

BRAC Readiness Tool Reports User Guide

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INTRODUCTION

The BRAC Readiness Tool Reports enable users to view the overall status of the BRAC transitions and obtain further information about BRAC transitions that may be falling behind schedule. All information displayed in these reports is obtained from the BRAC Readiness Tool checklists, which are entered and kept up-to-date by HR Specialists at the CPACs and CHRA regions.

This guide will provide step by step instructions for accessing, viewing, refreshing, and saving reports.

Access Restrictions

In order to access the BRAC Readiness Tool Reports, users must have access to the Manager or HR Specialist tabs in the CPOL Portal. The reports provide read-only access to the information contained within the BRAC Readiness Tool checklists.

NOTE: Only HR Specialists at the CPACs and CHRA regions who have been designated as BRAC points of contact will be able to access the data entry portion of the BRAC Readiness Tool in order to update checklist information, such as marking a task as complete and/or entering comments.

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ACCESSING THE BRAC READINESS TOOL REPORTS

Log in to the CPOL Portal as usual. From the HR Specialist or Manager tab go to the Automation portlet and click the BRAC Readiness Tool Reports link.

Screenshot from HR Specialist tab:

The screenshot displays the CPOL HR Specialist Info page. At the top, there are navigation tabs: HOME, EMPLOYEE, MANAGER, and HR SPECIALIST. Below the tabs, the page title is "CPOL > HR Specialist Info". The page features several portlets:

- Employee Data**: "Conveniently view employee information from one location." Includes options to view appraisals, benefits, and pay data.
- Org Structure**: "View all positions within an Organization." Includes search by name or code.
- Pay Data**: "View system problems and reports for four different Pay systems." Includes IVRS interface, rejects, and W3Ls.
- InBox Statistics**: "Monitor all active RPAs from one application." Includes viewing RPA progress and search options.
- RPA Tracker**: "Track the progress of all RPAs in one location." Includes adding notes and viewing approval processes.
- Helpdesk**: "Enter, Track, and Work tickets from here!" Includes creating tickets and viewing open/closed tickets.
- Gatekeeper**: "Enter, Track, and Work tickets from here!" Includes creating tickets and viewing open/closed tickets.
- My Links**: "Manage Your Links" section with a list of links: AKO, Google, Test ART, Google, Readiness Tool (TESTING), milBOOK, and milBOOK. Below the list are input fields for "Label" and "Link URL", and buttons for "Delete Link" and "Add Link".
- Automation**: "Links" section with a list of links: ANSWER (CPAC User), ARS Remedy (Payroll - Indianapolis), ART Admin Tools, ASARS, BRAC RPA Reporting Tool, BRAC RPA Reporting Tool User Guide, BRAC Readiness Tool, and **BRAC Readiness Tool Reports** (highlighted with a red arrow).

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Screenshot from the Manager tab:

HOME EMPLOYEE **MANAGER** HR SPECIALIST

CPOL > Manager Info

Library Help Helpdesk Edit Account

Employee Data Go! [Open in New Window](#)

Conveniently view employee information from one location.

- Obtain information for yourself or for your employees with just one click.
- View Appraisal, Benefits, Awards, and Training information.
- Access Pay Data, Org Structure, Ticket History, NPA/RPA History and Position information.

InBox Statistics Go! [Open in New Window](#)

Monitor all active RPAs from one application.

- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

My Links Go!

Manage Your Links

- AKO
- Google
- Test ART
- Google
- Readiness Tool (TESTING)
- milBOOK
- milBOOK

Label

Link URL

(include http(s))

[Delete Link](#) [Add Link](#)

Org Structure Go! [Open in New Window](#)

View all positions within an Organization.

- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

RPA Tracker Go! [Open in New Window](#)

Track the progress of all RPAs in one location.

- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.

Gatekeeper Go! [Open in New Window](#)

RPA - Gatekeeper List [Open in New Window](#)

- Please click Go! to access your RPA - Gatekeeper List.

Citrix Links Go! [Open in New Window](#)

Automation [Open in New Window](#)

Links

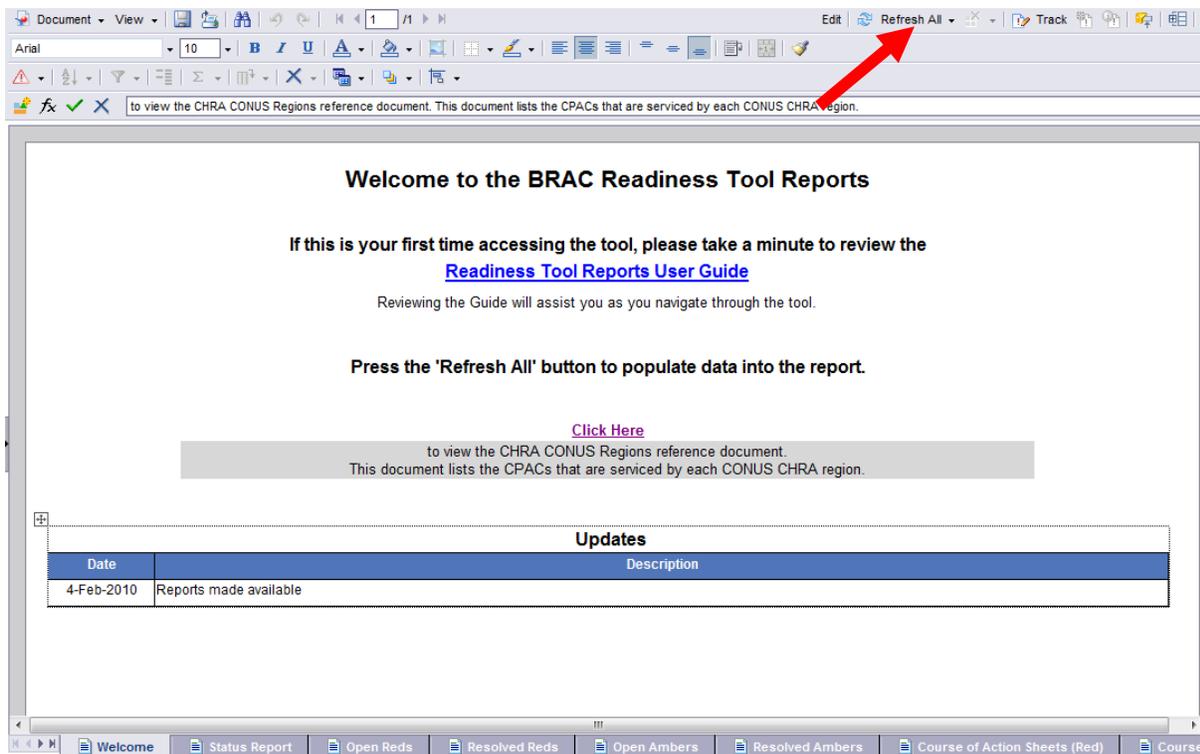
- ART Reports Only
- BRAC RPA Reporting Tool
- BRAC RPA Reporting Tool User Guide
- BRAC Readiness Tool Reports**
- Business Objects Reporting and Admin Tool

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USING THE BRAC READINESS TOOL REPORTS

When the BRAC Readiness Tool Reports open, you will see the Welcome page. This page provides a link to this user guide, a link to a document listing the servicing CHRA region for each CPAC, and a table with the date and description of recent updates that have been made to the tool.

To populate the report data, click the “Refresh All” button located in the upper right corner.



The screenshot shows a web browser window displaying the BRAC Readiness Tool Reports Welcome page. The browser's address bar shows a link to a CHRA CONUS Regions reference document. The page content includes a 'Refresh All' button in the top right corner, a link to the 'Readiness Tool Reports User Guide', a link to a CHRA CONUS Regions reference document, and an 'Updates' table.

Date	Description
4-Feb-2010	Reports made available

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Refresh All

After clicking “Refresh All”, the prompt screen will appear and you will be prompted to enter information. A List of Values window will appear with a list of possible choices for each prompt.

You must answer each prompt. However, most prompts include a “View All” option if you do not wish to use that prompt to limit the results returned by the report.

To select a value for the prompts, first highlight the prompt in the top portion of the screen. Then, scroll through the list of values to find the appropriate response(s). Click each response to select it (use the Ctrl key to select more than one value). Use the “>” and “<” buttons to select and deselect items from the list of values and place (or remove) them from your list of selections.

After you answer the prompt, the red arrow next to the prompt will turn to a green checkmark. To proceed, click the next prompt in the list.

Prompts

Reply to prompts before running the query.

1. Show me information for checklists entered for these command(s): (select one or more)
2. Show me information for checklists entered for these UIC(s): (select one or more)
3. Show me information for checklists where the losing and/or gaining region is: (select one or more)
4. Show me information for checklists that were entered by the following region(s): (select one or more)
5. Show me information for checklists where the losing and/or gaining CPAC is: (select one or more)

Step 1: Select the prompt you wish to answer.

Refresh Values

1. Show me information for checklists entered for these command(s): (select one or more)

Derived Command Name

- View All
- 1st Army
- 3rd Army
- AAC
- AMC
- ASC
- A TEC
- CIDC
- FORSCOM

February 3, 2010 11:57:15 AM GMT-06:00

Enter your search pattern here

Step 2: Scroll through the list of values and select the appropriate response(s).

Hint: Use the Ctrl key to select more than one value.

Step 3: Use the “>” button to move items from the list of values into your list of selected values.

Use the “<” button to move items out of your selections.

Run Query Cancel

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First Prompt –Command

Use this prompt to select the command(s) that you wish to view in the report. The report will only return information on checklists that report to the selected command(s). You may also select “View All” if you do not wish to use this filter to limit the report results.

Second Prompt – UIC

Use this prompt to select the unit(s) that you wish to view in the report. The report will only return information on checklists that report to the selected UIC(s). You may also select “View All” if you do not wish to use this filter to limit the report results.

Third Prompt – Losing or Gaining CHRA Region

Use this prompt to select the CHRA region(s) that you wish to view in the report. The report will only return information for checklists that are for BRAC moves to or from the CHRA region(s) selected. You may also select “View All” if you do not wish to use this filter to limit the report results.

Tips:

1. Note the subtle difference between the Losing or Gaining CHRA Region and the Entered by CHRA Region prompts.
2. If you are going to enter a CPAC (or list of CPACs) into the Losing or Gaining CPAC prompt, you do not need to enter that CPAC’s servicing region into this prompt. Just select “View All”.

Fourth Prompt – Entered by CHRA Region

Use this prompt to select the CHRA region(s) that you wish to view in the report. The report will only return information for checklists that were entered by the CHRA region(s) selected. You may also select “View All” if you do not wish to use this filter to limit the report results.

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Tips:

1. Note the subtle difference between the Entered by CHRA Region and the Losing or Gaining CHRA Region prompts.
2. If you are going to enter a CPAC (or list of CPACs) into the Entered by CPAC prompt, you do not need to enter that CPAC's servicing region into this prompt. Just select "View All".

Fifth Prompt – Losing or Gaining CPAC

Use this prompt to select the CPAC(s) that you wish to view in the report. The report will only return information for checklists that are for BRAC moves to or from the CPAC(s) selected. You may also select "View All" if you do not wish to use this filter to limit the report results.

Tips:

1. Note the subtle difference between the Losing or Gaining CPAC and the Entered by CPAC prompts.
2. If you are going to enter a CPAC (or list of CPACs) into this prompt, you do not need to know the CPACs' servicing CHRA regions. Just select "View All" for the Losing or Gaining CHRA Region prompt.

Sixth Prompt – Entered by CPAC

Use this prompt to select the CPAC(s) that you wish to view in the report. The report will only return information for checklists that were entered by the CPAC(s) selected. You may also select "View All" if you do not wish to use this filter to limit the report results.

Tips:

1. Note the subtle difference between the Entered by CPAC and the Losing or Gaining CPAC prompts.

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2. If you are going to enter a CPAC (or list of CPACs) into this prompt, you do not need to know the CPACs' servicing CHRA regions. Just select "View All" for the Entered by CHRA Region prompt.

Seventh Prompt – Status Report Viewing Options

Use this report to specify how the status report should be grouped. The options include:

- Command
- UIC
- Losing/Gaining CHRA Region
- Entered by CHRA Region
- Losing/Gaining CPAC
- Entered by CPAC
- Phase

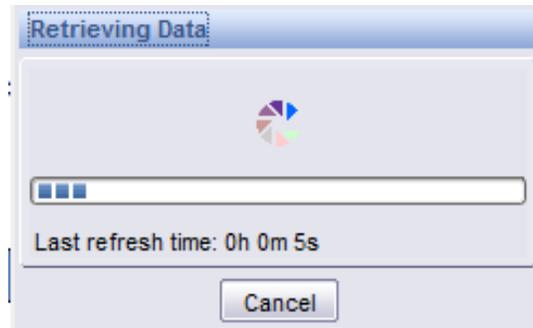
This is the last prompt. Once answered the "Run Query" button is activated. Click the "Run Query" button to generate the report.

The screenshot shows a 'Prompts' dialog box with the following content:

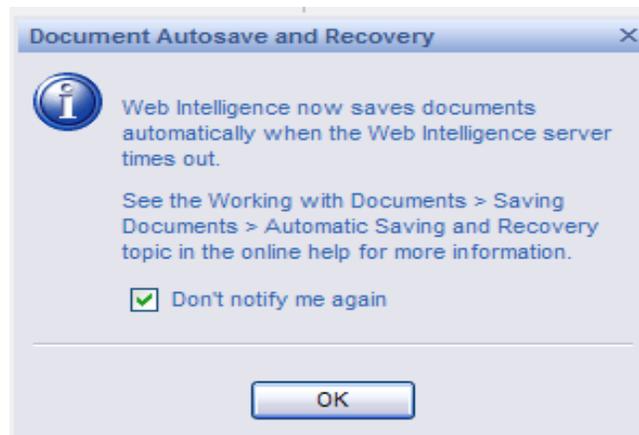
- Header: Prompts
- Instruction: Reply to prompts before running the query.
- List of prompts (3-7):
 - 3. Show me information for checklists where the losing and/or gaining region is: (select one or more) View All
 - 4. Show me information for checklists that were entered by the following region(s): (select one or more) View All
 - 5. Show me information for checklists where the losing and/or gaining CPAC is: (select one or more) View All
 - 6. Show me information for checklists that were entered by the following CPAC(s): (select one or more) View All
 - 7. Show me the Overall Status Report grouped by: **Command**
- Refresh Values button
- Search box: Enter your search pattern here
- List of options: Command, UIC, Losing/Gaining CHRA Region, Entered by CHRA Region, Losing/Gaining CPAC, Entered by CPAC, Phase
- Selected value: Command
- Buttons: Run Query, Cancel

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This screen will appear while the report is refreshing and capturing the latest information.



The first time you run the report, the Document Autosave and Recovery Window will appear. You can check the box "Don't notify me again" and then click "OK". You should not receive this window any more.



After the refresh completes, you will still be viewing the Welcome page.

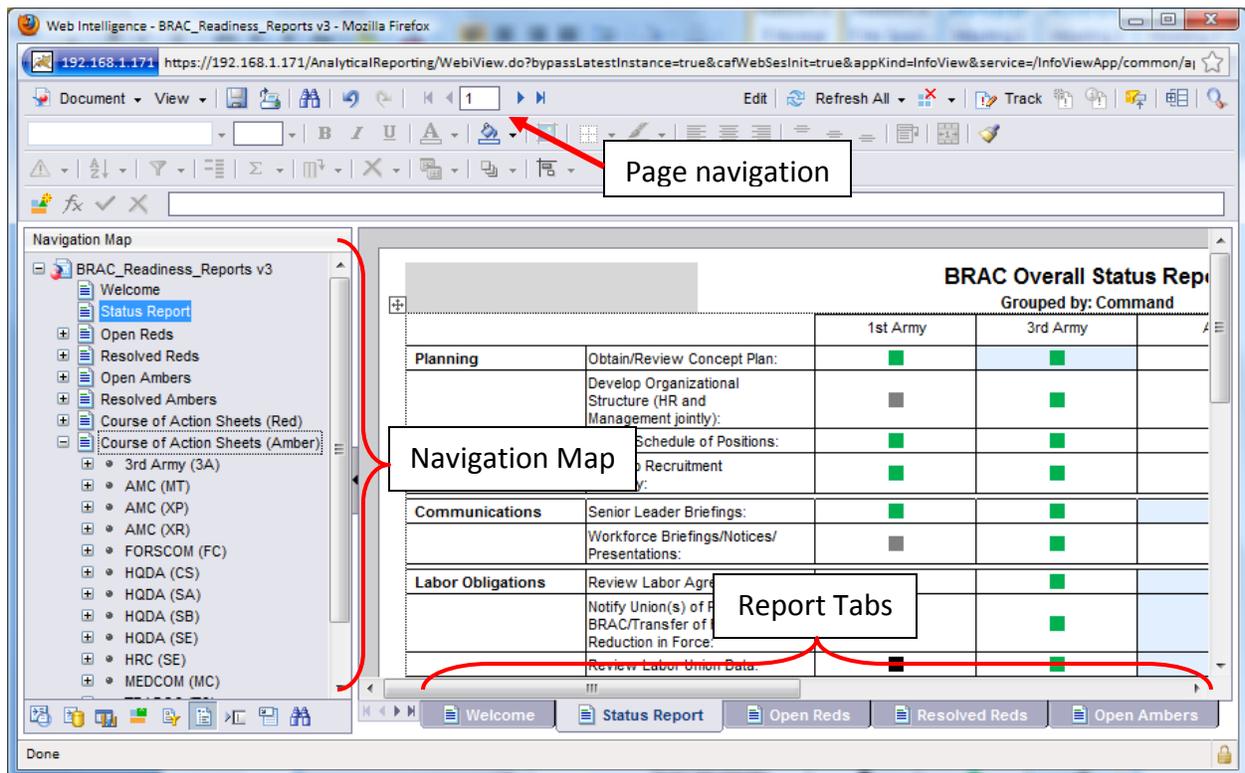
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VIEWING THE BRAC READINESS TOOL REPORTS

Report Navigation

There are a few navigation options available in the report.

1. Use the tabs at the bottom or the Navigation Map on the left side to jump between reports.
Note: If you do not see the Navigation Map, there will be a button with a black arrow on the left side of the window. Click this button to view or hide the Navigation Map.
2. In the Navigation Map, click the plus sign to expand a tree to jump between sections of the reports.
3. Use the page navigation at the top of the screen to move between pages of the same report.



BRAC Overall Status Report
Grouped by: Command

		1st Army	3rd Army	
Planning	Obtain/Review Concept Plan:	■	■	
	Develop Organizational Structure (HR and Management jointly):	■	■	
Communications	Schedule of Positions:	■	■	
	Recruitment:	■	■	
Labor Obligations	Senior Leader Briefings:	■	■	
	Workforce Briefings/Notices/Presentations:	■	■	
	Review Labor Agreements:	■	■	
	Notify Union(s) of BRAC/Transfer of Reduction in Force:		■	
	Review Labor Union Data:		■	

At the bottom of the report, there are tabs for "Welcome", "Status Report", "Open Reds", "Resolved Reds", and "Open Ambers". A red bracket highlights these tabs with a callout box labeled "Report Tabs".

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Status Report

Click the “Status Report” tab.

The first column on the left side lists the various categories of HR activities tracked by the BRAC Readiness Tool and the subsections defined within each category.

The top row lists the groupings of data. The contents of this row depend upon your response to the seventh prompt, i.e. if you selected Command, then a list of commands that have a BRAC Readiness checklist which meets your other filtering criteria will appear on the top row. The report’s subtitle will display how the report is grouped.

The body of the report will display the overall status color of each activity category and subsection for each grouping option (i.e. command). The status color reported is the “worst” status color for the activity that is present in any of the grouping option’s checklists. For example, in the screenshot below, 3rd Army has at least one amber item in the Transfer of Function: PPP Registration activity.

		BRAC Overall Status Report		
		Grouped by: Command		
		1st Army	3rd Army	AAC
Planning	Obtain/Review Concept Plan:	■	■	■
	Develop Organizational Structure (HR and Management jointly):	■	■	■
	Obtain Schedule of Positions:	■	■	■
	Develop Recruitment Strategy:	■	■	■
Communications	Senior Leader Briefings:	■	■	■
	Workforce Briefings/Notices/Presentations:	■	■	■
Labor Obligations	Review Labor Agreements:	■	■	■
	Notify Union(s) of Pending BRAC/Transfer of Function/Reduction in Force:	■	■	■
	Review Labor Union Data:	■	■	■
Transfer of Function	Develop Plan of Action:	■	■	■
	Implement Plan:	■	■	■
	Notification to Workforce:	■	■	■
	PPP Registration:	■	■	■
Transfer of Work	Develop Plan of Action:	■	■	■
	Implement Plan:	■	■	■
	Notification to Workforce:	■	■	■

Activities tracked by the BRAC Readiness Tool

Grouping option (Command is selected here)

3rd Army has an amber status for Transfer of Function: PPP Registration

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The legend for the status colors is listed below and on the Help page.

- **Red:** At least one task is incomplete and time has run out (immediate action required)
- **Amber:** At least one task incomplete and time is running short (action suggested)
- **Green:** Tasks are incomplete, but ample time remains (no attention needed)
- **Gray:** All tasks are complete
- **Black:** All tasks are marked as not applicable

The background colors of each cell are also significant for the Status Report.

- **Blue:** The task status color has improved over the last 7 days, i.e. a change from amber or red to green, gray, or black.
- **Beige:** The task status color has worsened over the last 7 days, i.e. a change from amber to red, or green to amber.

Please note that the Status Report is multiple pages long. Use the page navigation to move between pages of the report.

Open Reds

The Open Reds report lists the specific checklists and activities that have turned red within the BRAC Readiness Tool. It also lists any comments that have been entered for the task. The comments that populate this report come from the task remarks entered into the BRAC Readiness Tool.

The report includes the following data:

- **New/Update:** This field will contain “New” if the task turned red within the last 7 days. It will contain “Update” if a comment was entered within the last 7 days.
- **Date Identified:** The date that the task turned red.
- **CPACs:** The losing and gaining CPACs entered into the checklist

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- Checklist Entered By: The CPAC that entered the checklist
- Cmd: The command entered into the checklist
- Phase: The phase of the checklist (i.e. Phase I, Phase II, etc.)
- UIC: The UIC entered into the checklist
- BRAC Eff Date: The effective date of the BRAC transition
- Module – Submodule: The task category and subsection that is red.
- Task: The specific task within the category and subsection that is red.
- Remark: The comments entered for the task

Resolved Reds

The Resolved Reds report lists the specific checklists and activities that were red last week, but have since been resolved. A task is considered resolved when it is marked as “Complete” or “Not Applicable” in the BRAC Readiness Tool. The comments that populate this report come from the task remarks entered into the BRAC Readiness Tool.

NOTE: *In order for a task to appear on this list, there must also be comments entered for the task.*

The report includes the same data as the Open Reds report, with the exception of the following:

- New/Update: No task will be marked as “New” on this list. A task will be marked as “Update” if a comment was entered in the last 7 days.
- Resolved Date (in place of Date Identified): The date that the task was resolved

Open Ambers

The Open Ambers report lists the specific checklists and activities that have turned amber within the BRAC Readiness Tool. It also lists any comments that have been entered for the task. The comments that populate this report come from the task remarks entered into the BRAC Readiness Tool.

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The report includes the same data as the Open Reds report, with the exception of the following:

- **New/Update:** This field will contain “New” if the task turned amber within the last 7 days. It will contain “Update” if a comment was entered within the last 7 days.
- **Date Identified:** The date that the task turned amber.

Resolved Ambers

The Resolved Ambers report lists the specific checklists and activities that were amber last week, but have since been resolved. A task is considered resolved when it is marked as “Complete” or “Not Applicable” in the BRAC Readiness Tool. The comments that populate this report come from the task remarks entered into the BRAC Readiness Tool.

NOTE: *In order for a task to appear on this list, there must also be comments entered for the task.*

The report includes the exact same data as the Resolved Reds report.

Course of Action Sheets (Red) and Course of Action Sheets (Amber)

The Course of Action Sheets reports (for Red and Amber) list the modules or categories of BRAC activities that have turned red or amber for each command.

The comments that populate this report come from the module remarks entered into the BRAC Readiness Tool (where users enter a situation, course of action recommendation, and alternate course of action recommendation).

The report includes the following data:

- **Losing CPAC:** the CPAC that currently services the organization
- **Gaining CPAC:** The CPAC that will begin servicing the organization once the BRAC transition is complete

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- Checklist Entered By: The CPAC that entered the BRAC Readiness Tool checklist
- Unit: The unit identifier code and cleartext for the BRAC organization
- Phase: The phase of the move, i.e. Phase I, Phase II, etc.
- Module Name: The activity category that has turned red or amber
- Status: Red or amber
- Date Entered: The date that the module remark was entered
- Situation/Course of Action Recommendation/Alternate Course of Action Recommendation: The information entered into the module remark in the BRAC Readiness Tool

Filter Information

The Filter Information report allows you to review the selections made in the prompt screen. It lists each prompt and the response that was entered.

Help

The Help screen lists the color legends for the status colors and the background colors used on the Status Report. It also includes a link to this document.

You have now reviewed every section of the BRAC Readiness Tool Reports!

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SAVING THE REPORT

The report can be saved to your computer as either an Excel or PDF file.

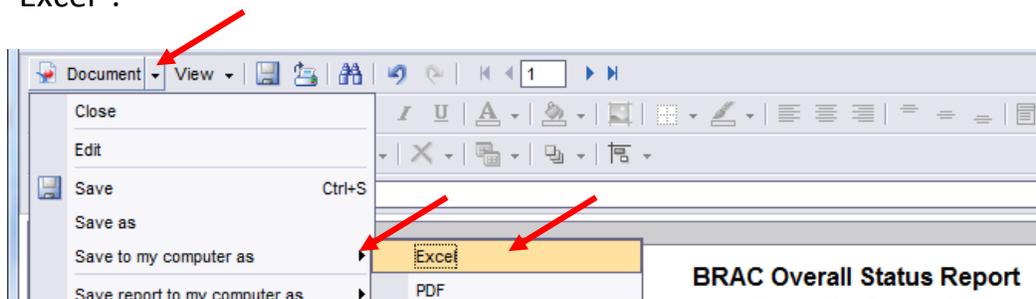
Helpful Hint: Press and hold the control key when saving the document until the Open/Save/Cancel window appears. This will prevent Internet Explorer from blocking the file from being downloaded.

NOTE: The Status Report will not include the status colors when it is saved as an Excel file.

Save as an Excel File

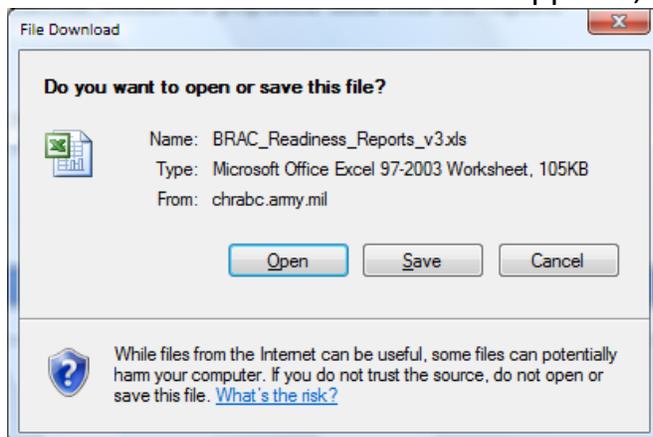
NOTE: Excel will not correctly recreate the status colors on the Status Report.

To save as an Excel File, click the arrow next to “Document”. Then, click the arrow next to “Save to my computer as”, then **press and hold the control key** and click “Excel”.



Continue holding the control key until the File Download window appears.

When the File Download window appears, click “Open”.

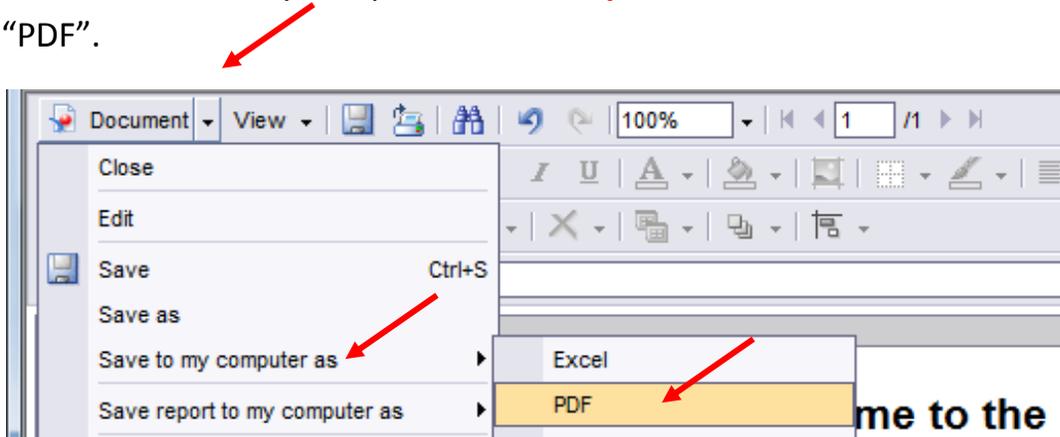


Once the file opens, you can save it (if you wish) using the Excel menu options (File→Save, or clicking the save disk).

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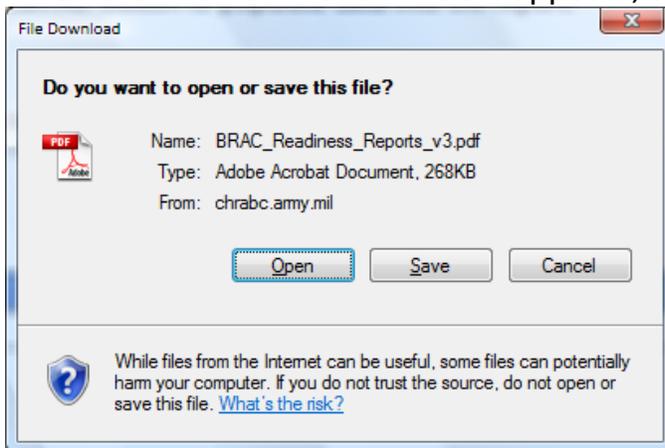
Save as a PDF File

To save as a PDF File, click the arrow next to “Document”. Then, click the arrow next to “Save to my computer as”, then **press and hold the control key** and click “PDF”.



Continue holding the control key until the File Download window appears.

When the File Download window appears, click “Open”.



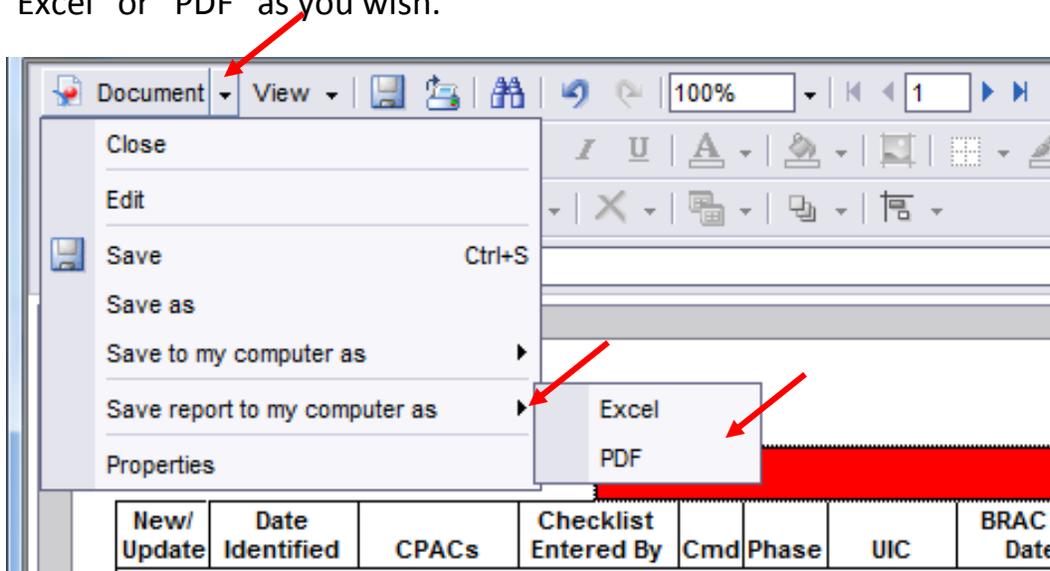
Once the file opens, you can save it (if you wish) using the Adobe Reader menu options (File → Save a Copy).

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Saving Individual Reports

You also have the capability of saving individual reports, i.e., Open Reds or Course of Action Sheets (Red), etc. as either Excel or PDF files. The “Save report to my computer as” saves only the specific report (tab at the bottom) that you are currently viewing. The report can be saved as either Excel or a PDF file.

To start the process, click the arrow next to “Document”. Then, click the arrow next to “Save to my computer as”, then **press and hold the control key** and click “Excel” or “PDF” as you wish.



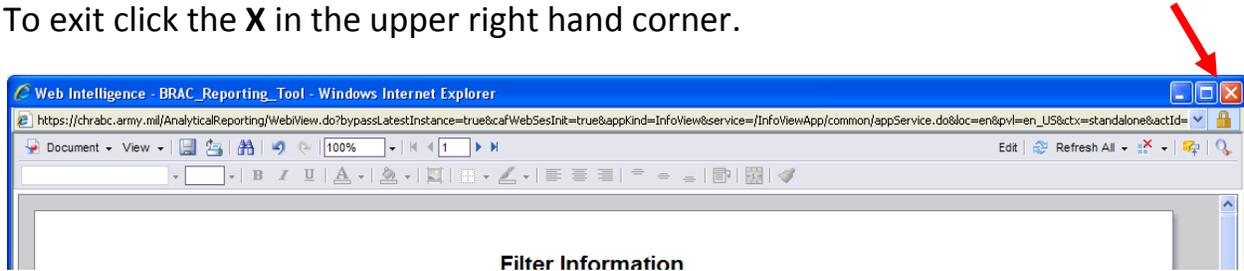
Then follow the same procedures as above for either Excel or PDF.

Remember to continue holding the control key until the File Download window appears.

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EXITING THE BRAC READINESS TOOL REPORTS

To exit click the **X** in the upper right hand corner.



Click OK.



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APPENDIX A: COMMAND CROSSWALK

The following table lists the command code and unit identifier code (UIC) criteria used to define the logical commands for the BRAC Readiness Tool Reports.

A link to the Command Crosswalk is also available on the Help tab within the BRAC Readiness Tool Reports.

Command	UIC	Command Name
3A	All	3rd Army
5A	All	5th Army
63	All	DCMA
AA	All	AAC
AC	All	AMC
AE	All	ASC
AS	All	INSCOM
AT	All	A TEC
BA	All	IMCOM
CB	All	CIDC
CE	W2SM01	NETCOM
CE	Rest	USACE
CS	All	HQDA
FC	W3NQAA	1st Army
FC	All	FORSCOM
G6	All	NETCOM
GB	All	HQDA
HR	All	USARC
JA	All	HQDA
MA	All	USMA
MC	All	MEDCOM
MP	All	HQDA
MT	All	AMC
NG	All	HQDA
P8	All	EUSA
SA	All	HQDA

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Command	UIC	Command Name
SB	All	HQDA
SC	All	SMDC
SE	W6ED%	HRC
SE	W1YY01	HRC
SE	W3V8AA	IMCOM
SE	W4RHAA	IMCOM
SE	Rest	HQDA
SJ	All	HQDA
SP	All	HQDA
TA	All	AAC
TC	All	TRADOC
TM	All	AAC
X%	All	AMC