Accessing and Using Inbox Statistics, page 34-39). The major difference is that the actions displayed will be from your branch only.</p>

Accessing Other Tools using My Stuff

Other Tools

In addition to accessing the Inbox Statistics tool as shown above (at the branch, division, or region level), **My Stuff** also provides access to other ART tools.

ART Tool	My Stuff Navigation Path(s)
Review and Analysis - Fill Time report, Classification report (see Review and Analysis, page 70-75)	<ul style="list-style-type: none"> • My Stuff -- My Branch -- My Branch Reports • My Stuff -- My Division -- My Division Reports • My Stuff -- My Servicing Region -- My Servicing Region Reports
Review and Analysis - Population Statistics (see Review and Analysis, page 70-75)	My Stuff -- My Servicing Region -- My Servicing Region Reports
Inbox Statistics - for your inbox(es) only (see Accessing and Using Inbox Statistics, page 34-39)	My Stuff -- My Modern Inbox
Helpdesk -- pay problems, suspenses, QC errors, etc. (see <i>Helpdesk Guide</i> , available on CHRA Intranet)	<ul style="list-style-type: none"> • My Stuff -- My Branch -- Open Tickets • My Stuff -- My Division -- Open Tickets • My Stuff -- My Servicing Region -- Open Tickets
Organization Structure -- org codes, cleartext names, tables of position data (encumbered and vacant) for each organizational segment (see Organizational Structure, page 52)	<ul style="list-style-type: none"> • My Stuff -- My Branch -- Organizations • My Stuff -- My Division -- Organizations • My Stuff -- My Servicing Region -- Organizations

NPA Tracker

Purpose

The NPA Tracker is used to track Notifications of Personnel Actions (NPAs) processed using DCPDS. The NPA Tracker tool allows the user to easily locate and view the NPA (NPAs are retrieved based on the name of the employee). The information provided is the same as that on the formal NPA, although the format of the document is different (not displayed as a "form"). Users may use the NPA tracker to ensure actions are accurately processed. In addition, when using the NPA Tracker, you also have access to the RPA that was used to generate the NPA.

Terminology

- **NPA: Notification of Personnel Action.** This refers to the completed Standard Form (SF) 50 which is the paper notification to an employee that a personnel action has been processed (a copy is also filed in the employee's Official Personnel Folder (OPF)). An electronic copy of this form is maintained in DCPDS.
 - **RPA: Request for Personnel Action.** This refers to the "working document" which is submitted by management to have a personnel action taken on an employee (promotion, separation, recruitment, LWOP, etc.). It is similar to a work order in other fields. Once an RPA has been approved and processed, and the effective date has arrived, an NPA is generated and sent to the employee and filed in the employee's OPF.
 - See the RPA Chapter in the DCPDS Desk Guide for additional information.
-

Related Tools

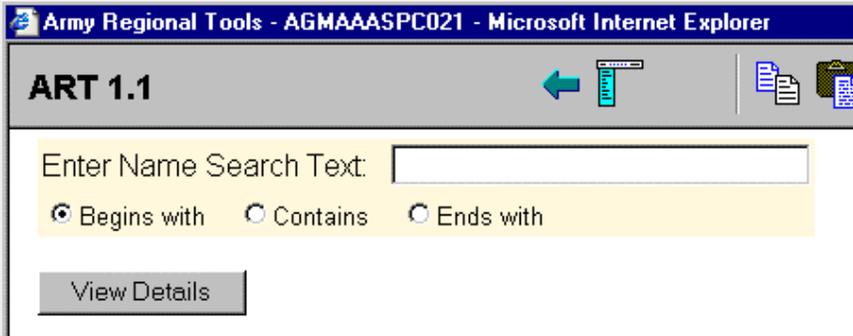
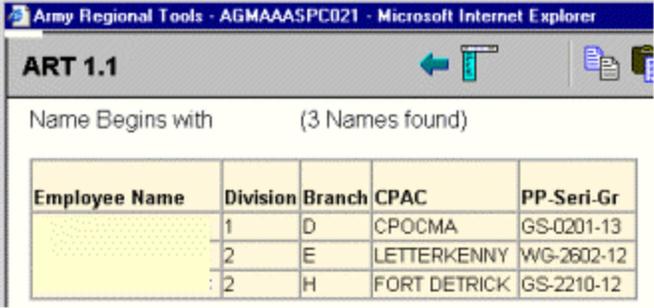
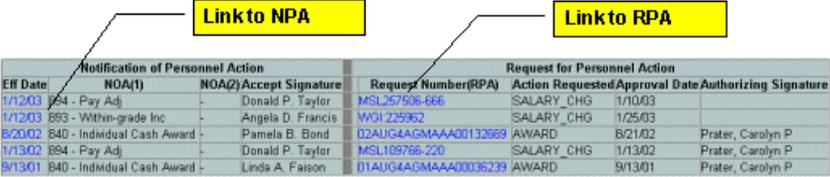
Other tools provide information about NPAs and RPAs:

- **Employee Data**, page 27-28, is an ART tool, which provides personnel information about specific employees and can be used to locate and view NPA(s) for a specific employee. Once you have selected a specific NPA, you have access to the same NPA Viewer as is provided in the NPA Tracker tool (described below).
 - **RPA Tracker**, page 62-69, is an ART tool that allows you to track and view RPAs before they have been completed (that is, when no NPA is yet available). **NOTE: Once the RPA has been processed and the effective date has arrived, you can use either tool to view the NPA. However, the NPA Tracker retrieves NPAs by the employee name, and the RPA Tracker uses the RPA number. An additional difference is that the RPA Tracker provides "tracking" information, i.e., who has had the action and for how long, which is not part of the NPA Tracker.**
 - **DCPDS**, as the database of record for all employee and NPA data, can be used to view NPAs. Refer to the DCPDS Desk Guide, Civilian Inbox chapter, for instructions for accessing NPAs via your DCPDS inbox.
-

Retrieving the NPA

Steps

After logging into ART, follow these steps:

Step	Action
1	Select <NPA Tracker> from the ART Main Menu.
2	Enter the name (or part of the name) of the employee, then click on <View Details> : 
3	If there is more than one employee matching the name information, a list will be displayed. Click on the correct name from the list. 
4	A listing of NPAs for the selected employee will be generated. Select the appropriate NPA and click on the effective date to open the action (see NPA Viewer, below). This is the same information that is provided on the "official" Notification of Personnel Action that is printed and provided to the employee and filed in the employee's Official Personnel File (OPF). To view the RPA instead of the NPA, click on the blue link in the "Request Number (RPA)" column instead. 

The NPA Viewer

Viewing the NPA

Once you have selected the NPA you want to view, it displays in the NPA Viewer. This NPA contains the same data that is contained on the actual NPA, which is found in DCPDS, but it is not displayed as a "form" as it is in DCPDS. For convenience, the NPA is broken into 3 panels (it is one long document when viewed in ART). Most of the data is self-explanatory but a few notes have been added:

Panel 1

Close Window 

1. Name (Last, First, Middle): 2. Social Security Number: 3. Date of Birth: 4. Effective Date:
1/12/03 12:00:00 PM

FIRST ACTION

5A. Code: 894
5-B. Nature of Action:
Pay Adj
5-C. Code: QWM
5-D. Legal Authority: Reg 531.205
5-E. Code: ZLM
5-F. Legal Authority: E.O. 13282, Dated 31-DEC-2002

SECOND ACTION

6-A. Code:
6-B. Nature of Action:
6-C. Code:
6-D. Legal Authority:
6-E. Code:
6-F. Legal Authority:
7. CDOM: Position Title and Number: PERSONNEL MANAGEMENT SPECIALIST 80703 5165

- The top part of the NPA contains identifying information about the employee and the type of action taken.
- Use the Printer icon at the top of the window to print a hard copy.

Panel 2

Army Regional Tools - Microsoft Internet Explorer

04 - Legal Authority.

7. FROM: Position Title and Number: PERSONNEL MANAGEMENT SPECIALIST 80703.5465

8. Pay Plan: GS

9. Occ Code: 0201

10. Grade/Level: 13

11. Step/Rate: 07

12. Total Salary: 79473

12A. Basic Pay: 71289

12B. Locality Adj: 8184

12C. Adj. Basic Pay: 79473

12D. Other Pay: 0

13. Pay Basis: PA

14. Name and Location of Position's Organization:
ASA(M&RA)
CIV PERS OPERATIONS CTR MGMT AGENCY
TRAINING MANAGEMENT DIVISION
ABERDEEN PROVING GROUND MD 21005

15. TO: Position Title and Number: PERSONNEL MANAGEMENT SPECIALIST 80703.5465

16. Pay Plan: GS

17. Occ Code: 0201

18. Grade/Level: 13

19. Step/Rate: 07

20. Total Salary/Award: 81941

20A. Basic Pay: 73503

20B. Locality Adj: 8438

20C. Adj. Basic Pay: 81941

20D. Other Pay:

21. Pay Basis: PA

22. Name and Location of Position's Organization:
ASA(M&RA)
CIV PERS OPERATIONS CTR MGMT AGENCY
TRAINING MANAGEMENT DIVISION
ABERDEEN PROVING GROUND MD 21005

- This section contains the "from" and "to" information.

Panel 3

The screenshot shows a web browser window titled "Army Regional Tools - Microsoft Internet Explorer". The main content area is divided into two sections: "EMPLOYEE DATA" and "POSITION DATA".

EMPLOYEE DATA

- 23. Veterans Preference: 2
- 24. Tenure: 1
- 25. Agency Use:
- 26. Veterans Preference for RIF: Y
- 27. FEGLI: D0
Basic + Option A
- 28. Annuitant Indicator: 9
Not Applicable
- 29. Pay Rate Determinant: 0
- 30. Retirement Plan: 1
CSRS
- 31. Service Comp. Date(Leave): 6/4/72
- 32. Work Schedule: F
Full-Time
- 33. Part Time Hours Per Bi-Weekly Pay Period:

POSITION DATA

- 34. Position Occupied: 1
- 35. FLSA Category: E
- 36. Appropriation Code:
43370900YAF
- 37. Bargaining Unit Status: 8888
- 38. Duty Station Code: 240015025
- 39. Duty Station:
ABERDEEN PROV GRND / HARFORD / MARYLAND
- 40. Agency Data:
- 41. Agency Data:
- 42. Agency Data:
- 43. Agency Data:
- 44. Agency Data:
- 45. Remarks:
- 46. Employee Department or Agency:
Fld Operating Ofcs of Ofc of the Secretary of Army (ARSB)
- 47. Agency Code: ARSB
- 48. Personnel Office ID: 1962
- 49. Approval Date: 1/10/03
- 50. Signature/Authentication and Title of Approving Official:
Donald P. Taylor
Designated Approving Official

- This section contains employee and position data. Notice that there are no notes or tracking information (you must view the RPA to see this data).

OPF Tracker (*Personnelists Only*)

Purpose

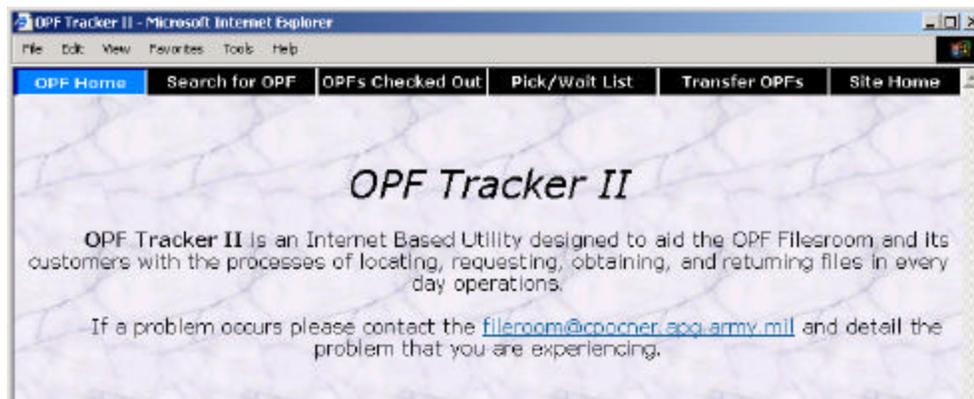
OPF Tracker is a link to the OPF Tracker application, which is a tool, used by CPOC and CPAC staff to keep track of the location of employee Official Personnel Folders (OPFs).

Connecting to the OPF Tracker

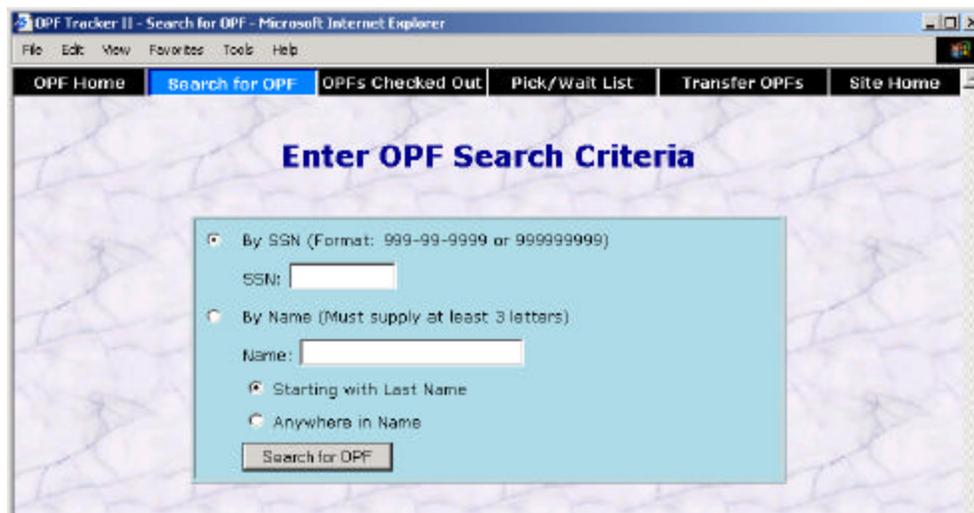
The OPF Tracker function can be accessed directly from the ART tool kit.

- Select **<OPF Tracker - Europe>** from the main menu. This link will take you directly to the OPF Tracker II, Direct Query Mode window (Figure below).

Direct Query Mode Window:



- <Click> on the Search for OPF button to query for an OPF.
- <Enter> either employee's SSN or Last Name (at least 3 letters of the name).
- <Click> on Search for OPF.



Organizational Structure

Purpose

The purpose of the Organizational Structure tool in ART is to provide the user with immediate, up-to-date information about the organization.

Organizational Structure Information

The user may access this tool by selecting **<Organizational Structure>** from the ART Main Menu. Follow these steps to use the tool:

Step	Action
1	<p>After accessing the Organizational Structure tool, click on <View Information> (Figure 12-1).</p> <div data-bbox="548 730 1081 909" style="border: 1px solid black; padding: 5px;"><p>Navigation: Main > Organization Structure</p><p>View Information</p></div> <p>Figure 12-1.</p>
2	<p>Once you click on <View Information>, please be patient while the data loads. Once the data has loaded, you can select from the following: CPAC Location, Command Code, or Unit Identifier Code (UIC). Select the appropriate field and proceed to step 3.</p>
3	<p>The available information is depicted as follows:</p> <ul style="list-style-type: none">• Total Organizations.• Organizations with Positions.• Organizations without Positions.• Organizations Pending.• Encumbered Positions.• Vacant Positions.
4	<p>There are two buttons at the bottom of the screen <View Organizational Clear Text> and <View Positions>. These buttons provide a link to position information and employee information.</p>

Pay Data (Personnelists Only)

Purpose The purpose of the Pay Data ART tool is to provide personnelists with an easy to use link for different types of Pay Data. The Pay Data tool provides the user with information on IVRS Interface problems, Pay Data Rejects, Pay Data Reverse Interface problems, and Pay Data Transaction W3L reports.

IVRS Interface The user may access information on IVRS interface problems using this tool. Follow these steps to access the required information:

Step	Action
1	<p>Log in to the ART tools; select <Pay Data> from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on <IVRS Interface> (Figure 10-1).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="background-color: yellow; margin: 0;">Navigation: Main > Pay Data</p> <div style="background-color: #e6f2ff; padding: 5px; margin: 5px 0;"> <p>IVRS Interface</p> <p>Pay Data Rejects</p> <p>Pay Data Reverse Interface</p> <p>Pay Data Transactions W3L</p> </div> </div> <p style="text-align: center;">Figure 10-1. Types of Pay Data</p>

2	<p>After selecting IVRS Interface from the menu, you may select from the following options (Figure 10-2). You may sort data based on the number of days, by all, or by name. In addition, the data may be sorted by “Errors Only” or by “Processed and Errors”. After making selections, click on <View Details> for specific information.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between;"> Army Regional Tools Pay Data </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: small;"> Pay Data Main Menu Back to Previous Page </div> <div style="text-align: center;">  </div> <div style="font-size: small;"> ART Main Menu Logout </div> </div> <hr style="border: 0.5px dashed gray;"/> <p style="margin: 0;">IVRS Interface</p> <p style="margin: 0;"> <input checked="" type="radio"/> Last 7 Days <input type="radio"/> Last 14 Days <input type="radio"/> Last 21 Days <input type="radio"/> Last 28 Days <input type="radio"/> All <input type="radio"/> By Name </p> <p style="margin: 0;"> <input checked="" type="radio"/> Errors Only <input type="radio"/> Processed and Errors </p> <p style="margin: 0; text-align: center;"> <input type="button" value="View Details"/> </p> </div> <p style="text-align: center;">Figure 10-2. Sort Selections – IVRS Interface.</p>
---	--

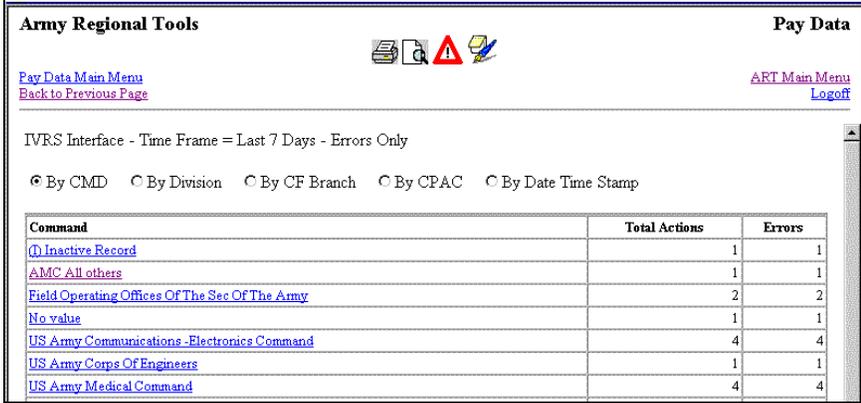
Step	Action																								
3	<p>After clicking on View Details, you may select from the following categories: Command, Division, by CF Branch, by CPAC, or by Date Time Stamp (Figure 10-3).</p>  <p>Army Regional Tools Pay Data</p> <p>Pay Data Main Menu ART Main Menu Back to Previous Page Logoff</p> <p>IVRS Interface - Time Frame = Last 7 Days - Errors Only</p> <p> <input checked="" type="radio"/> By CMD <input type="radio"/> By Division <input type="radio"/> By CF Branch <input type="radio"/> By CPAC <input type="radio"/> By Date Time Stamp </p> <table border="1"> <thead> <tr> <th>Command</th> <th>Total Actions</th> <th>Errors</th> </tr> </thead> <tbody> <tr> <td>Inactive Record</td> <td>1</td> <td>1</td> </tr> <tr> <td>AMC All others</td> <td>1</td> <td>1</td> </tr> <tr> <td>Field Operating Offices Of The Sec Of The Army</td> <td>2</td> <td>2</td> </tr> <tr> <td>No value</td> <td>1</td> <td>1</td> </tr> <tr> <td>US Army Communications - Electronics Command</td> <td>4</td> <td>4</td> </tr> <tr> <td>US Army Corps Of Engineers</td> <td>1</td> <td>1</td> </tr> <tr> <td>US Army Medical Command</td> <td>4</td> <td>4</td> </tr> </tbody> </table>	Command	Total Actions	Errors	Inactive Record	1	1	AMC All others	1	1	Field Operating Offices Of The Sec Of The Army	2	2	No value	1	1	US Army Communications - Electronics Command	4	4	US Army Corps Of Engineers	1	1	US Army Medical Command	4	4
Command	Total Actions	Errors																							
Inactive Record	1	1																							
AMC All others	1	1																							
Field Operating Offices Of The Sec Of The Army	2	2																							
No value	1	1																							
US Army Communications - Electronics Command	4	4																							
US Army Corps Of Engineers	1	1																							
US Army Medical Command	4	4																							

Figure 10-3. Sort Selections – IVRS Interface.

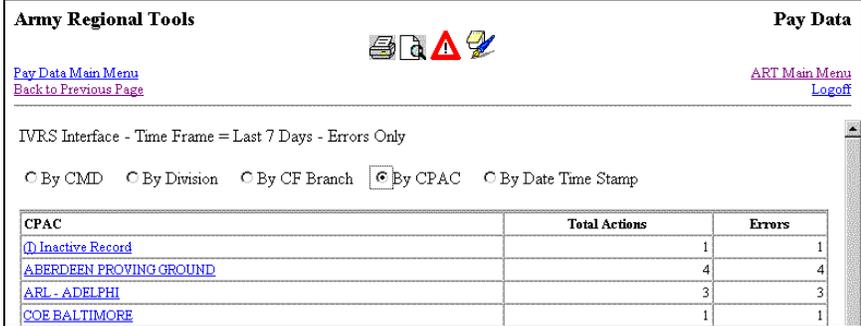
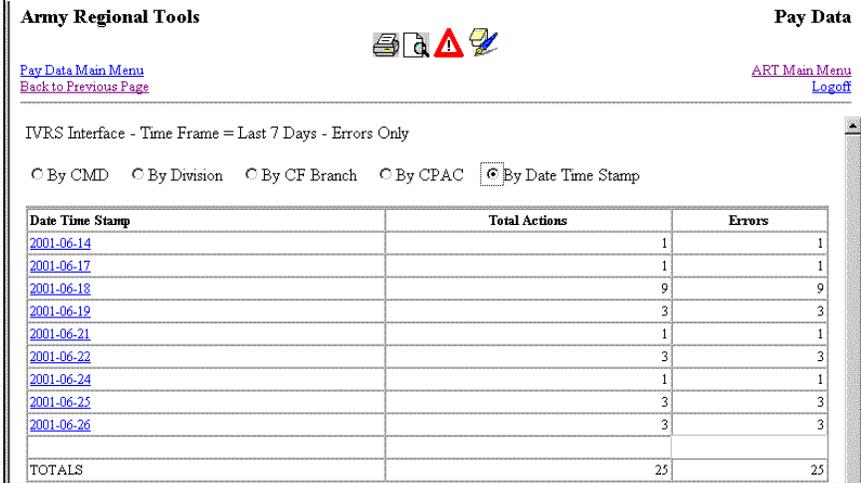
4	<p>After making your selection by Command, Division, CF Branch, Date Time Stamp, etc., click on the hyperlink in the left column. Figure 10-4 reflects IVRS Interface Problems by CPAC, total actions, and number of errors. Figure 10-5 reflects actions by Date Time Stamp.</p>  <p>Army Regional Tools Pay Data</p> <p>Pay Data Main Menu ART Main Menu Back to Previous Page Logoff</p> <p>IVRS Interface - Time Frame = Last 7 Days - Errors Only</p> <p> <input type="radio"/> By CMD <input type="radio"/> By Division <input type="radio"/> By CF Branch <input checked="" type="radio"/> By CPAC <input type="radio"/> By Date Time Stamp </p> <table border="1"> <thead> <tr> <th>CPAC</th> <th>Total Actions</th> <th>Errors</th> </tr> </thead> <tbody> <tr> <td>Inactive Record</td> <td>1</td> <td>1</td> </tr> <tr> <td>ABERDEEN PROVING GROUND</td> <td>4</td> <td>4</td> </tr> <tr> <td>ARL - ADELPHI</td> <td>3</td> <td>3</td> </tr> <tr> <td>COE BALTIMORE</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	CPAC	Total Actions	Errors	Inactive Record	1	1	ABERDEEN PROVING GROUND	4	4	ARL - ADELPHI	3	3	COE BALTIMORE	1	1
CPAC	Total Actions	Errors														
Inactive Record	1	1														
ABERDEEN PROVING GROUND	4	4														
ARL - ADELPHI	3	3														
COE BALTIMORE	1	1														

Figure 10-4. Sort Selections – CPAC



Army Regional Tools **Pay Data**

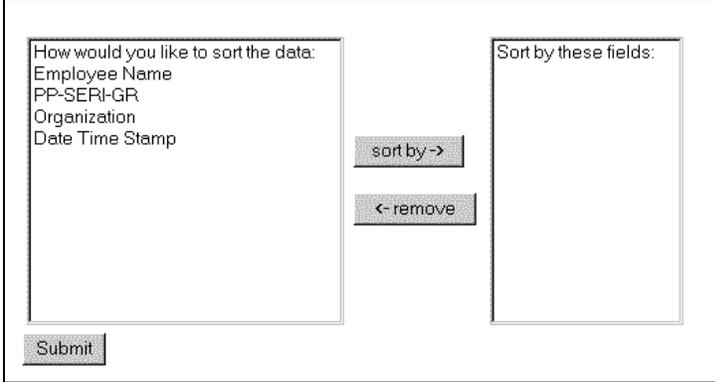
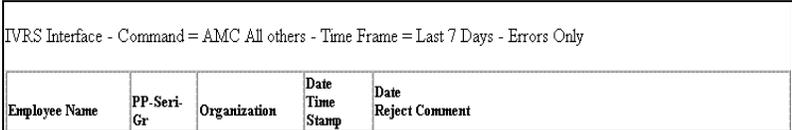
[Pay Data Main Menu](#) [ART Main Menu](#)
[Back to Previous Page](#) [Logoff](#)

IVRS Interface - Time Frame = Last 7 Days - Errors Only

By CMD
 By Division
 By CF Branch
 By CPAC
 By Date Time Stamp

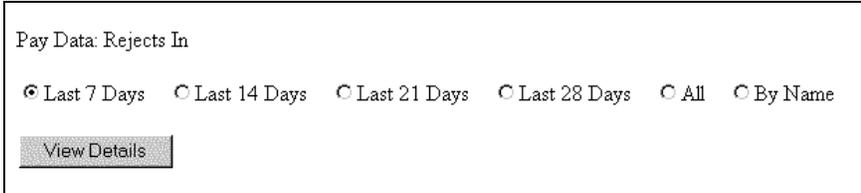
Date Time Stamp	Total Actions	Errors
2001-06-14	1	1
2001-06-17	1	1
2001-06-18	9	9
2001-06-19	3	3
2001-06-21	1	1
2001-06-22	3	3
2001-06-24	1	1
2001-06-25	3	3
2001-06-26	3	3
TOTALS	25	25

Figure 10-5. Sort Selections – Time Date Stamp

Step	Action
5	<p>Click on the category in the left-hand column to bring up information for that particular category. Figure 10-6 reflects the sort categories you may choose from, or if you choose to bypass the sort categories, click <Submit>.</p>  <p>Figure 10-6. Sort Categories.</p>
6	<p>After making the final selections from the sort fields, you will see a screen similar to Figure 10-7. The information pertaining to the employee has been eliminated due to security restrictions. Therefore, only the headings are reflected in Figure 10-7. By clicking on <Date Time Stamp>, the user may view the error(s) and specific information for each type of error.</p>  <p>Figure 10-7.</p>

Pay Data Rejects

The user may access information on Pay Data Rejects problems using this tool. Follow these steps to access the required information:

Step	Action
1	<p>Log in to the ART tools; select <Pay Data> from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on <Pay Data Rejects> (Figure 10-1, page 53).</p>
2	<p>At the next screen, select from the available options (Figure 10-8). Click on <View Details>.</p>  <p>Figure 10-8.</p>

Step	Action						
3	<p>Select from the sort fields (Figure 10-9): Command, Division, CF Branch, CPAC, Transaction Date, or Payroll Office ID. Figure 10-9 is sorted by Command. Click on <View Details> at the bottom of the screen.</p> <div data-bbox="553 384 1409 594" style="border: 1px solid black; padding: 5px;"> <p>Pay Data: Rejects In - Time Frame = Last 7 Days</p> <p> <input checked="" type="radio"/> By CMD <input type="radio"/> By Division <input type="radio"/> By CF Branch <input type="radio"/> By CPAC <input type="radio"/> By Transaction Date <input type="radio"/> By Payroll Office Id <input type="radio"/> By NOA </p> <table border="1" data-bbox="553 516 1409 594"> <thead> <tr> <th>Command</th> <th>Total Actions</th> </tr> </thead> <tbody> <tr> <td>Field Operating Offices Of The Sec Of The Army</td> <td>4</td> </tr> <tr> <td>Field Operation And Staff Support Agencies</td> <td>3</td> </tr> </tbody> </table> </div> <p>Figure 10-9.</p>	Command	Total Actions	Field Operating Offices Of The Sec Of The Army	4	Field Operation And Staff Support Agencies	3
Command	Total Actions						
Field Operating Offices Of The Sec Of The Army	4						
Field Operation And Staff Support Agencies	3						
4	<p>Select sort criteria (Figure 10-10), or you may bypass the sort function by clicking on the <Submit> button.</p> <div data-bbox="553 751 1409 1245" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div data-bbox="581 785 963 1150" style="border: 1px solid black; padding: 5px;"> <p>How would you like to sort the data:</p> <p>Employee Name</p> <p>PP-SERI-GR</p> <p>Organization</p> <p>Nature of Action (NOA)</p> <p>Payroll Office Id</p> </div> <div data-bbox="976 909 1105 951" style="border: 1px solid gray; padding: 2px 5px;">sort by -></div> <div data-bbox="976 982 1105 1024" style="border: 1px solid gray; padding: 2px 5px;"><- remove</div> </div> <div data-bbox="1141 785 1373 1150" style="border: 1px solid gray; padding: 5px; margin-top: 20px;"> <p>Sort by these fields:</p> </div> <div data-bbox="581 1161 675 1203" style="border: 1px solid gray; padding: 2px 5px; margin-top: 20px; width: fit-content;">Submit</div> </div> <p>Figure 10-10.</p>						

Step	Action												
5	<p>Once you click on the <Submit> button, you will be taken to the next screen (Figure 10-11). Click on the <Employee Name> to receive information as depicted in (Figure 10-12). There are many types of information available from this screen: Salary, SCD, TSP, WIGI, NTE dates, Benefits, Training, etc. By clicking on <NOA> (Figure 10-11), you can view very explicit information pertaining to the pay data reject. Due to personal security restrictions a representative screen is not available.</p> <div data-bbox="548 541 1409 655" style="border: 1px solid black; padding: 5px;"> <p>Pay Data: Rejects In - Command = Field Operating Offices Of The Sec Of The Army - Time Frame = Last 7 Days</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Employee Name</th> <th style="width: 15%;">PP-Seri-Gr</th> <th style="width: 15%;">NOA Eff Date</th> <th style="width: 25%;">Organization</th> <th style="width: 10%;">Payroll Office</th> <th style="width: 10%;">Pay Period</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <p>Figure 10-11.</p> <div data-bbox="548 722 1398 1075" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Employee Information</p> <p>Pay Plan: GS Series: 0830 Grade: 07 Step: 01 PayRD: 6 CPOID: FW</p> <hr/> <p> <input checked="" type="radio"/> Salary <input type="radio"/> SCD <input type="radio"/> TSP <input type="radio"/> WIGI <input type="radio"/> NTE <input type="radio"/> Other CPCN's <input type="radio"/> Retained <input type="radio"/> Benefits <input type="radio"/> Projected <input type="radio"/> Other <input type="radio"/> Training </p> </div> <p>Figure 10-12.</p>	Employee Name	PP-Seri-Gr	NOA Eff Date	Organization	Payroll Office	Pay Period						
Employee Name	PP-Seri-Gr	NOA Eff Date	Organization	Payroll Office	Pay Period								

Pay Data Reverse Interface

The user may access information on Pay Data Reverse Interface problems using this tool. Follow these steps to access the required information:

Step	Action
1	<p>Log in to the ART tools; select <Pay Data > from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on <Pay Data Reverse Interface> (Figure 10-1, page 53).</p>
2	<p>At the next screen, select from the available options (Figure 10-13). Click on <View Details>.</p> <div data-bbox="548 1570 1398 1772" style="border: 1px solid black; padding: 5px;"> <p>Pay Data: Reverse Interface</p> <p> <input checked="" type="radio"/> Last 7 Days <input type="radio"/> Last 14 Days <input type="radio"/> Last 21 Days <input type="radio"/> Last 28 Days <input type="radio"/> All <input type="radio"/> By Name <input checked="" type="radio"/> Errors Only <input type="radio"/> Processed and Errors </p> <p style="text-align: center;"><input type="button" value="View Details"/></p> </div> <p>Figure 10-13.</p>

Step	Action									
3	<p>Select from the sort fields (Figure 10-14): Command, Division, CF Branch, CPAC, Transaction Date, or Payroll Office ID. Figure 10-14 is sorted by Command. Click on <View Details> at the bottom of the screen. Select sort criteria as identified in Figure 10-15.</p> <div data-bbox="553 415 1409 594" style="border: 1px solid black; padding: 5px;"> <p>Pay Data: Reverse Interface - Time Frame = Last 7 Days - Errors Only</p> <p> <input checked="" type="radio"/> By CMD <input type="radio"/> By Division <input type="radio"/> By CF Branch <input type="radio"/> By CPAC <input type="radio"/> By Pay Date <input type="radio"/> By TIC Id </p> <table border="1" data-bbox="553 520 1409 594"> <thead> <tr> <th>Command</th> <th>Total Actions</th> <th>Errors</th> </tr> </thead> <tbody> <tr> <td>(d) Inactive Record</td> <td>245</td> <td>245</td> </tr> <tr> <td>Field Operating Offices Of The Sec Of The Army</td> <td>5</td> <td>5</td> </tr> </tbody> </table> </div> <p>Figure 10-14.</p>	Command	Total Actions	Errors	(d) Inactive Record	245	245	Field Operating Offices Of The Sec Of The Army	5	5
Command	Total Actions	Errors								
(d) Inactive Record	245	245								
Field Operating Offices Of The Sec Of The Army	5	5								
4	<p>Select sort criteria (Figure 10-15), or you may bypass the sort function by clicking on the <Submit> button.</p> <div data-bbox="581 716 1373 1087" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px;"> <p>How would you like to sort the data:</p> <p>Employee Name PP-SERI-GR Job Number Organization TIC_ID PAYROLL_ORG_CODE REMARKS</p> </div> <div style="text-align: center;"> <p>sort by -></p> <p><- remove</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 150px;"> <p>Sort by these fields:</p> </div> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Submit"/></p> </div> <p>Figure 10-15.</p>									
5	<p>Once you click on the <Submit> button, you will be taken to the next screen (Figure 10-16). Click on the <Employee Name> to receive information as depicted in (Figure 10-12, page 57) under Pay Data Rejects. There are many types of information available from this screen: Salary, SCD, TSP, WIGI, NTE dates, Benefits, Training, etc. By clicking on <Job Number> (Figure 10-16), you can view the position description. By clicking on <TIC> you can view explicit information pertaining to the pay data reverse interface error. Due to personal security restrictions a representative screen is not available.</p> <div data-bbox="553 1430 1409 1549" style="border: 1px solid black; padding: 5px;"> <p>Reverse Pay Transactions - Command = Field Operating Offices Of The Sec Of The Army - Time Frame = Last 7 Days - Errors Only - Errors Only</p> <table border="1" data-bbox="553 1514 1409 1549"> <thead> <tr> <th>Employee Name</th> <th>PP-SERI-GR</th> <th>Job Number</th> <th>Organization</th> <th>TIC</th> <th>Pay Date</th> <th>REMARKS</th> </tr> </thead> <tbody> </tbody> </table> </div> <p>Figure 10-16.</p>	Employee Name	PP-SERI-GR	Job Number	Organization	TIC	Pay Date	REMARKS		
Employee Name	PP-SERI-GR	Job Number	Organization	TIC	Pay Date	REMARKS				

Pay Data Transactions W3L

The user may access information on Pay Data Transactions W3L problems using this tool. Follow these steps to access the required information:

Step	Action						
1	Log in to the ART tools; select <Pay Data > from the Main Menu. The next screen will reflect the four types of Pay Data information you may select from. At this screen click on <Pay Data Transaction W3L> (Figure 10-1, page 53).						
2	<p>At the next screen, select from the available options (Figure 10-17). Click on <View Details>.</p> <div data-bbox="548 653 1409 842" style="border: 1px solid black; padding: 5px;"> <p>Pay Data: Transactions - W3L</p> <p> <input checked="" type="radio"/> Last 7 Days <input type="radio"/> Last 14 Days <input type="radio"/> Last 21 Days <input type="radio"/> Last 28 Days <input type="radio"/> All <input type="radio"/> By Name </p> <p style="text-align: center;"><input type="button" value="View Details"/></p> </div> <p>Figure 10-17</p>						
3	<p>Select from the sort fields (Figure 10-18): Command, Division, CF Branch, CPAC, Transaction Date, or Payroll Office ID. Figure 10-18 is sorted by Command. Click on <View Details> at the bottom of the screen. Select sort criteria as identified in Figure 10-19.</p> <div data-bbox="548 1024 1409 1310" style="border: 1px solid black; padding: 5px;"> <p>Pay Data: Transactions - W3L - Command = AMC All others - Time Frame = Last 7 Days</p> <p> <input checked="" type="radio"/> By CMD <input type="radio"/> By Division <input type="radio"/> By CF Branch <input type="radio"/> By CPAC <input type="radio"/> By Transaction Date <input type="radio"/> By Payroll Office Id <input type="radio"/> By NOA </p> <table border="1" data-bbox="565 1157 1401 1251"> <thead> <tr> <th>Command</th> <th>Total Actions</th> </tr> </thead> <tbody> <tr> <td>AMC All others</td> <td style="text-align: right;">17</td> </tr> <tr> <td>TOTALS</td> <td style="text-align: right;">17</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="View Details"/></p> </div> <p>Figure 10-18.</p>	Command	Total Actions	AMC All others	17	TOTALS	17
Command	Total Actions						
AMC All others	17						
TOTALS	17						

Step	Action											
4	<p>Select sort criteria (Figure 10-19), or you may bypass the sort function by clicking on the <Submit> button.</p> <div data-bbox="548 352 1409 814" style="border: 1px solid black; padding: 10px;"> <p>How would you like to sort the data:</p> <p>Employee Name PP-SERI-GR Job Number Organization TIC_ID PAYROLL_ORG_CODE REMARKS</p> <p style="text-align: right;">Sort by these fields:</p> <p style="text-align: center;">sort by-> <- remove</p> <p style="text-align: center;">Submit</p> </div> <p>Figure 10-19.</p>											
5	<p>At the next screen (Figure 10-20), click on the <Employee Name> to receive information as depicted in (Figure 10-12) under Pay Data Rejects. There are many types of information available from this screen: Salary, SCD, TSP, WIGI, NTE dates, Benefits, Training, etc. By clicking on <NOA>, you can view explicit information pertaining to the pay data transactions W3L error. Due to personal security restrictions a representative screen is not available.</p> <p>Pay Data: Transactions - W3L - Command = AMC All others - Time Frame = Last 7 Days</p> <table border="1" data-bbox="560 1123 1404 1176"> <thead> <tr> <th>Employee Name</th> <th>PP-Seri-Gr</th> <th>NOA</th> <th>NOA Eff Date</th> <th>Organization</th> <th>JEJ</th> <th>Payroll Office</th> <th>UIC</th> <th>ALT-UIC</th> <th>Basic Salary</th> <th>Trans Date</th> </tr> </thead> </table> <p>Figure 10-20</p>	Employee Name	PP-Seri-Gr	NOA	NOA Eff Date	Organization	JEJ	Payroll Office	UIC	ALT-UIC	Basic Salary	Trans Date
Employee Name	PP-Seri-Gr	NOA	NOA Eff Date	Organization	JEJ	Payroll Office	UIC	ALT-UIC	Basic Salary	Trans Date		

Phone and Email List

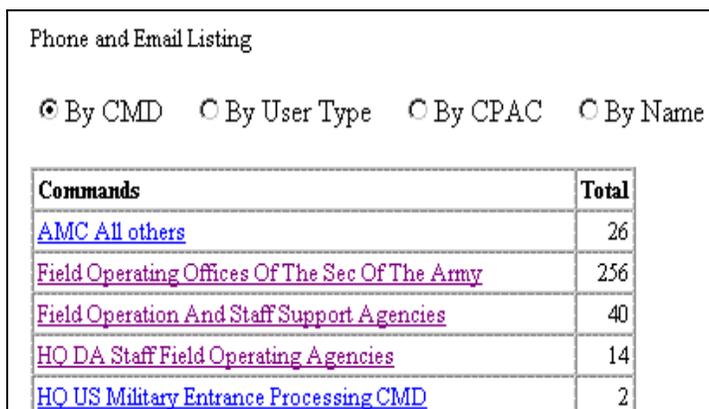
Purpose

The ART Phone and Email List tool provides a convenient way to find the phone number(s) and/or email address of other ART users. The information on the phone and email list comes from each user's preferences (see Initial Login (Account Editor, page 11)).

Accessing Phone and Email List

From the Art Main Menu, select Phone and Email List. You can then select from a list of commands and operating offices (Figure 3-3) or select from one of the following buttons at the top of the Phone and Email Listing screen.

- Command.
- User Type.
- CPAC.
- Name.



Phone and Email Listing

By CMD By User Type By CPAC By Name

Commands	Total
AMC All others	26
Field Operating Offices Of The Sec Of The Army	256
Field Operation And Staff Support Agencies	40
HQ DA Staff Field Operating Agencies	14
HQ US Military Entrance Processing CMD	2

Figure 3-3. Phone and Email List.

RPA Tracker

Purpose

The RPA Tracker provides an easy to use search mechanism for locating and viewing specific RPAs (Requests for Personnel Action) initiated and processed using DCPDS. You can also add notes to an RPA using this tool.

Related Tools

Although you can use the RPA Tracker to find and view any RPA to which you have access, it is most efficiently used to look for and view one RPA, particularly if you know the RPA number. Other ART tools may be more appropriate in other circumstances. Several tools provide access to the same RPA viewer function:

- **Inbox Statistics II** (page 31-39), which provides timeliness information about the processing of open RPAs, can be used to locate and view a specific (open) RPA. Once you have selected a specific RPA, you have access to the same RPA Viewer as is provided in the RPA Tracker tool (described below).
 - **Review and Analysis** (page 70-75), which provides timeliness information about closed RPAs, can be used to locate and view a specific (closed) RPA. Once you have selected a specific RPA, you have access to the same RPA Viewer as is provided in the RPA Tracker tool (described below).
 - **Employee Data** (page 27-28), which provides personnel information about specific employees, can also be used to locate and view RPA(s) for a specific employee. Once you have selected a specific RPA, you have access to the same RPA Viewer as is provided in the RPA Tracker tool (described below).
 - **NPA Tracker** (page 46-50) can be used once a personnel action has processed and a Notification of Personnel Action (NPA) has been generated. With this tool you can view either the NPA or the RPA. The major difference between these two is that the RPA record includes tracking information (who had the action, for how long). In addition, the NPA Tracker retrieves records based on the employee's name rather than the RPA number.
 - **DCPDS**, as the database of record for all employee and RPA data, can be used to view both open and closed RPAs. Refer to the DCPDS Desk Guide, Civilian Inbox chapter, for instructions for accessing RPAs via your DCPDS inbox.
-

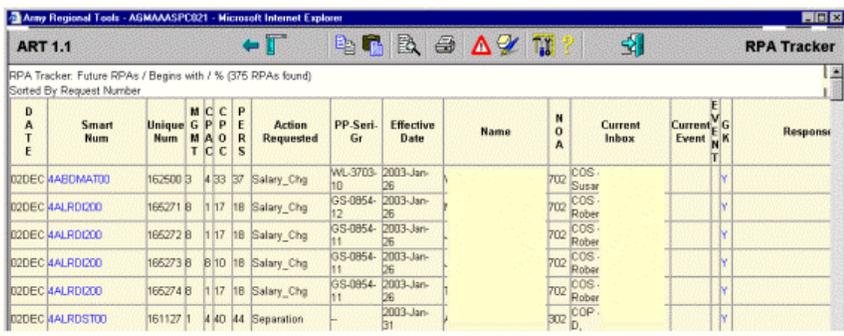
Locating an RPA

Accessing the Tracker Follow these steps to access the RPA Tracker and locate an RPA:

Step	Action
1	From the ART Main Menu: <ul style="list-style-type: none"> • <Click> on RPA Tracker
2	Click one of the radio buttons to select whether you are looking for open, completed (closed), canceled, future, or all RPAs. Then enter the RPA number if available (if you are searching for a specific RPA by number and are not sure of its status, click the "All" button). <ul style="list-style-type: none"> • If you don't know the number, you can use a partial number or you can just enter the wildcard (%) in the RPA number box. However, if you have access to a large number of RPAs, ART will not display more than 1000 records so if your criteria will select more than that, you will receive an error message (see Related Tools, above, for other ways of viewing an RPA if you do not know the number). • <Click> on Begin Search to locate the RPA. <div data-bbox="610 995 1396 1415" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>

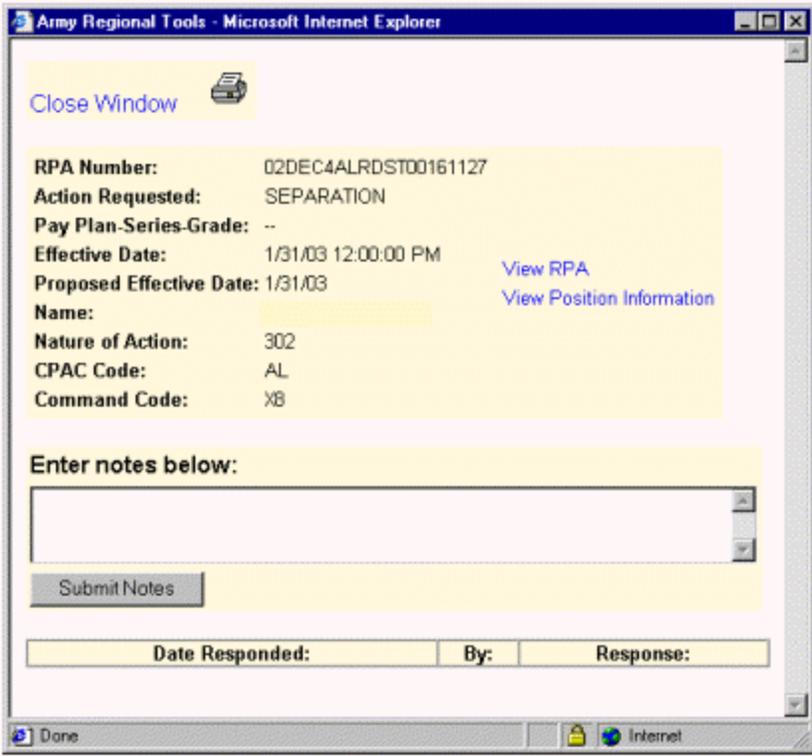
Step	Action
3	<p>Specify the sort criteria that you want to use on the next screen. This is important if you expect to get a large list of RPAs and need to look for one in particular. Once you've selected the sort fields, click the <Submit> button.</p> <ul style="list-style-type: none"> If you don't care about the sort order (or if you are searching for one RPA by its number -- in which case the sort is irrelevant), just click the <Submit> button without entering any sort criteria. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Fields to sort the data by:</p> <div style="border: 1px solid black; padding: 5px;"> Request Number Smart Number Date Management Time CPAC Time CPOC Time Personnel Time Event Time Action Requested PP-Seri-Gr Effective Date Name NOA Current Inbox Current Event Responded Response </div> <div style="text-align: center; margin: 5px 0;"> <input type="button" value="sort by ->"/> <input type="button" value="<- remove"/> </div> <div style="border: 1px solid black; width: 150px; height: 150px; margin: 5px 0;"></div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> </div> <p>Hit the submit button without choosing any fields to bypass the sort.</p> </div>

4 A list of matching RPAs will display (or just one if you are searching by the RPA number):



The screenshot shows a web browser window titled "ART 1.1" with the "RPA Tracker" application. The page displays a table of RPAs with the following columns: DATE, Smart Num, Unique Num, G P P E, M A O R S, Action Requested, PP-Seri-Gr, Effective Date, Name, N O A, Current Inbox, Current Event, E V G R N T, and Response. The table is sorted by Request Number and shows several rows of data, including entries for "Salary_Chg" and "Separation" actions.

DATE	Smart Num	Unique Num	G P P E	M A O R S	Action Requested	PP-Seri-Gr	Effective Date	Name	N O A	Current Inbox	Current Event	E V G R N T	Response
02DEC	4ABDMAT00	162500	3	433	37	Salary_Chg	WL-3703-2003-Jan-10		702	COS - Susar		Y	
02DEC	4ALRD000	165271	8	117	18	Salary_Chg	GS-0954-2003-Jan-12		702	COS - Rober		Y	
02DEC	4ALRD000	165272	8	117	18	Salary_Chg	GS-0954-2003-Jan-11		702	COS - Rober		Y	
02DEC	4ALRD000	165273	8	110	18	Salary_Chg	GS-0954-2003-Jan-11		702	COS - Rober		Y	
02DEC	4ALRD000	165274	8	117	18	Salary_Chg	GS-0954-2003-Jan-11		702	COS - Rober		Y	
02DEC	4ALRDST00	161127	1	440	44	Separation	2003-Jan-31		300	COP - D,		Y	

Step	Action						
5	<p data-bbox="548 262 1360 321">Once you locate the RPA that you want to view, click the blue "Smart Num" link to display the basic data window about the RPA:</p> <div data-bbox="553 359 1365 1115" style="border: 1px solid gray; padding: 5px;">  <p data-bbox="581 512 1040 772"> RPA Number: 02DEC4ALRDST00161127 Action Requested: SEPARATION Pay Plan-Series-Grade: -- Effective Date: 1/31/03 12:00:00 PM Proposed Effective Date: 1/31/03 Name: [REDACTED] Nature of Action: 302 CPAC Code: AL Command Code: XB </p> <p data-bbox="581 810 792 835">Enter notes below:</p> <p data-bbox="581 846 1308 919">[Text input area]</p> <p data-bbox="581 930 753 961">Submit Notes</p> <table border="1" data-bbox="581 995 1321 1024"> <thead> <tr> <th>Date Responded:</th> <th>By:</th> <th>Response:</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <ul data-bbox="548 1157 1386 1329" style="list-style-type: none"> • If desired, you can enter a note pertaining to this RPA -- type the note in the Enter notes below area, then click the <Submit Notes> button. Any notes you enter will travel with the RPA and be accessible to others who view or work on this RPA. • Click on the View RPA link to display the RPA Viewer (discussed in the next section). 	Date Responded:	By:	Response:			
Date Responded:	By:	Response:					

The RPA Viewer

Viewing the RPA

Once you have selected the RPA you want to view, it displays in the RPA Viewer. This is the same viewer that is used when you display RPAs from other ART tools (Inbox Statistics, Review and Analysis, Employee Data, etc. -- see Related Tools, above). The RPA Viewer in ART displays the same data that is contained on the actual RPA, which is found in DCPDS (including some additional information), but it is not displayed as a "form" as it is in DCPDS. For convenience, the RPA is broken into 4 panels (it is one long document when viewed in ART). Most of the data is self-explanatory but a few notes have been added:

Panel 1

- Note the Gatekeeper Checklist link at the top of the RPA. If this link is active (blue), you can view and/or modify the Gatekeeper Checklist for this action. See Appendix A, B, and C, Gatekeeper Checklist Handbooks for instructions.
- The top part of the RPA contains information about the requesting office, the type of action being requested, and the subject of the action.
- The Status Remarks section contains any event codes that have been entered by the CPOC pertaining to this action (none are present in this example).

PART A -- Requesting Office

1. Actions Requested: SEPARATION
2. Request Number: 02DEC4ALRDST00161127 (Open)
3. For Additional Information Call:
4. Proposed Effective Date: 1/31/03
5. Actions Requested By:

MANAGEMENT ANALYST
12/12/02
6. Actions Authorized By:

TECHNICAL DIRECTOR

PART B -- Preparation of SF50

1. Name (Last, First, Middle): 2. Social Security Number: 3. Date of Birth: 4. Effective Date: 1/31/03 12:00:00 PM

STATUS REMARKS

Status Remark	Occur	Date 1	Date 2	Comments
---------------	-------	--------	--------	----------

FIRST ACTION

5A. Code: 302
5-B. Nature of Action: Retirement-Voluntary NTE:
5-C. Code: SQM
5-D. Legal Authority: 5 U.S.C. 8336
5-E. Code:
5-F. LegalAuthority:

SECOND ACTION

6-A. Code:
6-B. Nature of Action: NTE:
6-C. Code:
6-D. Legal Authority:

Panel 2

This section contains the "from" and "to" information (similar to what is shown on page 2 of the RPA in DCPDS). In this sample, there is no "to" information since the action is a separation.

The screenshot shows a web browser window titled "RPA Viewer - Microsoft Internet Explorer". The page content is as follows:

6.D. Legal Authority:
6.E. Code:
6.F. Legal Authority:

FROM

7. Position Title and Number:
SECRETARY (OA)

8. Pay Plan: GS
9. Occ Code: 0318
10. Grade/Level: 05
11. Step/Rate: 10
12. Total Salary: 35112
12A. Basic Pay: 31252
12B. Locality Adj: 3360
12C. Adj. Basic Pay: 35112
12D. Other Pay: 0
13. Pay Basis: PA

14. Name and Location of Position's Organization:
HQ CECOM
RESEARCH, DEVELOPMENT, & ENGR CTR
SPACE & TERRESTRIAL COMMUNICATIONS
DISMOUNTED/SENSOR NETWORKS (JGBG)
FT MONMOUTH, NJ 07703

TO

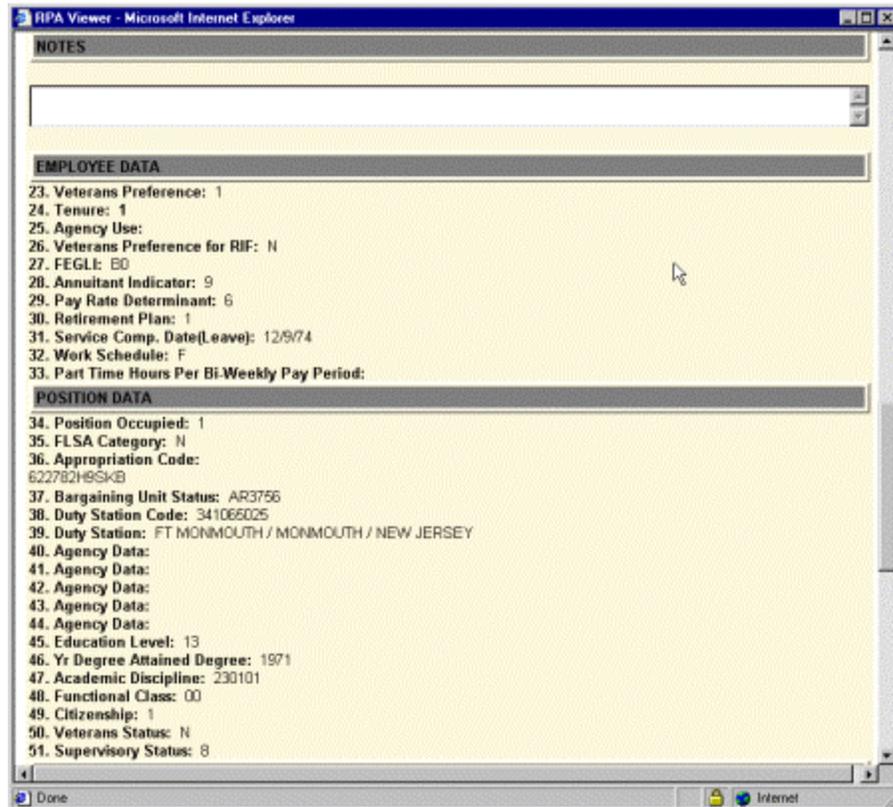
TO: Position Title and Number
.

16. Pay Plan:
17. Occ Code:
18. Grade/Level:
19. Step/Rate:
20. Total Salary:
20A. Basic Pay:
20B. Locality Adj:
20C. Adj. Basic Pay:
20D. Other Pay: 0
21. Pay Basis:
22. Name and Location of Position's Organization:

The browser's status bar at the bottom shows "Done" and "Internet".

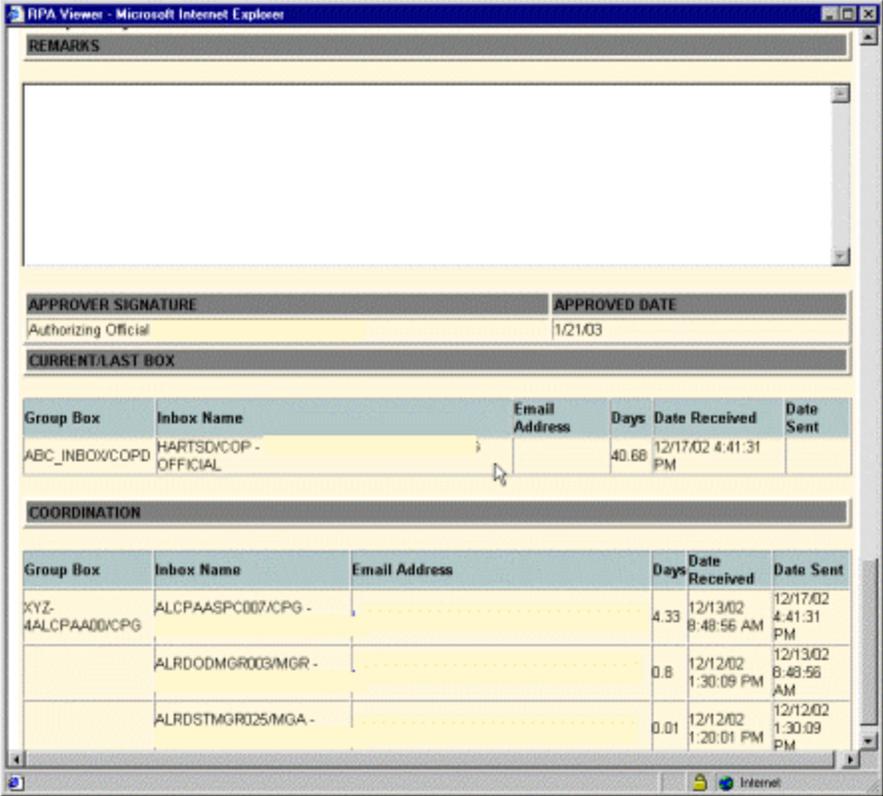
Panel 3

This section contains employee and position data (similar to what is shown on page 3 of the RPA in DCPDS).



Panel 4

- The Remarks section contains any remarks that have been added by the CPOC (these are the remarks that are shown on the final NPA when the action is processed).
- The Current/Last Box and Coordinator sections show who currently has the action or who has had the action in the past (respectively).



Review and Analysis

Purpose

The Review and Analysis application provides users with various statistical reports about their civilian workforce population as well as personnel action timeliness reports.

- The **population statistics** report shows such things as numbers of employees, number of supervisors, minority/non-minority statistics, male/female statistics, grade levels, career programs, education levels, etc. From this report, you can drill down and examine individual employee and/or position records.
 - The **timeliness reports** cover various personnel actions -- fill actions, non-fill actions, and classification actions -- showing amount of time in management, in the CPAC, and in the CPOC. These reports are based on closed personnel actions. From these reports, you can drill down to examine individual personnel actions.
-

Related Tools

- **Inbox Statistics II**, page 31-39 provides timeliness information about the processing of open RPAs. It can also be used to locate and view a specific (open) RPA.
 - **Employee data**, page 27-28 provides personnel information about specific employees. It can also be used to locate and view RPA(s) for a specific employee.
 - **RPA Tracker**, page 62-39 provides access to RPAs for specific employees (based on the RPA number).
 - **NPA Tracker**, page 46-50 can be used once a personnel action has processed and a Notification of Personnel Action (NPA) has been generated. With this tool you can view either the NPA or the RPA.
-

Population Statistics

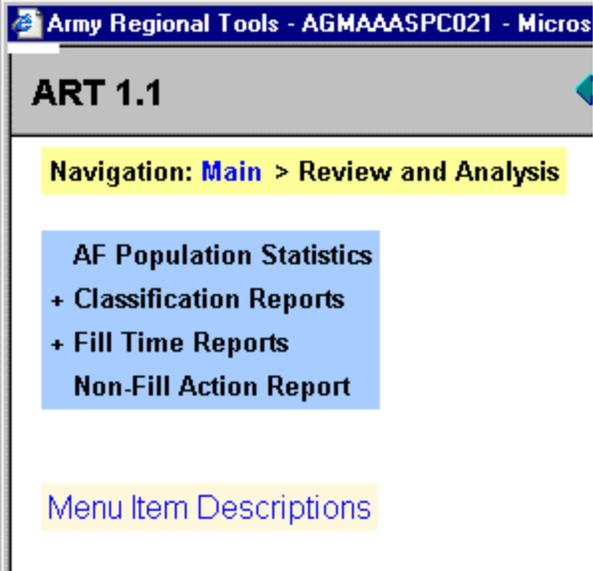
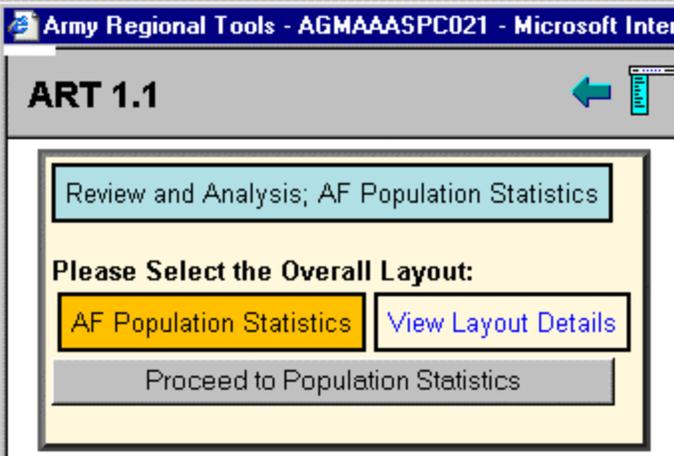
Purpose

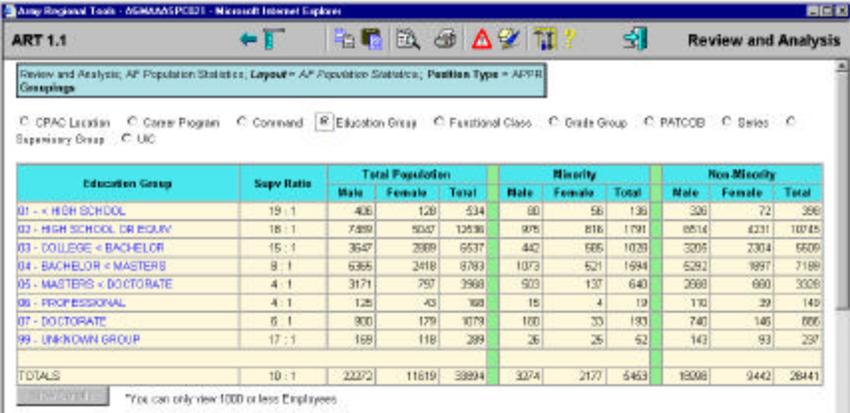
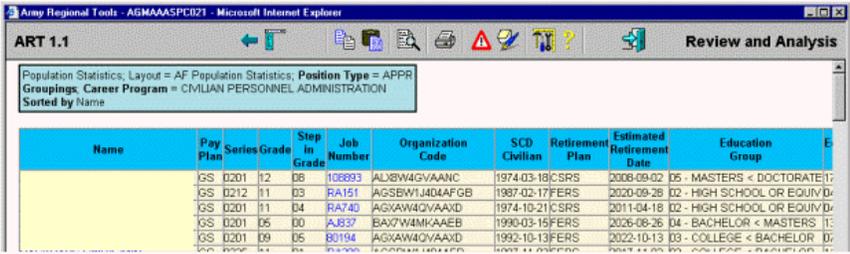
The population statistics report in the Review and Analysis tool provides data about the civilian workforce. Once displayed, you can view the report using any of the following options:

- CPAC location.
 - Career program.
 - Command.
 - Education group (e.g., high school graduates, some college, bachelor's degree, etc.).
 - Functional class (applicable to scientific and engineering positions only).
 - Grade group (e.g., GS 1-4, 5-8, etc.).
 - PATCOB (professional, administrative, technical, clerical, other, blue collar).
 - Series (occupational series).
 - Supervisory group (first line supervisor, leader, manager, etc.).
 - UIC (unit identification code).
-

Procedures

Follow these steps to view this report:

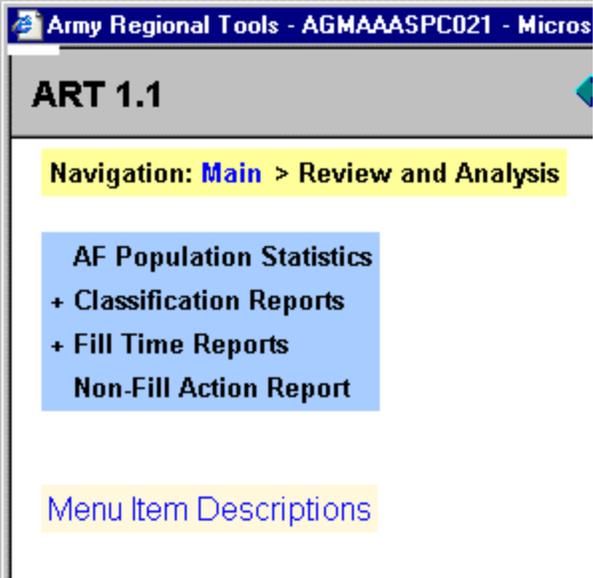
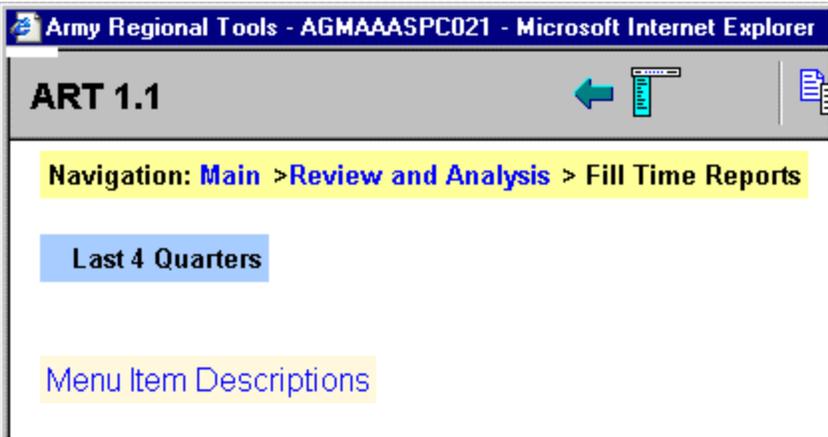
Step	Action
1	From the ART main menu, select Review and Analysis
2	<p data-bbox="548 321 1398 352">From the Review and Analysis menu, select AF Population Statistics.</p>  <p>The screenshot shows a web browser window titled 'Army Regional Tools - AGMAAASPC021 - Micros'. Below the title bar is a grey header with 'ART 1.1' and a left-pointing arrow. A yellow box highlights the navigation path: 'Navigation: Main > Review and Analysis'. A blue box highlights the menu items: 'AF Population Statistics', '+ Classification Reports', '+ Fill Time Reports', and 'Non-Fill Action Report'. At the bottom, a yellow box highlights a link: 'Menu Item Descriptions'.</p>
3	<p data-bbox="548 961 1398 1024">On the layout window, click on the <Proceed to Population Statistics> button:</p>  <p>The screenshot shows a web browser window titled 'Army Regional Tools - AGMAAASPC021 - Microsoft Inter'. Below the title bar is a grey header with 'ART 1.1', a left-pointing arrow, and a 'Print' button. A light blue box highlights the text: 'Review and Analysis; AF Population Statistics'. Below this, a yellow box contains the text 'Please Select the Overall Layout:'. Two buttons are shown: 'AF Population Statistics' (highlighted in yellow) and 'View Layout Details' (highlighted in blue). At the bottom, a grey button is labeled 'Proceed to Population Statistics'.</p>

Step	Action																																																																																																																							
4	<p>When the report displays, it is sorted by CPAC location by default. You can select from the various radio buttons at the top to view the data in other ways (by career program, command, etc.). The columns of the report otherwise remain the same (supv ratio, total population, etc.). The illustration shows the data presented by education level:</p>  <table border="1" data-bbox="553 604 1377 829"> <thead> <tr> <th rowspan="2">Education Group</th> <th rowspan="2">Supv Ratio</th> <th colspan="3">Total Population</th> <th colspan="3">Diversity</th> <th colspan="3">Non-Diversity</th> </tr> <tr> <th>Male</th> <th>Female</th> <th>Total</th> <th>Male</th> <th>Female</th> <th>Total</th> <th>Male</th> <th>Female</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>01 - < HIGH SCHOOL</td> <td>19 : 1</td> <td>406</td> <td>128</td> <td>534</td> <td>90</td> <td>58</td> <td>138</td> <td>306</td> <td>72</td> <td>386</td> </tr> <tr> <td>02 - HIGH SCHOOL OR EQUIV</td> <td>18 : 1</td> <td>7899</td> <td>5027</td> <td>12926</td> <td>976</td> <td>816</td> <td>1791</td> <td>6514</td> <td>4231</td> <td>10745</td> </tr> <tr> <td>03 - COLLEGE < BACHELOR</td> <td>15 : 1</td> <td>3647</td> <td>2889</td> <td>6537</td> <td>442</td> <td>585</td> <td>1027</td> <td>3205</td> <td>2304</td> <td>5509</td> </tr> <tr> <td>04 - BACHELOR < MASTERS</td> <td>8 : 1</td> <td>6365</td> <td>2418</td> <td>8783</td> <td>1073</td> <td>621</td> <td>1694</td> <td>5291</td> <td>1997</td> <td>7288</td> </tr> <tr> <td>05 - MASTERS < DOCTORATE</td> <td>4 : 1</td> <td>3171</td> <td>797</td> <td>3968</td> <td>503</td> <td>137</td> <td>640</td> <td>2669</td> <td>660</td> <td>3329</td> </tr> <tr> <td>06 - PROFESSIONAL</td> <td>4 : 1</td> <td>126</td> <td>43</td> <td>169</td> <td>15</td> <td>4</td> <td>19</td> <td>110</td> <td>39</td> <td>149</td> </tr> <tr> <td>07 - DOCTORATE</td> <td>6 : 1</td> <td>900</td> <td>179</td> <td>1079</td> <td>100</td> <td>33</td> <td>133</td> <td>740</td> <td>146</td> <td>886</td> </tr> <tr> <td>99 - UNKNOWN GROUP</td> <td>17 : 1</td> <td>169</td> <td>118</td> <td>289</td> <td>26</td> <td>25</td> <td>52</td> <td>143</td> <td>93</td> <td>237</td> </tr> <tr> <td>TOTALS</td> <td>10 : 1</td> <td>22272</td> <td>11619</td> <td>33894</td> <td>3074</td> <td>2177</td> <td>5251</td> <td>19098</td> <td>9442</td> <td>28540</td> </tr> </tbody> </table> <p>You can further narrow down the report by clicking on one of the links in the left-most column (in this case, Education Level), and once that displays, selecting additional radio buttons (CPAC, career program, command, etc.).</p> <p>If desired, you can view the data that comprise the report by clicking the <View Details> button at the bottom of the report. Note that you can only view records in groups of 1000 or less. This is true throughout ART. It will not be a concern if you have access to less than 1000 records, but if you have access to more than that, you may run into this on occasion. To view details from a report with more than 1000 records, you must first narrow down the number of records by clicking on one of the links, then, if necessary, select a different sort for the selected records (e.g., by CPAC, command, grade group, etc.).</p>	Education Group	Supv Ratio	Total Population			Diversity			Non-Diversity			Male	Female	Total	Male	Female	Total	Male	Female	Total	01 - < HIGH SCHOOL	19 : 1	406	128	534	90	58	138	306	72	386	02 - HIGH SCHOOL OR EQUIV	18 : 1	7899	5027	12926	976	816	1791	6514	4231	10745	03 - COLLEGE < BACHELOR	15 : 1	3647	2889	6537	442	585	1027	3205	2304	5509	04 - BACHELOR < MASTERS	8 : 1	6365	2418	8783	1073	621	1694	5291	1997	7288	05 - MASTERS < DOCTORATE	4 : 1	3171	797	3968	503	137	640	2669	660	3329	06 - PROFESSIONAL	4 : 1	126	43	169	15	4	19	110	39	149	07 - DOCTORATE	6 : 1	900	179	1079	100	33	133	740	146	886	99 - UNKNOWN GROUP	17 : 1	169	118	289	26	25	52	143	93	237	TOTALS	10 : 1	22272	11619	33894	3074	2177	5251	19098	9442	28540
Education Group	Supv Ratio			Total Population			Diversity			Non-Diversity																																																																																																														
		Male	Female	Total	Male	Female	Total	Male	Female	Total																																																																																																														
01 - < HIGH SCHOOL	19 : 1	406	128	534	90	58	138	306	72	386																																																																																																														
02 - HIGH SCHOOL OR EQUIV	18 : 1	7899	5027	12926	976	816	1791	6514	4231	10745																																																																																																														
03 - COLLEGE < BACHELOR	15 : 1	3647	2889	6537	442	585	1027	3205	2304	5509																																																																																																														
04 - BACHELOR < MASTERS	8 : 1	6365	2418	8783	1073	621	1694	5291	1997	7288																																																																																																														
05 - MASTERS < DOCTORATE	4 : 1	3171	797	3968	503	137	640	2669	660	3329																																																																																																														
06 - PROFESSIONAL	4 : 1	126	43	169	15	4	19	110	39	149																																																																																																														
07 - DOCTORATE	6 : 1	900	179	1079	100	33	133	740	146	886																																																																																																														
99 - UNKNOWN GROUP	17 : 1	169	118	289	26	25	52	143	93	237																																																																																																														
TOTALS	10 : 1	22272	11619	33894	3074	2177	5251	19098	9442	28540																																																																																																														
5	<p>Here's a sample of the "Details" screen from Career Program 10 (Civ Pers Admin):</p>  <table border="1" data-bbox="553 1543 1403 1669"> <thead> <tr> <th>Name</th> <th>Pay Plan</th> <th>Series</th> <th>Grade</th> <th>Step In Grade</th> <th>Job Number</th> <th>Organization Code</th> <th>SCD</th> <th>Retirement Plan</th> <th>Estimated Retirement Date</th> <th>Education Group</th> </tr> </thead> <tbody> <tr> <td>ISS 0201 12 08 106893</td> <td>ALB9W4GVAANC</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1974-03-18</td> <td>C/SRS</td> <td>2008-09-02</td> <td>05 - MASTERS < DOCTORATE</td> </tr> <tr> <td>ISS 0212 11 03 RA151</td> <td>AGSEBAYJ4BLAFGB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1987-02-17</td> <td>FERS</td> <td>2020-09-28</td> <td>02 - HIGH SCHOOL OR EQUIV</td> </tr> <tr> <td>ISS 0201 11 04 RA740</td> <td>AGXAW4QVAAVD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1974-10-21</td> <td>C/SRS</td> <td>2011-04-18</td> <td>02 - HIGH SCHOOL OR EQUIV</td> </tr> <tr> <td>ISS 0201 05 00 A,B,37</td> <td>BAZ7W4MKAABE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1990-03-15</td> <td>FERS</td> <td>2026-08-26</td> <td>04 - BACHELOR < MASTERS</td> </tr> <tr> <td>ISS 0201 09 05 80194</td> <td>AGXAW4QVAAVD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1992-10-13</td> <td>FERS</td> <td>2022-10-13</td> <td>03 - COLLEGE < BACHELOR</td> </tr> </tbody> </table> <p>From here you can click on the links in the "Name" column to display a particular employee's record, or the "Job Number" column to view the position record (similar to that seen when using Employee Data, page 27-28).</p>	Name	Pay Plan	Series	Grade	Step In Grade	Job Number	Organization Code	SCD	Retirement Plan	Estimated Retirement Date	Education Group	ISS 0201 12 08 106893	ALB9W4GVAANC						1974-03-18	C/SRS	2008-09-02	05 - MASTERS < DOCTORATE	ISS 0212 11 03 RA151	AGSEBAYJ4BLAFGB						1987-02-17	FERS	2020-09-28	02 - HIGH SCHOOL OR EQUIV	ISS 0201 11 04 RA740	AGXAW4QVAAVD						1974-10-21	C/SRS	2011-04-18	02 - HIGH SCHOOL OR EQUIV	ISS 0201 05 00 A,B,37	BAZ7W4MKAABE						1990-03-15	FERS	2026-08-26	04 - BACHELOR < MASTERS	ISS 0201 09 05 80194	AGXAW4QVAAVD						1992-10-13	FERS	2022-10-13	03 - COLLEGE < BACHELOR																																																					
Name	Pay Plan	Series	Grade	Step In Grade	Job Number	Organization Code	SCD	Retirement Plan	Estimated Retirement Date	Education Group																																																																																																														
ISS 0201 12 08 106893	ALB9W4GVAANC						1974-03-18	C/SRS	2008-09-02	05 - MASTERS < DOCTORATE																																																																																																														
ISS 0212 11 03 RA151	AGSEBAYJ4BLAFGB						1987-02-17	FERS	2020-09-28	02 - HIGH SCHOOL OR EQUIV																																																																																																														
ISS 0201 11 04 RA740	AGXAW4QVAAVD						1974-10-21	C/SRS	2011-04-18	02 - HIGH SCHOOL OR EQUIV																																																																																																														
ISS 0201 05 00 A,B,37	BAZ7W4MKAABE						1990-03-15	FERS	2026-08-26	04 - BACHELOR < MASTERS																																																																																																														
ISS 0201 09 05 80194	AGXAW4QVAAVD						1992-10-13	FERS	2022-10-13	03 - COLLEGE < BACHELOR																																																																																																														

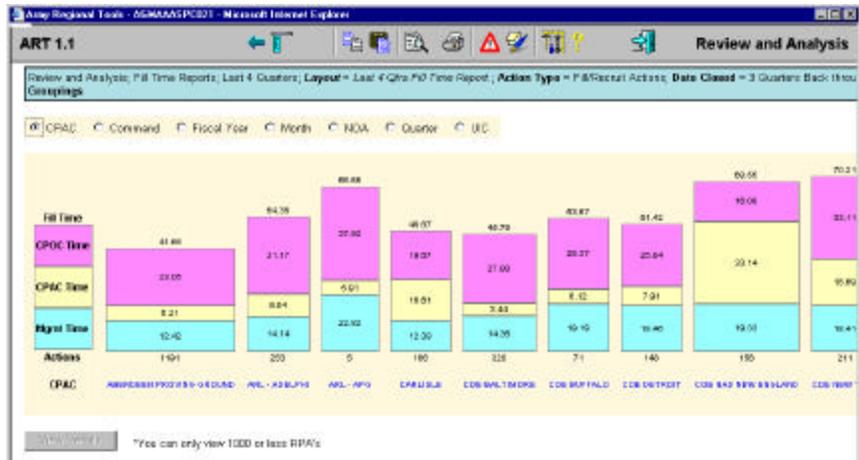
Timeliness Reports

Purpose

The timeliness reports in the Review and Analysis tool provide information about the timeliness of processing classification actions, fill (recruit) actions, and non-fill actions. The procedure for generating each of these reports is similar, so we will use fill (recruit) actions as an example.

Step	Action
1	From the ART main menu, select Review and Analysis
2	<p>From the Review and Analysis menu, select Fill Time Reports (or Classification Reports or Non-Fill Action Report):</p>  <p>The screenshot shows the 'Army Regional Tools - AGMAAASPC021 - Micros' browser window. The title bar is 'ART 1.1'. Below the title bar, the navigation path is highlighted in yellow: 'Navigation: Main > Review and Analysis'. A blue box highlights the menu items: 'AF Population Statistics', '+ Classification Reports', '+ Fill Time Reports', and 'Non-Fill Action Report'. At the bottom, a yellow box contains the text 'Menu Item Descriptions'.</p>
3	<p>From the Fill Time Reports menu, select Last 4 Quarters (the only option at this time):</p>  <p>The screenshot shows the 'Army Regional Tools - AGMAAASPC021 - Microsoft Internet Explorer' browser window. The title bar is 'ART 1.1'. Below the title bar, the navigation path is highlighted in yellow: 'Navigation: Main > Review and Analysis > Fill Time Reports'. A blue box highlights the menu item: 'Last 4 Quarters'. At the bottom, a yellow box contains the text 'Menu Item Descriptions'.</p> <p>Next, click on the <Proceed to Fill Time Report> on the layout options screen (this screen is not shown).</p>

Step	Action
4	<p>When the report displays, it is sorted by CPAC location by default, and shows the average length of time recruit/fill actions spent in management, CPAC, and CPOC.</p> <ul style="list-style-type: none"> The classification report shows the same information for classification actions, but also distinguishes between "routine" and "non-routine" classification actions. The non-fill report shows the same information for all types of personnel actions other than recruit/fill, e.g., career promotion, LWOP, awards, etc.). You can select from the various radio buttons at the top to view the data in other ways (by command, fiscal year, month, NOA (nature of action), quarter, or UIC). You can also select one of the CPACs by clicking on one of the blue links at the bottom of the graph.



Step	Action
5	<p>If desired, you can view the data that comprise the report by clicking the <View Details> button at the bottom of the report.</p> <ul style="list-style-type: none"> Note that you can only view records in groups of 1000 or less. This is true throughout ART. To view details from a report with more than 1000 records, you must first narrow down the number of records by clicking on one of the links (e.g., one of the CPACs), then, if necessary, select a different sort for the selected records (e.g., by command, fiscal year, etc.). Once the detail listing is on the screen, you can view the actual personnel actions (RPAs) that comprise the report by clicking on the "Smart Number" link. This will display the same RPA Viewer window as the RPA Tracker, page 62-69. You can also click on the links in the "Name" column to display a particular employee's record (similar to that seen when using Employee Data, page 27-28). You can resort the data using the <Resort Data> button at the bottom of the detail table, or export the data to Excel for additional analysis using the <View in Excel> button.

The screenshot shows the 'ART 1.1' window with the following data:

Request Date	Smart Number	Request Sequence	Actions Requested	NOA	Name	Pay Plan Series Grade	Eff dt	Date Closed	CPOC Entry Date	
02APR	4ACARAM00	104672	APP	130		GS-2210-12	2002-10-06	2002-10-16	2002-05-08	ACXAI
02JAN	4ACARAM00	077780	APP	101		GS-1102-12	2002-09-08	2002-09-16	2002-02-04	ACXAI
02MAY	4ACROA000	107386	APP	171		GS-0326-04	2002-06-10	2002-06-13	2002-05-13	ACXAI
02OCT	4ACARAM00	147906	CAO_TRANSFER	721		GS-1102-13	2002-12-15	2002-12-20	2002-10-09	ACXAI
02OCT	4ACARAM00	147910	CAO_TRANSFER	721		GS-1105-07	2002-12-15	2002-12-20	2002-10-09	ACXAI

RPA Type	Total	Avg MGR Time	Avg CPAC Time	Avg CPOC Time	Avg Personnel Time
Fill/Recruit	5	22.8	5.9	37.9	43.8
Other	0	NA	NA	NA	NA
RPA Total	5				

Suspenses

Purpose

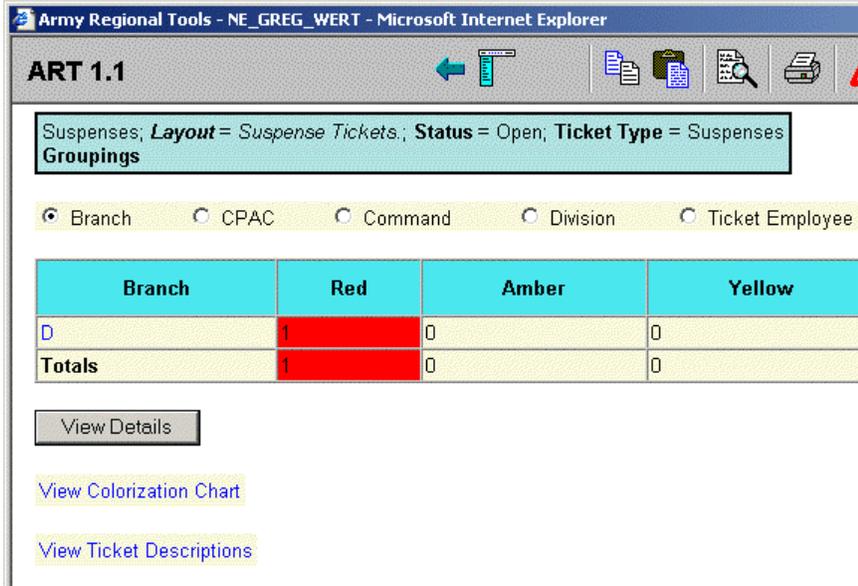
Suspenses provides information for personnelists and managers about upcoming personnel action suspenses such as expiring appointments, expiring temporary promotions, within grade increases coming due, etc. It includes actions that are system-generated (e.g., within grade increases) as well as actions that may require initiating and submitting a Request for Personnel Action (e.g., extending a temporary appointment). Information is for suspenses that are coming due within the next 30 days.

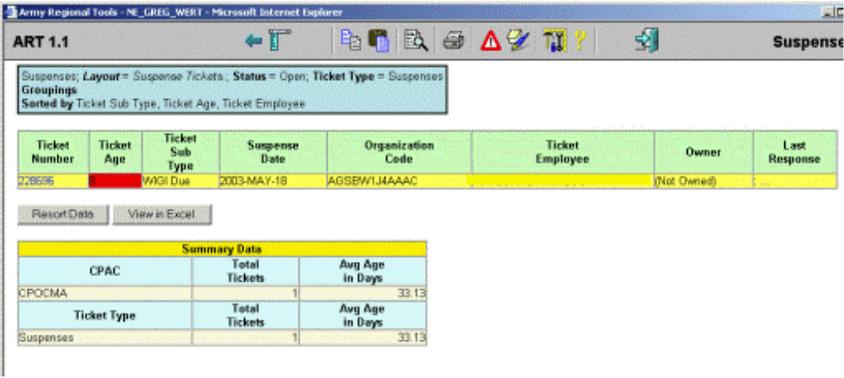
Another Source of Suspense Information

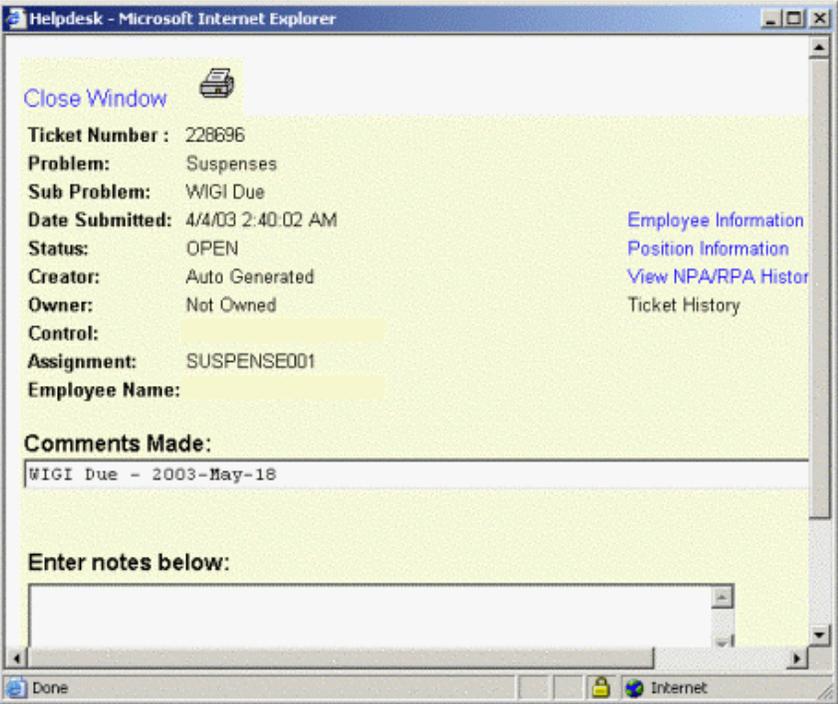
In addition to the ART **Suspenses** tool, the CSU Application has a Suspense report that provides similar information. The primary difference is that the CSU Suspense report allows you to indicate the timeframe of the suspenses to be displayed. For information on how to run CSU reports, see the "Reports" section of the CSU Application part of the DCPDS Desk Guide. When you are in the Reports section of the CSU Application, select "Suspenses" from the list of available reports.

Accessing Suspenses

Follow these steps to access ART Suspense information:

Step	Action												
1	Log in to the ART tools; select <Suspenses> from the Main Menu.												
2	On the "Layout" screen that displays, click on <Proceed to Helpdesk> .												
3	<p>If you are logged in as a Manager, you will probably not have many suspenses and you can click on the <View Details> button at the bottom of the "Groupings" window:</p>  <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="background-color: #00FFFF;">Branch</th> <th style="background-color: #FF0000;">Red</th> <th style="background-color: #FFA500;">Amber</th> <th style="background-color: #FFFF00;">Yellow</th> </tr> </thead> <tbody> <tr> <td>D</td> <td style="background-color: #FF0000; text-align: center;">1</td> <td style="background-color: #FFA500; text-align: center;">0</td> <td style="background-color: #FFFF00; text-align: center;">0</td> </tr> <tr> <td>Totals</td> <td style="background-color: #FF0000; text-align: center;">1</td> <td style="background-color: #FFA500; text-align: center;">0</td> <td style="background-color: #FFFF00; text-align: center;">0</td> </tr> </tbody> </table> <p style="margin-left: 40px;">View Details</p> <p style="margin-left: 40px;">View Colorization Chart</p> <p style="margin-left: 40px;">View Ticket Descriptions</p>	Branch	Red	Amber	Yellow	D	1	0	0	Totals	1	0	0
Branch	Red	Amber	Yellow										
D	1	0	0										
Totals	1	0	0										

Step	Action
	<ul style="list-style-type: none"> • Colorization of suspense tickets: Suspense tickets are colorized based on the number of days until the suspense date arrives -- from red, indicating that the date is very close (or has passed), to green indicating that the date is further out. Hence the colorization is intended to convey the "urgency" of the suspense (red needing attention sooner than green). • The <View Ticket Descriptions> button displays a list of the different types of Helpdesk tickets in ART. Scroll down this window to see the "Suspenses" section (toward the bottom of the list) which lists the types of suspenses that are tracked (some have descriptions, some do not). • If you are logged in as a Personnelist, you may have many more suspenses and may need to narrow the suspenses down to a specific branch, CPAC, command, etc., using the radio buttons at the top of the screen. ART will not display more than 1000 suspenses at a time.
4	<p>The list of suspenses displays:</p>  <p>In this example, there is one pending suspense for a within grade increase coming due in 8 days (indicated by the "ticket age").</p>

Step	Action
5	<p>To view the actual suspense ticket, click the blue link in the Ticket Number column:</p> 
	<ul style="list-style-type: none"> • The Suspense ticket provides links to employee and position information, NPA/RPA history, and any other tickets pertinent to the employee. • It also provides a place for you to make notes. If you have a question on a suspense, you can enter it in the Notes section, then click on the <Submit Notes> button at the bottom of the window (not visible in the illustration above). If there are other notes that have been made, they will also be visible on the ticket.