

Department of Defense Civilian Personnel Management Service



11i Functional /Technical Tips and Observations	03-03	21-August-2003
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1. **Position.** On 14 August 2003, an email with a Position Advisory document was sent to all components. This document outlined some of the new position functionality and user issues that have arisen since the update to 11i. We are including that information into our 11i Functional/Technical Tips and Observations document.

a. **Changes to Position Functionality.** Besides the appearance of the position window, here are some other changes to look for:

- Three of the four new tabs and one taskflow button will not be used at this time: Hiring Information, Work Terms, and Additional Detail. One taskflow button (Work Choices) will not be used. These tabs and button are not necessary or required to conduct our federal position controls.
- **POSITION END-DATING:** In 10.7, the “To” Date in the Position had been used to enter a “position NTE date” as a tracking mechanism for manpower reports and other uses. This field was commonly referred to as a “position end-date”. This “To” date could be changed or removed at any time. In 11i, WE DO NOT HAVE THIS FUNCTIONALITY. We do not have a means to enter a “Position NTE date”. **A systems change is being submitted to Lockheed requesting this capability.**
- If the Hiring Status is **“Eliminated” with a past effective date and** the position is **encumbered** - the employee’s record will not display in the CSU. You must move the employee (with an appropriate action) to an “Active” position. You will not be able to change the “Eliminated” status on the current position to “Active”.

Position: 30-SEP-2003

Name: **DVM-03APR.MEDICAL CLERK (OA).55858.NV18.APPR**

Open Under Review Approved Future Actions

Position Details ~~Hiring Information~~ ~~Work Terms~~ ~~Additional Detail~~

Start Date: **10-DEC-2002**

Date Effective Name: **DVM-03APR.MEDICAL CLERK (OA).55858.NV18.APPR**

Type: **Single Incumbent** Permanent Seasonal

Organization & Job

Organization: **NAVAL HOSPITAL WHIDBEY ISLAND NV1** Proposed End Date:

Job: **0679.Medical Support Assistance (0679)** Proposed End Date:

Hiring Status

Status: **Eliminated** Start Date: **30-SEP-2003** Proposed End Date:

Location: **531550029** Status: **Valid**

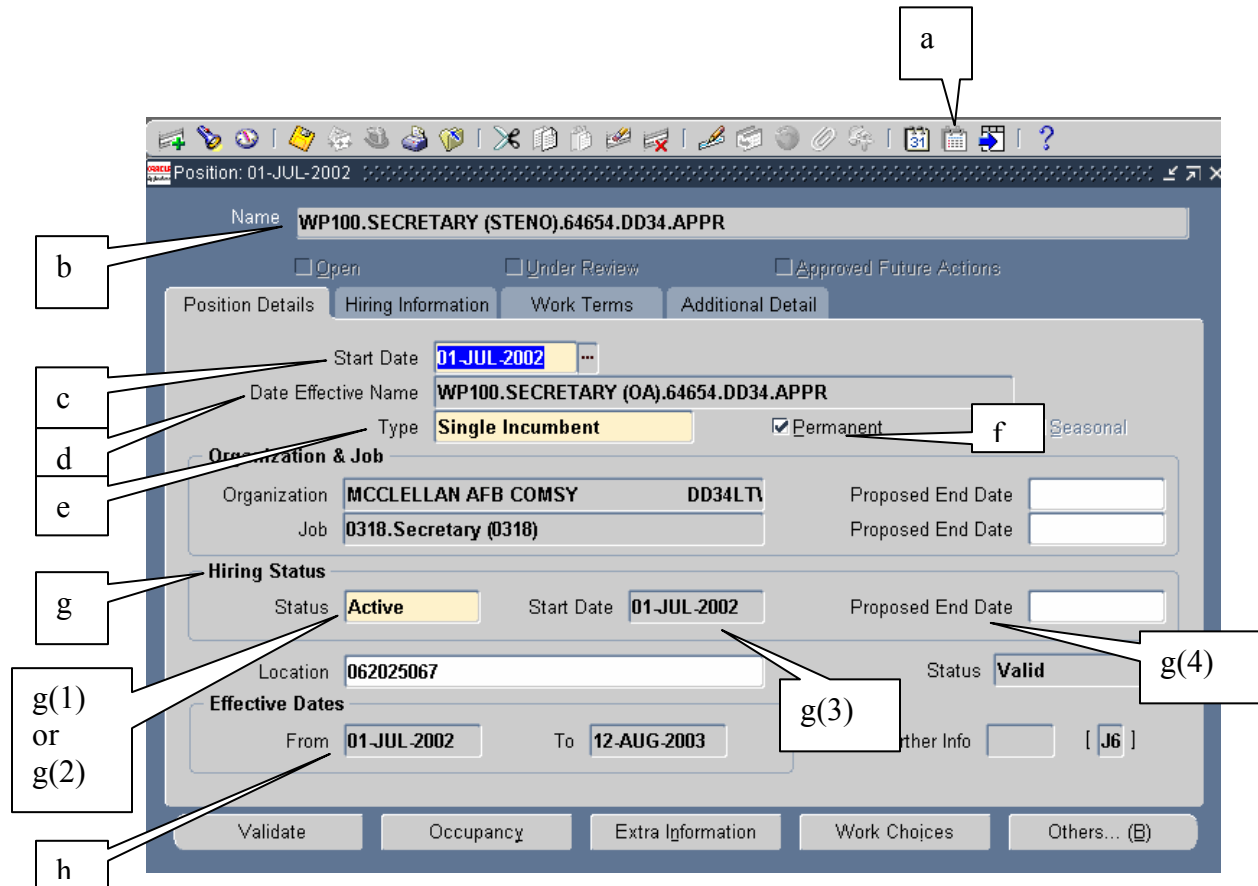
Effective Dates

From: **30-SEP-2003** To: Further Info: [Q]

Validate Occupancy Extra Information ~~Work Choices~~ Others... (B)

- You can now view the DATE-TRACK HISTORY. The DATE TRACK HISTORY captures changes made to the position; however, BE AWARE, not all changes are being recorded in the DATE TRACK history. This functionality needs further re-design.

b. **Description of the Position Window.** The following information provides a description of what makes up the Position Window.



a. **DATE TRACK HISTORY:** This icon is located on the tool bar, upper right-hand side, right after the calendar icon. **CPMS** does not recommend users rely on this functionality at this time since changes tracked are mainly those involving the main position screen, and even those, are inconsistent. A CRT will be submitted to Lockheed for additional functionality.

b. **Name:** (at the top of the window): This field displays the **current "Name"** for the position regardless of your effective date. For example, if the original position was created on 01-JUL-2002 as **WP100.SECRETARY (OA).64654.DD34.APPR** but a parenthetical title (STENO) was added on 13 AUG-2003, the "Name" field will display "**WP100.SECRETARY (STENO).64654.DD34.APPR**", even if you are date-tracked to 01-JUL-2002. The five data fields that comprise Position "Name" are Position Description Number, Title, Sequence Number, Agency Group and Position Type.

c. **Start Date:** (at the top left). This date displays the date the position was built and it is the earliest date on which a person can be hired into this position.

d. **Date Effective Name:** This field displays the position name as of the date-tracked date. By the example above, any date prior to 12-AUG-2003 will not display the parenthetical (STENO); any date after that, will.

e. **Type** will default to “Single Incumbent”.

f. **Permanent** field will be automatically check-marked.

g. **Hiring Status:** Every position must have a hiring status. Use only ‘**Active**’ or ‘**Eliminated**’ from the LOV titled Availability Status. **Do not use the following LOV choices:** Workplace, Deleted, Frozen, Proposed, Stelle, Stellen Plan Item.

(1) Active: This position is available for use. **NOTE: Positions have a Valid/Invalid status as well as a Hiring status.** You cannot assign an employee to an Active position if its status is Invalid. You can only assign an employee to a position with an Active hiring status and a ‘Valid’ status.

(2) Eliminated (End-Dated): Position is no longer in use and will not be required in the future.

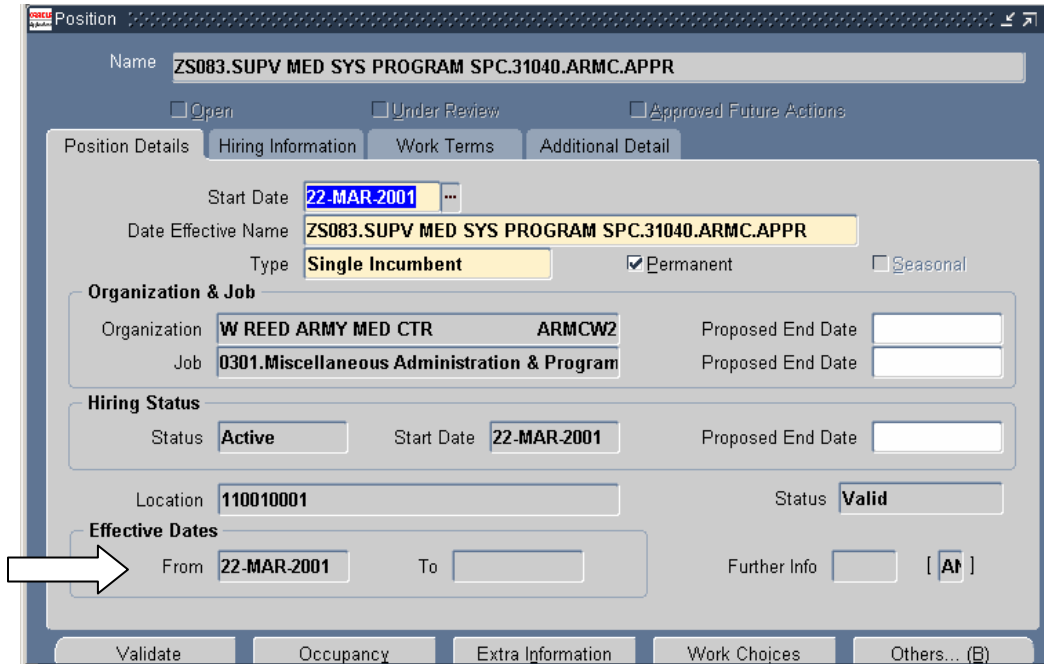
- a. Encumbered or Previously Encumbered. Currently in 11i, if you “Eliminate” a position which is encumbered or has been previously encumbered, it cannot be made “Active” again. The only positions that can be changed to “Active” status once eliminated are those that have never been encumbered. *We realize that unintended actions might occur in which the Hiring Status and/or the Hiring Status Start Date may require modification. For these situations, a TAR has been submitted to Oracle to allow users the capability to make these changes.*
- b. Never Encumbered. CPMS recommends that you DELETE positions that have never been encumbered using the same procedures that existed in 10.7 (i.e. Red X). However, we realize that there may be cases in which you would need to “Eliminate” or End-Date a position that has never been encumbered. (See sample screenshots at the end of this document.)

(3) Hiring Status Start Date: This date displays the date the position changed to the **status** shown in the Status field (Active or Eliminated).

(4) Hiring Status Proposed End Date: This Date displays the date the current status (Active or Eliminated) is “expected” to change. *This date does not function the same way the End-Date (or Position NTE date) worked in 10.7.* This date has no effect on anything related to the position (or to anything else in the system). However, a system change request has been submitted to Lockheed to allow for **Position NTE date** capability.

h. **Effective Dates From and To** (at the bottom left of the position window): These dates display the effective date **range** for the record you are viewing as of the date-tracked date. For examples, see screen shots below:

(1) If you have an encumbered position and there have been no changes made to it since 22-MAR-2001, the “**From Date**” will display 22-MAR-2001 and the “**To Date**” will be blank.

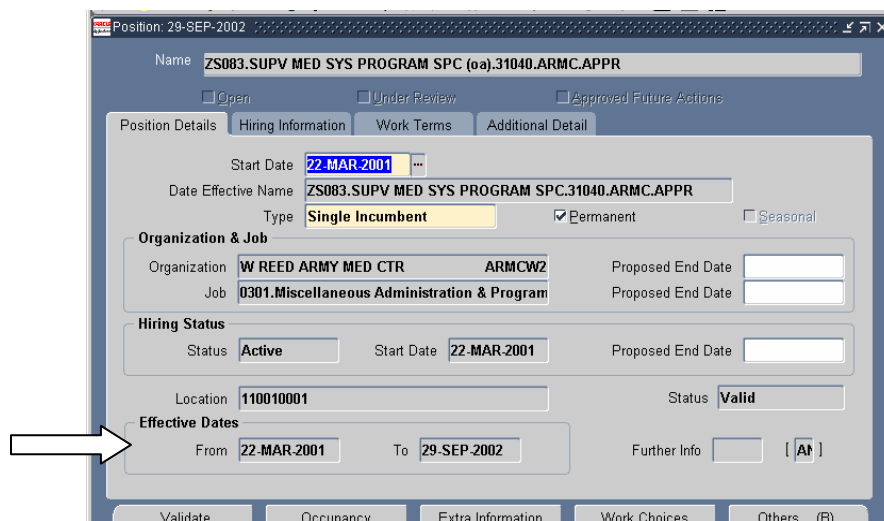


The screenshot shows a software window titled "Position" with the following details:

- Name: ZS083.SUPV MED SYS PROGRAM SPC.31040.ARM.C.APPR
- Buttons: Open, Under Review, Approved Future Actions
- Tabs: Position Details, Hiring Information, Work Terms, Additional Detail
- Start Date: 22-MAR-2001
- Date Effective Name: ZS083.SUPV MED SYS PROGRAM SPC.31040.ARM.C.APPR
- Type: Single Incumbent, Permanent, Seasonal
- Organization & Job: Organization: W REED ARMY MED CTR ARMCW2, Job: 0301.Miscellaneous Administration & Program
- Hiring Status: Status: Active, Start Date: 22-MAR-2001, Proposed End Date: []
- Location: 110010001, Status: Valid
- Effective Dates: From: 22-MAR-2001, To: []
- Buttons: Validate, Occupancy, Extra Information, Work Choices, Others... (B)

A white arrow points to the "From" field in the Effective Dates section, which contains the date 22-MAR-2001.

(2) If you change the parenthetical title (for example) on 30-SEP-2002, on the day before the effective date (29-SEP-2002), the 'From Date' will display 22-MAR-2001 and the 'To Date' date will display 29-SEP-2002.



The screenshot shows the same software window as above, but with the following changes:

- Name: ZS083.SUPV MED SYS PROGRAM SPC (oa).31040.ARM.C.APPR
- Date Effective Name: ZS083.SUPV MED SYS PROGRAM SPC.31040.ARM.C.APPR
- Effective Dates: From: 22-MAR-2001, To: 29-SEP-2002

A white arrow points to the "To" field in the Effective Dates section, which now contains the date 29-SEP-2002.

(3) When the user date-tracks back to the system date, the 'From' date will display 30-Sep-2002 and the 'To' date will be blank.

The screenshot shows a 'Position' window with the following details:

- Name: ZS083.SUPV MED SYS PROGRAM SPC (oa).31040.ARCM.APPR
- Start Date: 22-MAR-2001
- Date Effective Name: ZS083.SUPV MED SYS PROGRAM SPC (oa).31040.ARCM.APPR
- Type: Single Incumbent
- Organization & Job: W REED ARMY MED CTR (ARMCW2), 0301.Miscellaneous Administration & Program
- Hiring Status: Active, Start Date: 22-MAR-2001
- Location: 110010001, Status: Valid
- Effective Dates: From: 30-SEP-2002, To: (blank)

A white arrow points to the 'From' date field in the 'Effective Dates' section.

To Change the Hiring Status of a position that has never been encumbered
Sample #1- going from "Active" to "Eliminated" - follow the steps provided below:

Step 1: Query and bring up the position. Date Track to the effective date of the Eliminated status.

The screenshot shows a 'Position' window with the following details:

- Name: 00212.SECRETARY (0A).63968.NV18.APPR
- Start Date: 01-JAN-2003
- Date Effective Name: 00212.SECRETARY (0A).63968.NV18.APPR
- Type: Single Incumbent
- Organization & Job: NAVAL MEDICAL CENTER-San Diego (NV1), 0318.Secretary (03)
- Hiring Status: Eliminated
- Location: 063260073
- Effective Dates: From: 30-SEP-2003

A dialog box titled 'Alter Effective Date' is open over the 'Effective Dates' section, showing:

- Effective Date: 29-SEP-2003
- Today's Date: 12-AUG-2003
- Buttons: OK, Reset, Cancel

Step 2: Change the Hiring Status to “Eliminated”.

The screenshot shows a software window titled "Position: 30-SEP-2003". The main content area is divided into several sections. At the top, the "Name" field contains "DVM-03APR.MEDICAL CLERK (OA).55858.NV18.APPR". Below this are three checkboxes: "Open", "Under Review", and "Approved Future Actions". A tabbed interface shows "Hiring Information" as the active tab. The "Start Date" is set to "10-DEC-2002". The "Date Effective Name" is "DVM-03APR.MEDICAL CLERK (OA).55858.NV18.APPR". The "Type" is "Single Incumbent" with a "Permanent" checkbox checked and a "Seasonal" checkbox unchecked. The "Organization & Job" section shows "Organization: NAVAL HOSPITAL WHIDBEY ISLAND NV1" and "Job: 0679.Medical Support Assistance (0679)". The "Hiring Status" section shows "Status: Eliminated" and "Start Date: 30-SEP-2003". The "Location" is "531550029" and the "Status" is "Valid". The "Effective Dates" section shows "From: 30-SEP-2003" and "To:" followed by an empty field. At the bottom, there are buttons for "Validate", "Occupancy", "Extra Information", "Work Choices", and "Others... (B)".

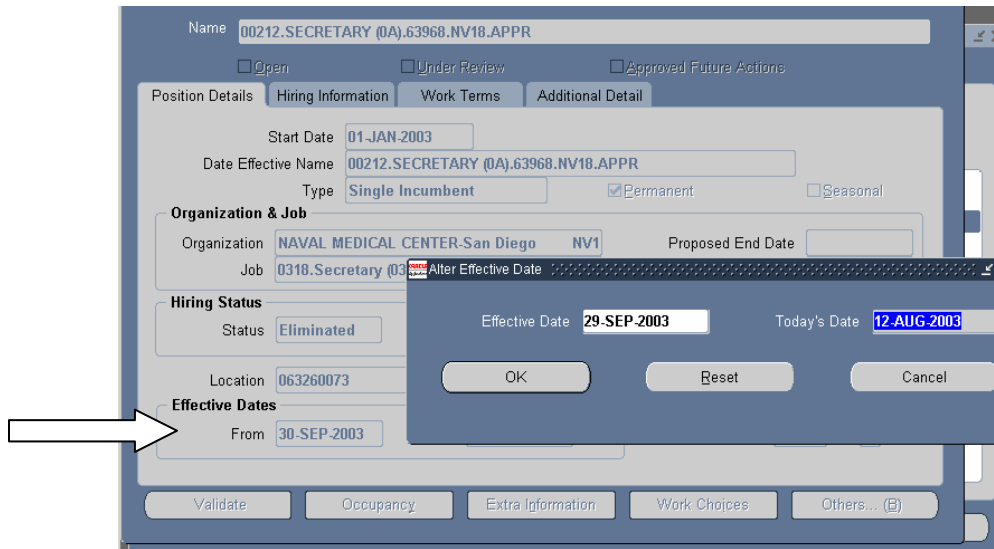
Step 3: When prompted to “Update” or “Correct” click <Update>. When you return to the Position window, <Validate> your position. **Do not <Save>, you must click on <Validate>.**

Step 4: Reset the Date Track. When you view the Effective Date, both the “From” and the “To” dates are now populated. Effective 30-Sep-2003 the position Hiring Status will change from “Active” to “Eliminated”.

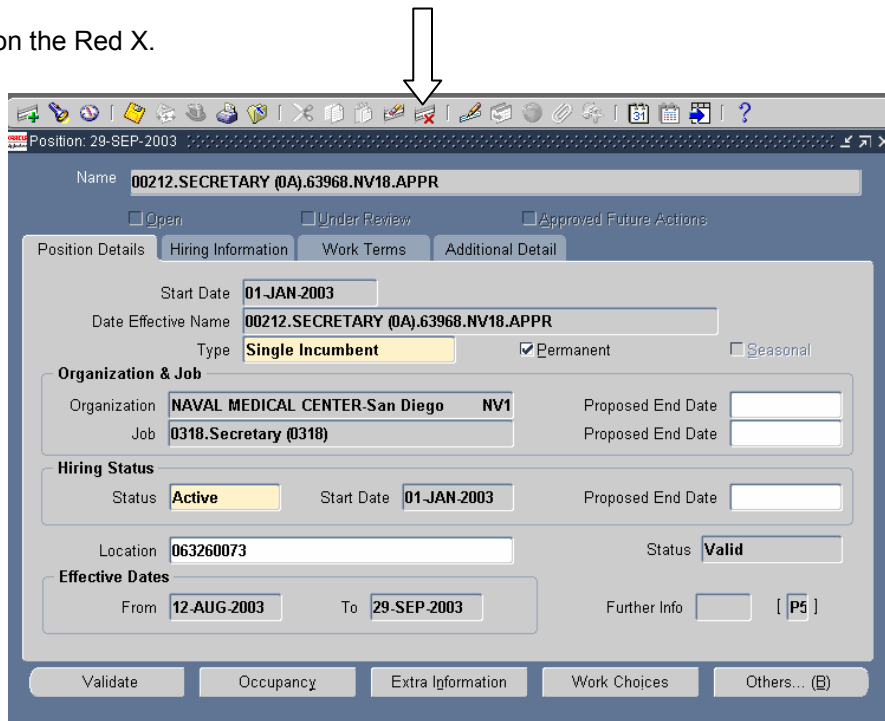
The screenshot shows the same software window as in Step 2, but with the "Hiring Status" section showing "Status: Active" and "Start Date: 10-DEC-2002". The "Effective Dates" section now shows "From: 10-DEC-2002" and "To: 29-SEP-2003". The "Start Date" field at the top is highlighted in blue. The "Organization & Job" section remains the same. The "Location" is "531550029" and the "Status" is "Valid". The "Effective Dates" section also shows "Further Info" and "[Q!]". The buttons at the bottom are "Validate", "Occupancy", "Extra Information", "Work Choices", and "Others... (B)".

Sample #2- going from “Eliminated” to “Active” – follow the steps provided below:

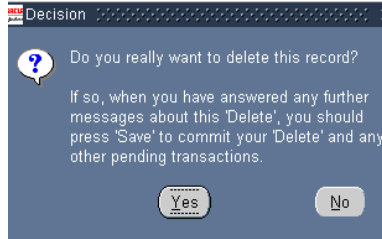
Step 1: Query and bring up position. Date Track to one day prior to date in the Effective Date “From” date.



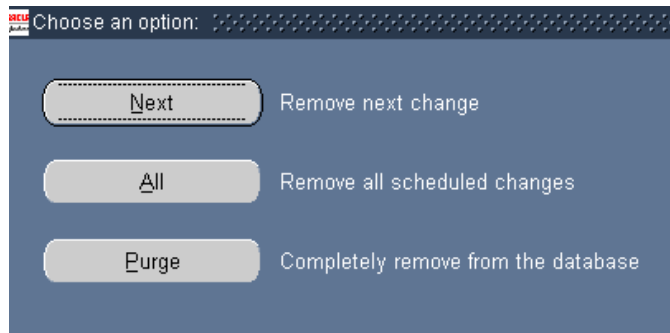
Step 2: Click on the Red X.



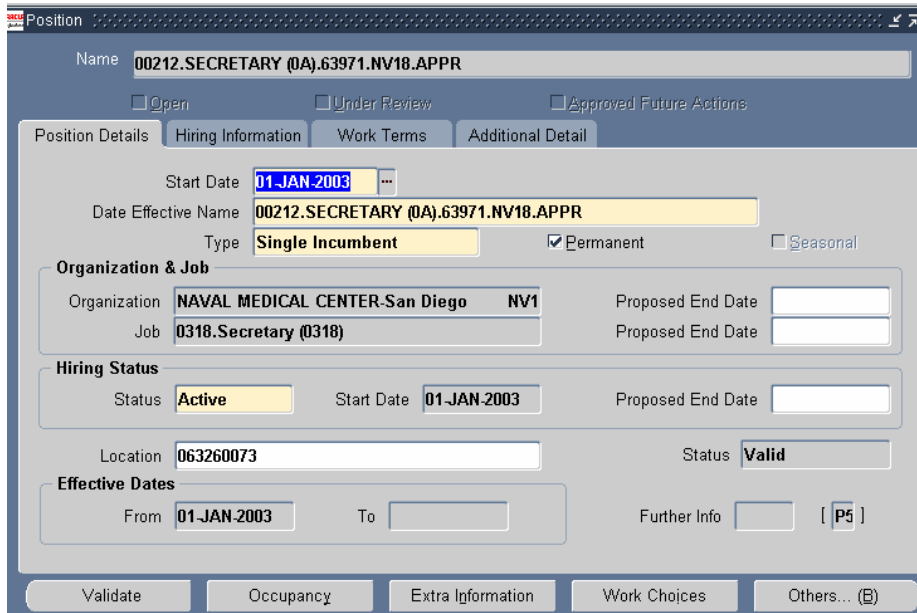
Step 3: Click <Yes> to the dialog box when prompted to delete the record.



Step 4: Click <Next> to remove the next change scheduled against this position record.



Step 5: Once you have clicked on the next button, the position will disappear. Click <Save> and reset your Date Track. When you query the position you will see the Hiring Status is now "Active". Notice that the "To" date is no longer populated under the Effective Date.

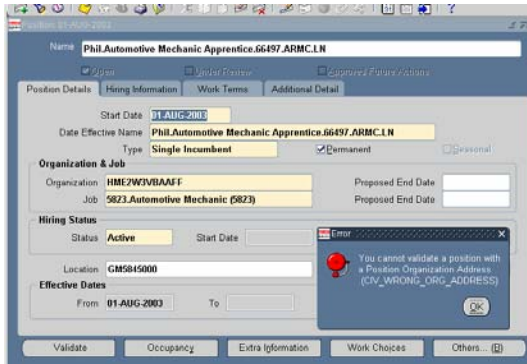
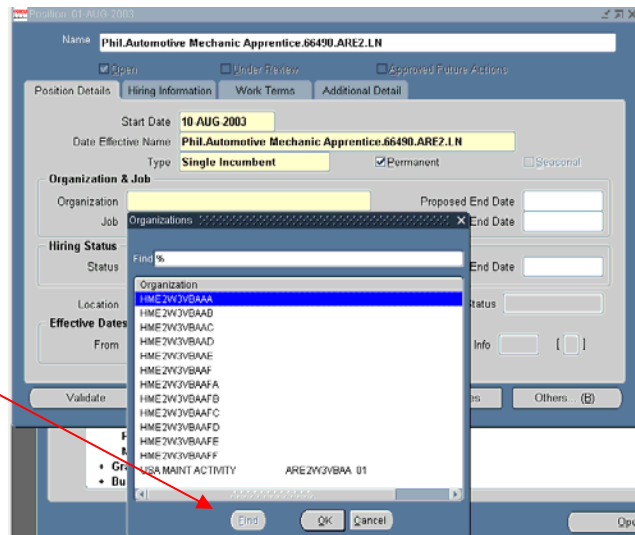


2. **Additional Position Guidance.** The following supplements the guidance in the DCPDS User Guide relating to the building of positions (Module2, Chapter 1):

a. **Organization:**

When building a new position and inputting the Organization on the main Position Details screen, a list of values (LOV) is available that includes both the Organization values with the cleartext and the Position Organization Address (POA). As the Organizations and POAs “share” the same LOV, it is important that the Organization value with the cleartext is the one selected. Otherwise, the user will get an error message when saving the position and will be required to go back to the Organization field to select the Organization.

The last entry shown on this LOV is the Organization while all the preceding entries are POAs. Choose this one



3. POC is CPMS-AMD, San Antonio, DSN 487-6500 or Commercial (210)652-6500.