

BRAC Reporting Tool User Guide

Updated October 2010

The Appendix A: Derived Command Name Logic Listing section was updated

INTRODUCTION

The BRAC Reporting Tool enables users to view the status of their BRAC Recruit Actions and BRAC Volunteer Placement Actions online. The requirements information in the tool is obtained through an interface with the BRAC Positions Requirements Tool. The status of the Requests for Personnel Action (RPA) is obtained from DCPDS. The BRAC Reporting Tool only tracks RPAs that have been submitted to the CPAC. It does not track RPAs that have been initiated, but not submitted.

It is critical that users understand the dynamic relationship between the Position Requirements Tool and the BRAC Reporting Tool. If the actual statuses of positions in the Position Requirements Tool change from volunteer to recruit, this must be updated in the Positions Requirement Tool (<https://nccpoc.ria.army.mil/Apps/BRAC/start.asp>).

This guide will provide step by step instructions for accessing the tool, viewing, refreshing, and saving BRAC Reports.

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PART 1 - ACCESSING THE BRAC REPORTING TOOL

Log in to the CPOL Portal as usual.

From the Manager or HR tab, as applicable, go to the Automation portlet and click on the BRAC RPA Reporting Tool link.

Link from the Manager tab



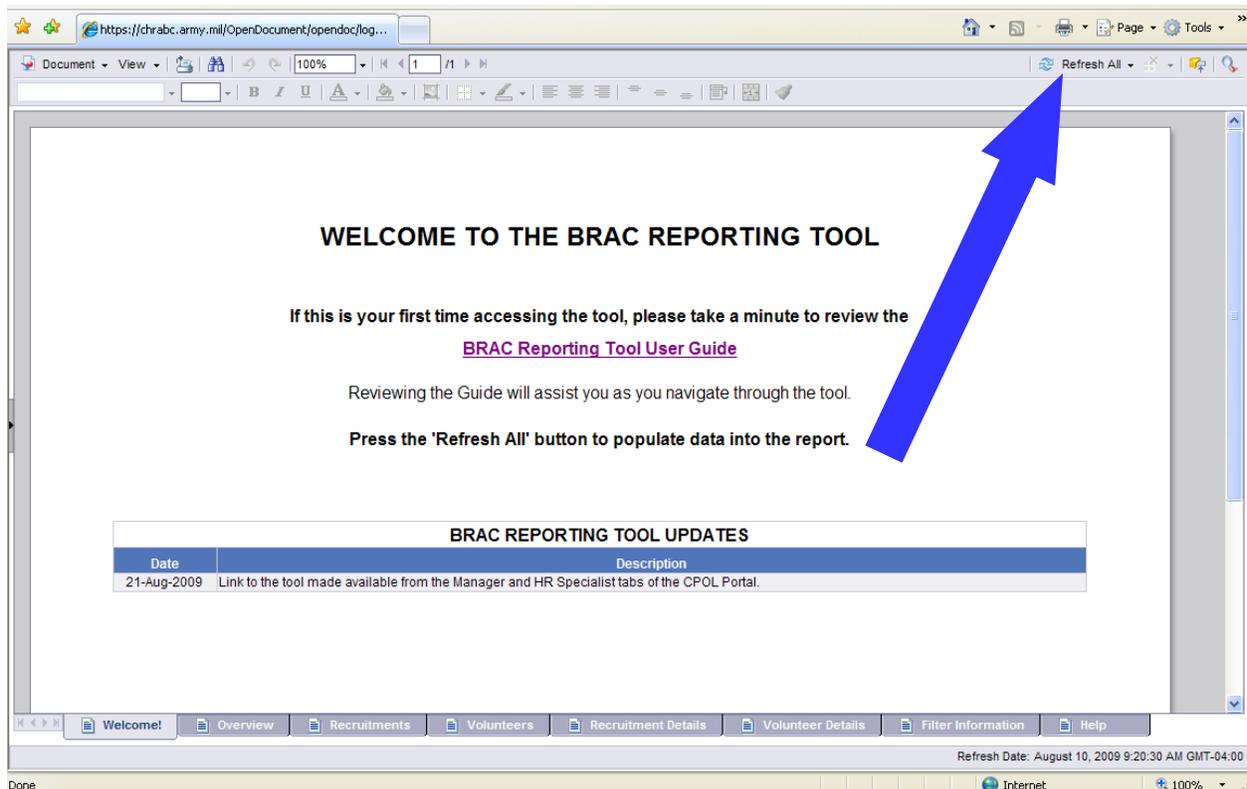
Link from the HR Specialist tab



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PART 2 – USING THE BRAC REPORTING TOOL

When the BRAC Reporting Tool opens, you will see the Welcome Page. This page provides a link to this user guide and the date and a synopsis of recent updates made to the tool. To populate the report data, click on the “Refresh All” button located in the upper right hand corner.



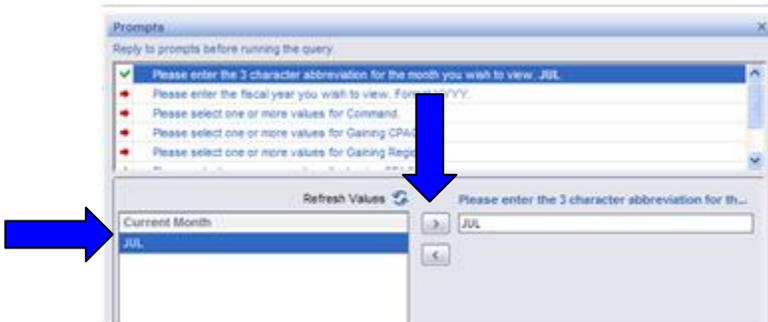
Refresh All

The prompt screen will appear and you will be prompted to enter information. A List of Values window will appear for each prompt to with the information from which you can select. You must answer each prompt. After you answer the prompt, the red arrow next to the prompt will turn to a green checkmark. To proceed, click on the next prompt.

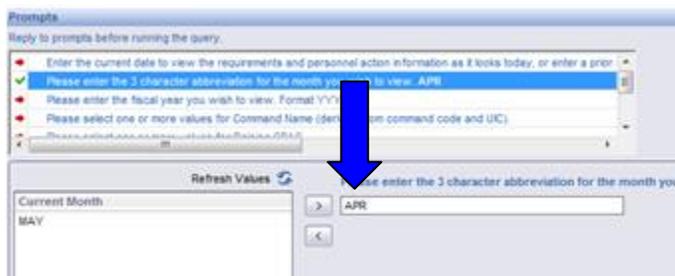
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Responding to Prompts

When the Refresh All button is clicked, the prompts will appear and the List of Values window for the first prompt is open. To select a value from the list of values, highlight the value you want on the left and then click the forward arrow to copy it to the right.



For prompts that allow you to enter your own value, type that value into the text box on the right side of the window.



HELPFUL HINT: If you wish to select multiple values from the list of values, hold the control key and select the values on the left and click on the forward arrow to copy to the right all at once.

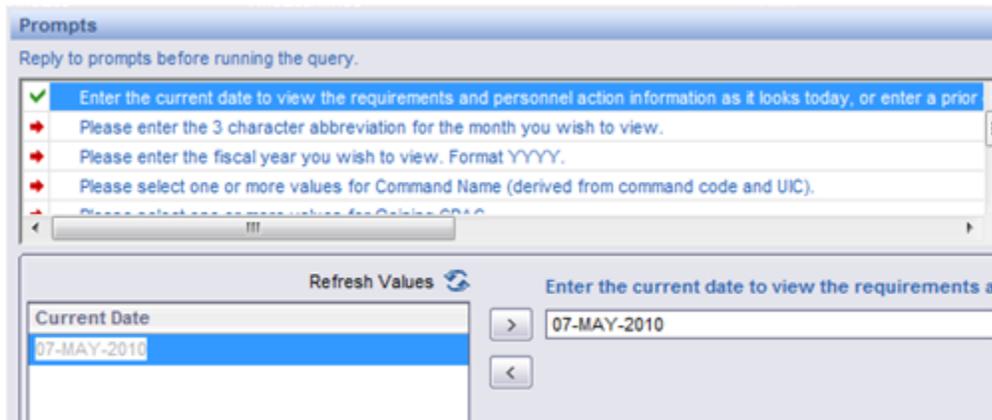
Once a prompt is answered, the red arrow changes to a green checkmark and you can click on the next prompt.

Once all prompts are answered, the “Run Query” button is enabled. Click this button to run the report.

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First Prompt – View Information As Of

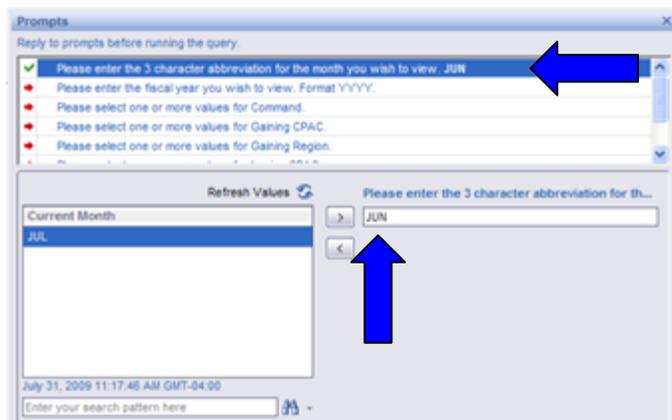
If you wish to view the data on the report as it looks now, either select the current date from the list of values or type it into the text box. Otherwise, enter a past date to view the information as it looked at the end of that month. Enter the date in the format DD-MON-YYYY, i.e. 01-JAN-2010.



To proceed, click on the next prompt.

Second Prompt – Month

This prompt determines the quarter that is displayed on the Recruitments and Volunteers tabs. If you wish to view a different month than what is indicated, enter the 3 character month abbreviation (in CAPS) in the white block on the right side.

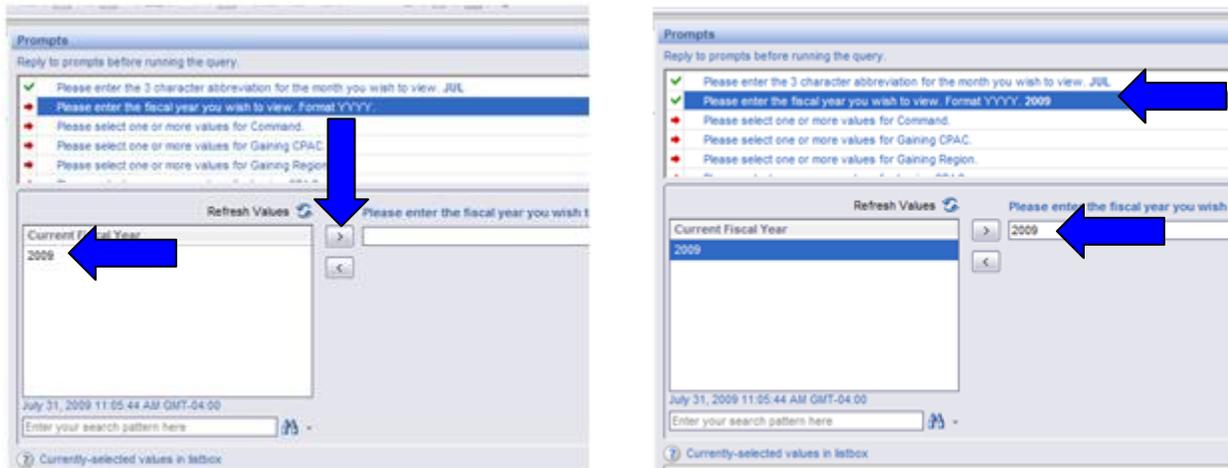


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To proceed, click on the next prompt.

Third Prompt – Fiscal Year

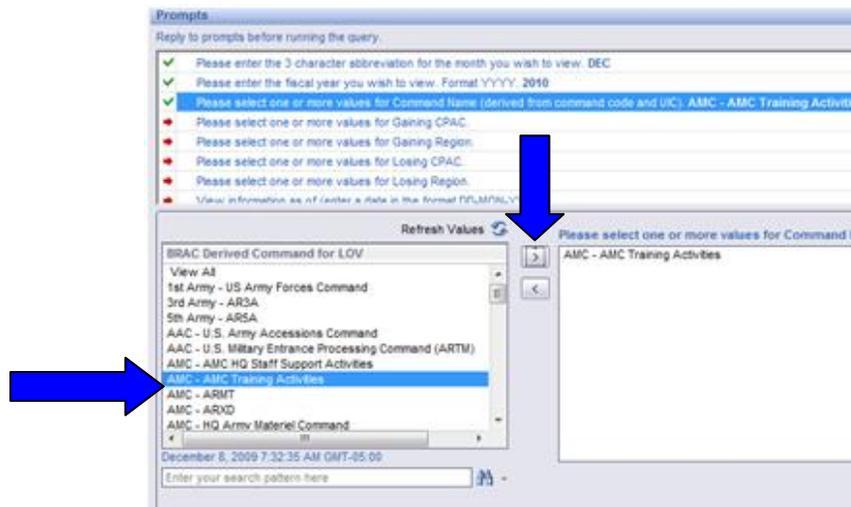
This prompt determines the fiscal year that is displayed throughout the report.



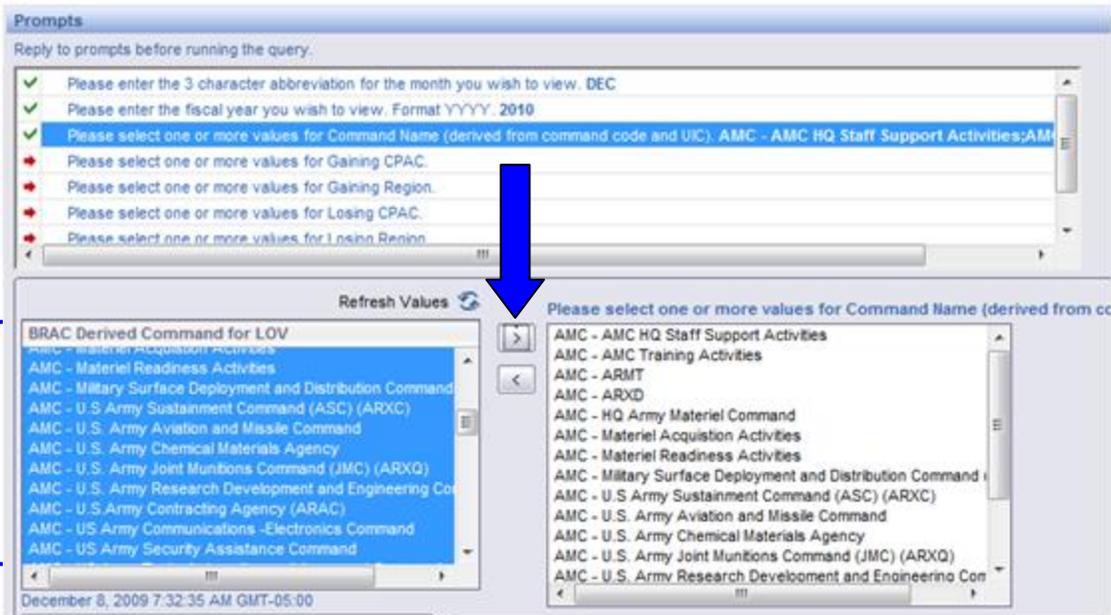
To proceed, click on the next prompt.

Fourth Prompt – Command Name

The Reporting Tool logic was updated in December 2009. The list of values available for the user to select is now in synch with the Command compositions in the BRAC Positions Requirements Listing (PRL). (See Appendix A for the Derived Command logic used.)



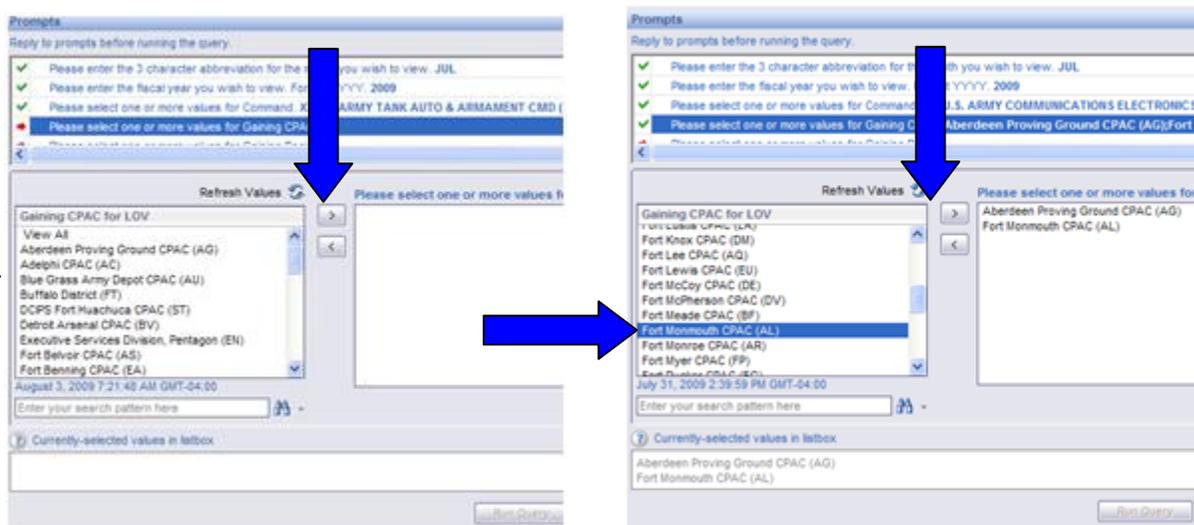
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To proceed, click on the next prompt.

Fifth Prompt – Gaining CPAC

Click on the gaining CPAC on the left and then click on the forward arrow to copy it to the right. If you wish to select more than one gaining CPAC, you can hold the control key on your keyboard and click on multiple gaining CPACs and then click on the forward arrow to copy the selected gaining CPACs to the right all at once, as indicated above.

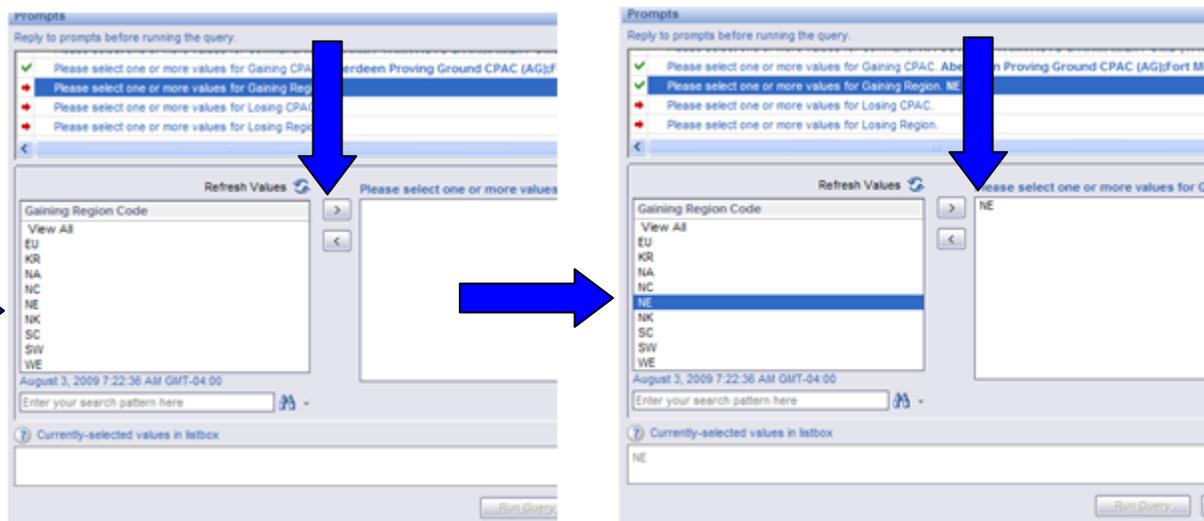


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Sixth Prompt – Gaining CHRA Region

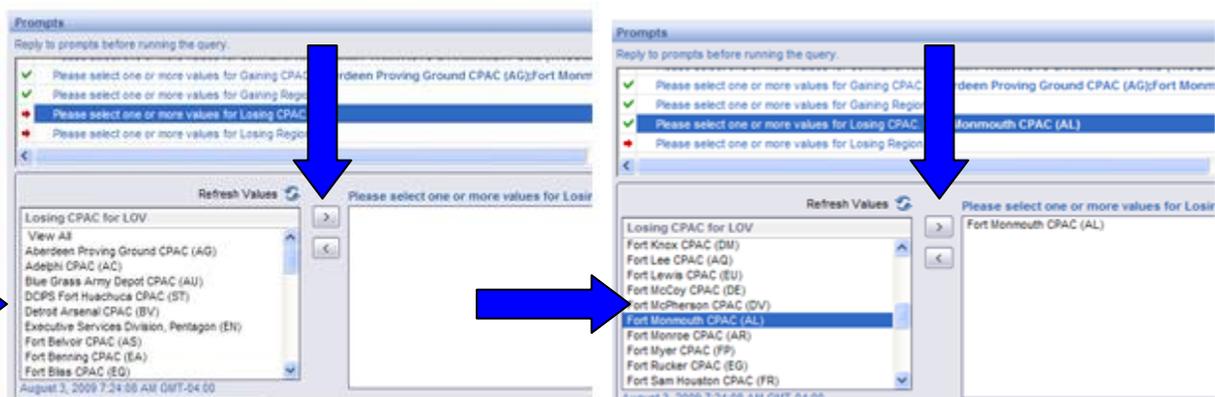
Click on the gaining CHRA Region on the left and then click on the forward arrow to copy it to the right. If you wish to select more than one gaining CHRA Region, you can hold the control key on your keyboard and click on multiple gaining CHRA Regions and then click on the forward arrow to copy the selected gaining CHRA Regions to the right all at once, as indicated above.

NOTE: “NK” means “Not Known” and would be associated with RPAs for which the DCPDS position build/review process has not yet been completed.



Seventh Prompt – Losing CPAC

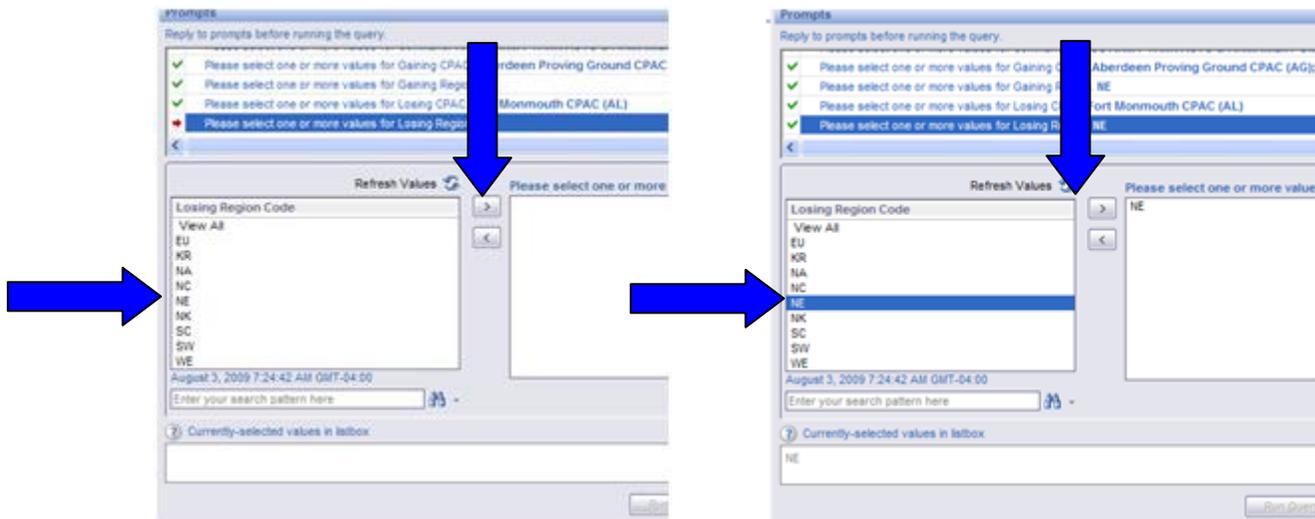
This is the same as the gaining CPAC prompt except it is to select the losing CPAC.



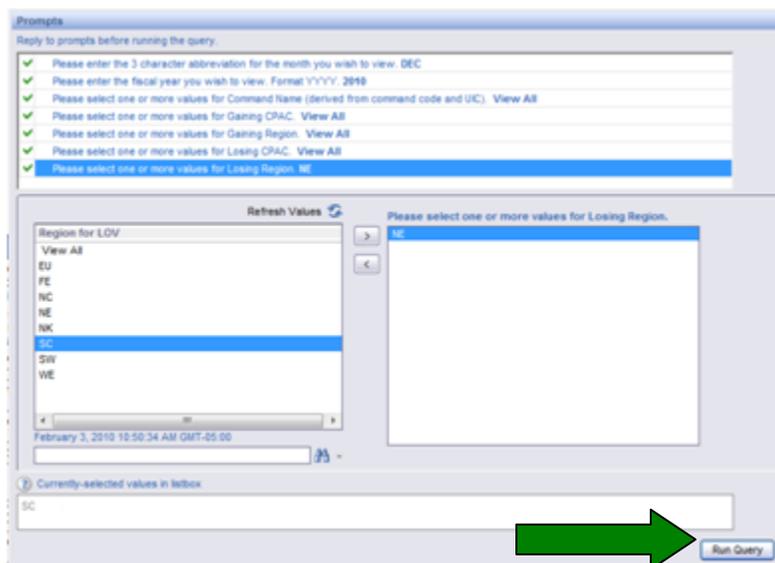
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Eighth Prompt – Losing CHRA Region

This is the same as the gaining CHRA Region prompt except it is to select the losing CHRA Region.



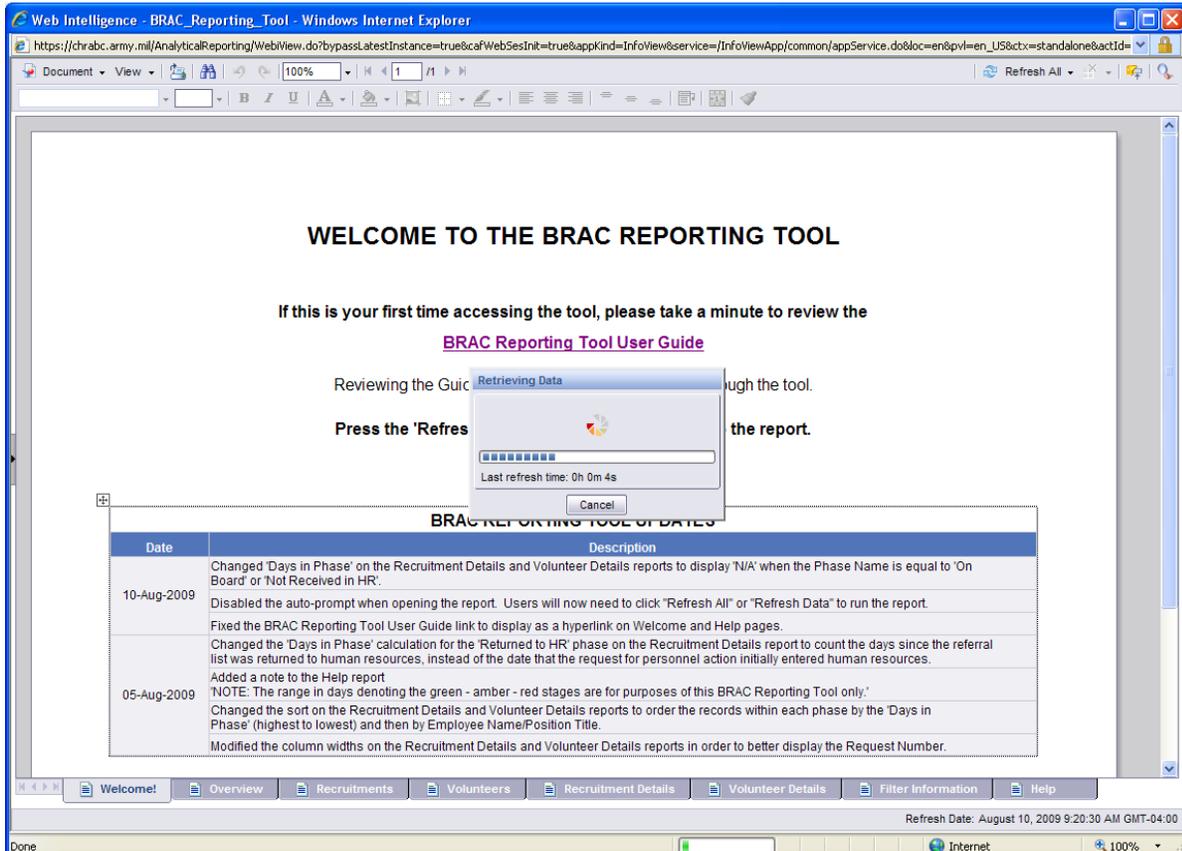
This is the last prompt. Once answered the “Run Query” button is activated. You may check your answers to the prompts. If you wish to make a change, do so by clicking in the specific prompt to repeat the process for that prompt. If not, you are ready to run the query. Click on the “Run Query” button. This will generate the report.



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PART 3 – BRAC REPORT

Once you click “Run Query” this screen will appear while the report is generating.



When the report is generated the following will appear. 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.



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You will still be on the Welcome page. Note the tabs at the bottom of the screen; these are the various reports comprising the BRAC Reporting Tool which you have now populated based on your answers to the prompts. Each report is individually described below.

WELCOME TO THE BRAC REPORTING TOOL

If this is your first time accessing the tool, please take a minute to review the [BRAC Reporting Tool User Guide](#)

Reviewing the Guide will assist you as you navigate through the tool.

Press the 'Refresh All' button to populate data into the report.

BRAC REPORTING TOOL UPDATES	
Date	Description
10-Aug-2009	Changed 'Days in Phase' on the Recruitment Details and Volunteer Details reports to display 'N/A' when the Phase Name is equal to 'On Board' or 'Not Received in HR'. Disabled the auto-prompt when opening the report. Users will now need to click "Refresh All" or "Refresh Data" to run the report. Fixed the BRAC Reporting Tool User Guide link to display as a hyperlink on Welcome and Help pages.
05-Aug-2009	Changed the 'Days in Phase' calculation for the 'Returned to HR' phase on the Recruitment Details report to count the days since the referral list was returned to human resources, instead of the date that the request for personnel action initially entered human resources. Added a note to the Help report 'NOTE: The range in days denoting the green - amber - red stages are for purposes of this BRAC Reporting Tool only.' Changed the sort on the Recruitment Details and Volunteer Details reports to order the records within each phase by the 'Days in Phase' (highest to lowest) and then by Employee Name/Position Title. Modified the column widths on the Recruitment Details and Volunteer Details reports in order to better display the Request Number.

Refresh Date: August 17, 2009 10:10:30 AM GMT-04:00

Done

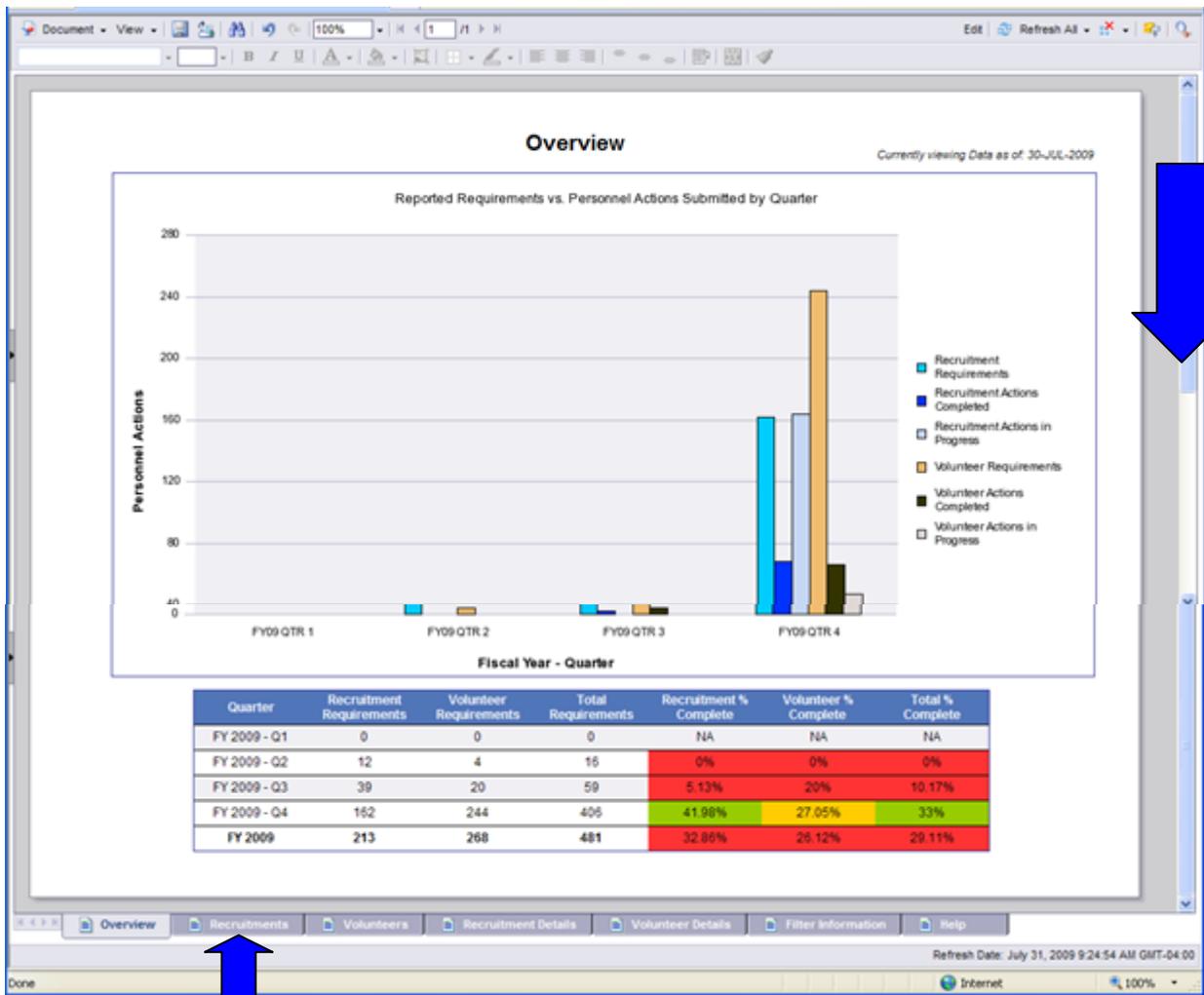
Internet 100%

Click on the "Overview" tab.

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Overview

The overview shows the reported requirements (extracted from the BRAC Positions Requirements Tool) versus the personnel actions (RPAs) that have been submitted. It tracks by quarter within the selected fiscal year. Scroll down to see the summary data.



Click on the "Recruitments" tab to move to the Recruitments report.

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Recruitments

The Recruitments report reflects the status for the selected month and tracks the reported recruitment requirements versus the completed recruitment actions. It also provides a summary for the selected fiscal year, by month.

Recruitments

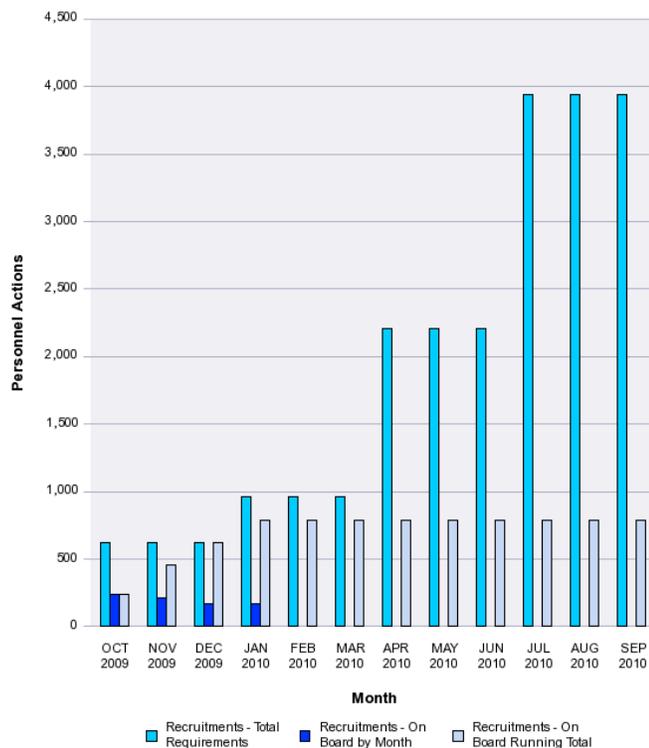
Currently viewing data as of: FEB-2010

Recruitment RPAs FY 2010 - Q2						
RPA Phase in Calendar Days	1-18	19-24	25-39	40-68	69+	Total
RPAs On Hold FY10 Q2						92
In HR	480	237	442			1,159
Referred	64	48	134			246
Returned to HR	43	16	57			116
Committed	139	56	59			254
Brought on Board for Feb						0
Brought on Board Early for FY10 Q2						2
Brought on Board On Time for FY10 Q2						150
Brought on Board Late for FY10 Q2						0
Brought on Board for FY10						701
Not Received in HR						0

Recruitment RPA Requirements FY 2010 - Q2	
Requirements for FY 2010 Q2	340

Date	Brought on Board by Month	Brought on Board Running Total	Requirements Running Total
OCT 2009	236	236	620
NOV 2009	217	453	620
DEC 2009	170	623	620
JAN 2010	169	792	960
FEB 2010	0	792	960
MAR 2010	0	792	960
APR 2010	0	792	2,212
MAY 2010	0	792	2,212
JUN 2010	0	792	2,212
JUL 2010	0	792	3,941
AUG 2010	0	792	3,941
SEP 2010	0	792	3,941

Reported Recruitment Requirements vs. Completed Recruitment Actions by Month



Click on the “Volunteers” tab to move to the Volunteers report.

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Volunteers

The Volunteers report tracks placement of individuals who volunteer to move with the organization to the new BRAC location. RPAs submitted to HR are captured to track those in HR and those processed to effect the movement of the employee. Scroll down to see the bottom of the report.

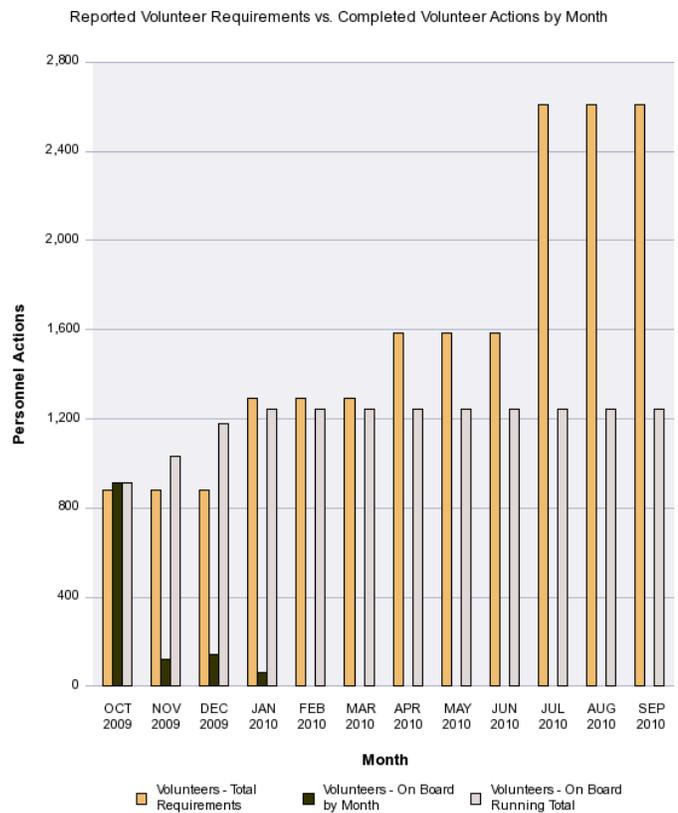
Volunteer RPAs FY 2010 - Q2	
RPAs On Hold FY10 Q2	505
In HR	93
Brought on Board for Feb	0
Brought on Board Early for FY10 Q2	0
Brought on Board On Time for FY10 Q2	61
Brought on Board Late for FY10 Q2	0
Brought on Board for FY10	1,253
Not Received in HR	0

Volunteer RPA Requirements FY 2010 - Q2	
Requirements for FY 2010 Q2	411

Date	Brought on Board by Month	Brought on Board Running Total	Requirements Running Total
OCT 2009	912	912	880
NOV 2009	122	1,034	880
DEC 2009	144	1,178	880
JAN 2010	65	1,243	1,291
FEB 2010	0	1,243	1,291
MAR 2010	0	1,243	1,291
APR 2010	0	1,243	1,584
MAY 2010	0	1,243	1,584
JUN 2010	0	1,243	1,584
JUL 2010	0	1,243	2,610
AUG 2010	0	1,243	2,610
SEP 2010	0	1,243	2,610

Volunteers

Currently viewing data as of: FEB-2010



Click on the “Recruitment Details” tab to move to the Recruitment Details report.

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Recruitment Details

The Recruitment Details provides a detailed listing of each RPA reported in each phase of the Recruitments Report: In HR, Referred, Returned to HR, Committed, On Board, and On Hold. It is separated into each phase.

Note: You will only be able to see the details for those organizations you can normally access in CSU and CPOL Portal.

In HR

In cases where the RPA is submitted just in time for recruitment to begin, the In HR phase tracks the time from receipt of the RPA in the CPAC until the referral list is issued. In cases where the RPA is received in the CPAC far in advance of the proposed effective date, the RPA will be placed on hold until recruitment should begin, and the In HR phase tracks the time between the date the RPA is released from hold and the referral issue date. The In HR section of Recruitment Details provides a listing of each RPA captured in the In HR phase of the Recruitments Report.

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Click on the forward arrow to move through the pages of the recruitment details.

Recruitment Details Currently viewing Data as of 30-JUL-2009

In HR

Losing Region	Losing CFAC	Gaining Region	Gaining CFAC	CMD	UNC	Org Code	Request Number	Smart RPA	Employee Name Position Title	PP-SRS-LV	Phase	Days in Phase	Effective
NE	AL	NE	AG	XB	Unknown	Unknown	09JUL4ALX8B2A0678145	4ALX8B2AG		-	In HR	1	
NE	AL	NE	AL	XB	W4FH10	QDC	09MAY4ALX8B2A06537708	4ALX8B2AG		DB-1550-03	In HR	66	
NE	AL	NE	AL	XB	W4FHAA	QAA	09JUN4ALX8B2A0672348	4ALX8B2AG		DE-2210-03	In HR	51	
NE	AL	NE	AL	XB	W4FHAA	QAE	09JUN4ALX8B2A06591382	4ALX8B2AG		GS-2299-07	In HR	42	
NE	AL	NE	AL	XB	W4FHAA	QAJ	09JUN4ALX8B2A06591445	4ALX8B2AG		GS-2299-07	In HR	42	
NE	AL	NE	AL	XB	W4D143	ASD	09JUN4ALX8B2A0603351	4ALX8B2AG		GS-0803-13	In HR	38	
NE	AL	NE	AL	XB	W4D143	RHAD	09JUN4ALX8B2A0601970	4ALX8B2AG		GS-0345-13	In HR	38	
NE	AL	NE	AL	XB	W4D1AA	AQ	09JUN4ALX8B2A0604540	4ALX8B2AG		GS-0080-14	In HR	37	05-JUL-2009
NE	AL	NE	AL	XB	W4D1AA	CC	09JUL4ALX8B2A0673308	4ALX8B2AG		GS-0343-12	In HR	2	
NE	AL	NE	AL	XB	W4D1AA	ED	09JUL4ALX8B2A0653049	4ALX8B2AG		GS-0343-12	In HR	11	
NE	AL	NE	AL	XB	W4D1AA	ED	09JUL4ALX8B2A0653075	4ALX8B2AG		GS-0343-13	In HR	11	
NE	AL	NE	AL	XB	W4D1AA	NBA	09JUL4ALX8B2A0627108	4ALX8B2AG		YA-0301-02	In HR	24	
NE	AL	NE	AL	XB	W4D1AA	NBA	09JUL4ALX8B2A0647049	4ALX8B2AG		YA-0301-02	In HR	15	
NE	AL	NE	AL	XB	W4D1AA	NBA	09JUN4ALX8B2A0675245	4ALX8B2AG		YA-0301-01	In HR	50	

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Refresh Date: July 31, 2009 9:24:54 AM GMT-04:00

Referred

Referred tracks the time from the issuance of the referral list to the selecting official until the time it is returned to HR. The Referred section of Recruitment Details provides a listing of each RPA captured in the Referred phase of the Recruitments Report.

Recruitment Details Currently viewing Data as of 30-JUL-2009

Referred

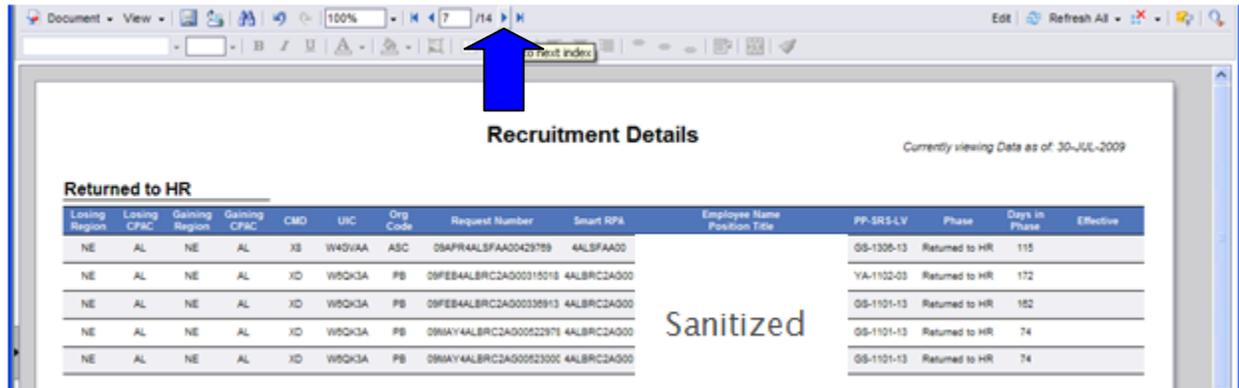
Losing Region	Losing CFAC	Gaining Region	Gaining CFAC	CMD	UNC	Org Code	Request Number	Smart RPA	Employee Name Position Title	PP-SRS-LV	Phase	Days in Phase	Effective
NE	AL	NE	AL	XB	W4FH10	QDC	09MAY4ALBRC2A000508274	4ALBRC2A000		DB-1550-04	Referred	78	
NE	AL	NE	AL	XB	W4FH10	QDC	09MAY4ALBRC2A000508287	4ALBRC2A000		DE-2210-04	Referred	78	
NE	AL	NE	AL	XB	W4FHAA	QAEA	09APR4ALBRC2A000431873	4ALBRC2A000		DE-2210-04	Referred	118	
NE	AL	NE	AL	XB	W4D143	AGA	09MAY4ALBRC2A000515502	4ALBRC2A000		GS-0080-12	Referred	78	24-MAY-2009
NE	AL	NE	AL	XB	W4D1AA	AR	09MAY4ALBRC2A000518961	4ALBRC2A000		GS-0303-07	Referred	78	
NE	AL	NE	AL	XB	W4D1AA	EB	09APR4ALBRC2A000483713	4ALBRC2A000		YD-1515-03	Referred	92	
NE	AL	NE	AL	XB	W4D1AA	EP	09APR4ALBRC2A000483713	4ALBRC2A000		YD-1515-03	Referred	92	

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Returned to HR

Returned to HR tracks the time from the return of the referral list to HR until the job offer is committed or additional recruitment is completed and a new referral list is issued. The Returned to HR section of Recruitment Details provides a listing of each RPA captured in the Returned to HR phase of the Recruitments Report.



Recruitment Details Currently viewing Data as of: 30-JUL-2009

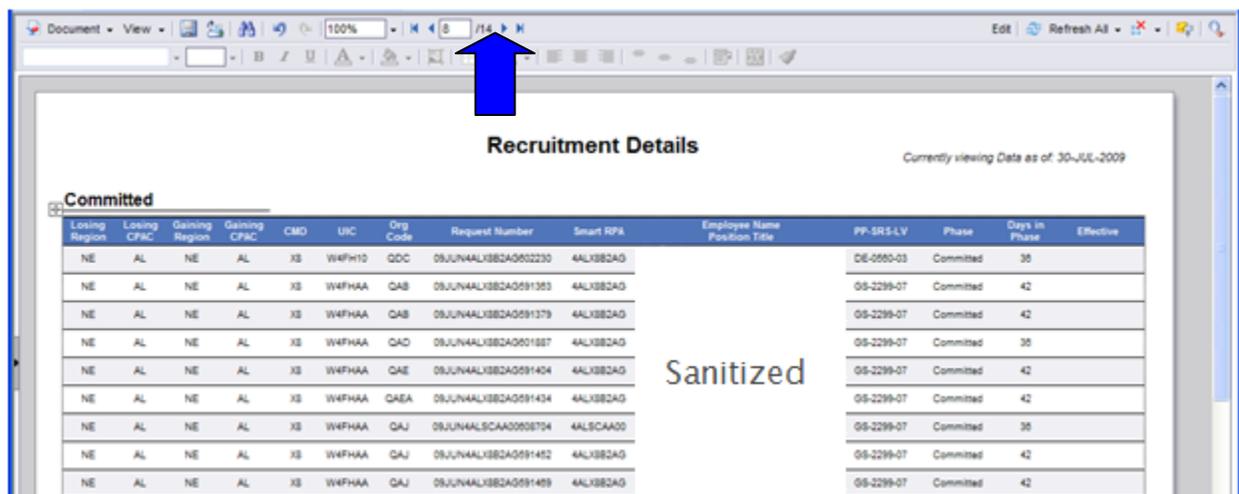
Returned to HR

Losing Region	Losing CFAC	Gaining Region	Gaining CFAC	CMD	URC	Org Code	Request Number	Smart RPA	Employee Name Position Title	PP-SRS-LV	Phase	Days in Phase	Effective
NE	AL	NE	AL	XB	W4DUAA	ASC	05APR4ALSFAA00429709	4ALSFAA00		GS-1305-13	Returned to HR	115	
NE	AL	NE	AL	XD	W0Q3A	PB	09FEB4ALBRC2A000315018	4ALBRC2A000		YA-1102-03	Returned to HR	172	
NE	AL	NE	AL	XD	W0Q3A	PB	09FEB4ALBRC2A000339913	4ALBRC2A000		GS-1101-13	Returned to HR	162	
NE	AL	NE	AL	XD	W0Q3A	PB	09MAY4ALBRC2A000522979	4ALBRC2A000		GS-1101-13	Returned to HR	74	
NE	AL	NE	AL	XD	W0Q3A	PB	09MAY4ALBRC2A000523000	4ALBRC2A000		GS-1101-13	Returned to HR	74	

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Committed

The Committed phase tracks the time from selected individual's acceptance of the job offer. The Committed section of Recruitment Details provides a listing of each RPA captured in the Committed phase of the Recruitments Report.



Recruitment Details Currently viewing Data as of: 30-JUL-2009

Committed

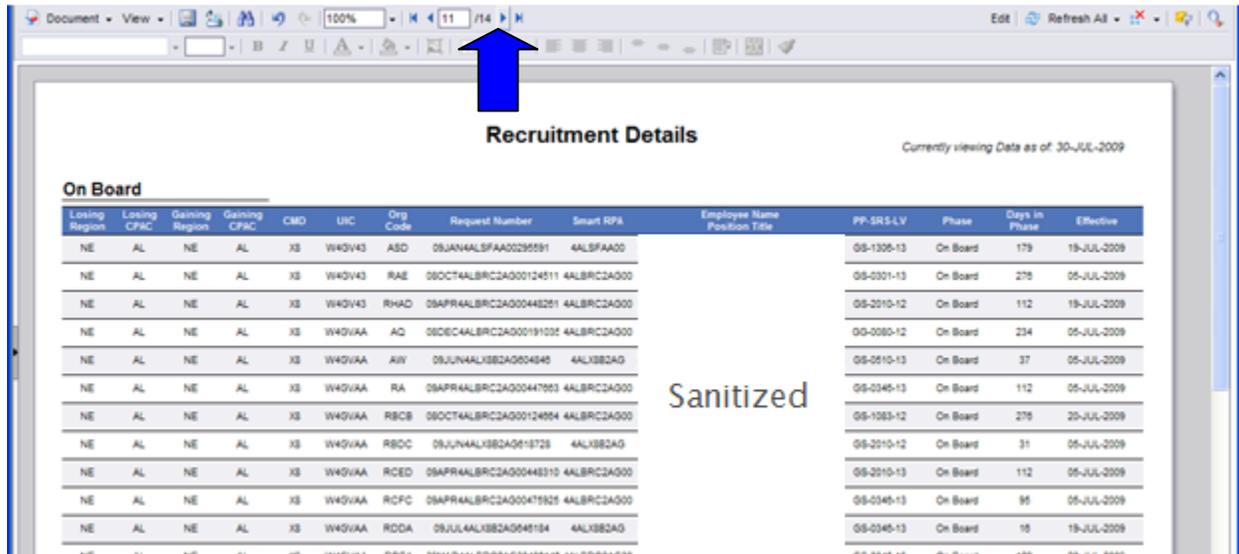
Losing Region	Losing CFAC	Gaining Region	Gaining CFAC	CMD	URC	Org Code	Request Number	Smart RPA	Employee Name Position Title	PP-SRS-LV	Phase	Days in Phase	Effective
NE	AL	NE	AL	XB	W4FH1D	QDC	05JUN4ALX3B2A0502230	4ALX3B2AG		DE-0500-03	Committed	36	
NE	AL	NE	AL	XB	W4FHAA	QAB	05JUN4ALX3B2A0591363	4ALX3B2AG		GS-2299-07	Committed	42	
NE	AL	NE	AL	XB	W4FHAA	QAB	05JUN4ALX3B2A0591379	4ALX3B2AG		GS-2299-07	Committed	42	
NE	AL	NE	AL	XB	W4FHAA	QAD	05JUN4ALX3B2A0501887	4ALX3B2AG		GS-2299-07	Committed	36	
NE	AL	NE	AL	XB	W4FHAA	QAE	05JUN4ALX3B2A0591404	4ALX3B2AG		GS-2299-07	Committed	42	
NE	AL	NE	AL	XB	W4FHAA	QAE	05JUN4ALX3B2A0591404	4ALX3B2AG		GS-2299-07	Committed	42	
NE	AL	NE	AL	XB	W4FHAA	QAJ	05JUN4ALX3CAA00058704	4ALX3CAA00		GS-2299-07	Committed	36	
NE	AL	NE	AL	XB	W4FHAA	QAJ	05JUN4ALX3B2A0591482	4ALX3B2AG		GS-2299-07	Committed	42	
NE	AL	NE	AL	XB	W4FHAA	QAJ	05JUN4ALX3B2A0591489	4ALX3B2AG		GS-2299-07	Committed	42	

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On Board

The On Board phase reflects the number of positions that have been filled. The On Board section of Recruitment Details provides a listing of each RPA captured in the On Board phase of the Recruitments Report.



Recruitment Details Currently viewing Data as of 30-JUL-2009

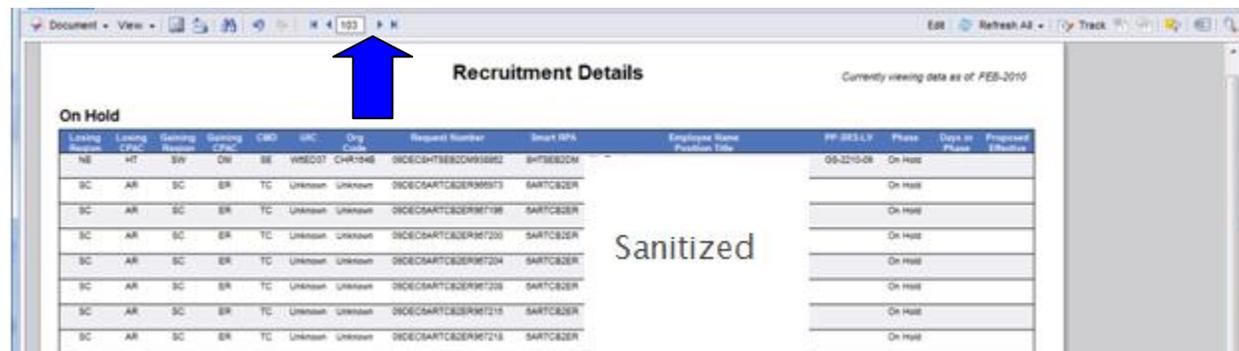
On Board

Lossing Region	Lossing CPAC	Gaining Region	Gaining CPAC	CMD	UIC	Org Code	Request Number	Smart RPA	Employee Name Position Title	PP-SRS-LV	Phase	Days in Phase	Effective
NE	AL	NE	AL	XB	W4GV43	ASD	09JAN4ALSFAA0029591	4ALSFAA00		09-1306-13	On Board	179	19-JUL-2009
NE	AL	NE	AL	XB	W4GV43	RAE	09OCT4ALBRC2A00124511	4ALBRC2A000		09-0301-13	On Board	276	05-JUL-2009
NE	AL	NE	AL	XB	W4GV43	RHAD	09APR4ALBRC2A000448261	4ALBRC2A000		09-2010-12	On Board	112	19-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	AQ	09DEC4ALBRC2A000191035	4ALBRC2A000		09-0080-12	On Board	234	05-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	AIV	09JUN4ALX8B2A0604840	4ALX8B2A0		09-0510-13	On Board	37	05-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	RA	09APR4ALBRC2A000447963	4ALBRC2A000		09-0345-13	On Board	112	05-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	RBCB	09OCT4ALBRC2A000124864	4ALBRC2A000		09-1083-12	On Board	276	20-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	RBOC	09JUN4ALX8B2A0618128	4ALX8B2A0		09-2010-12	On Board	31	05-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	RCED	09APR4ALBRC2A000448310	4ALBRC2A000		09-2010-13	On Board	112	05-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	RCFC	09APR4ALBRC2A000471925	4ALBRC2A000		09-0345-13	On Board	95	05-JUL-2009
NE	AL	NE	AL	XB	W4GVAA	RDDA	09JUL4ALX8B2A0648104	4ALX8B2A0		09-0345-13	On Board	18	19-JUL-2009

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On Hold

The On Hold phase tracks the time between the receipt of the RPA in the CPAC until the RPA is released to begin the recruitment process. This phase is used in cases where an RPA is received in the CPAC far in advance of the proposed effective date. The On Hold section of Recruitment Details provides a listing of each RPA captured in the On Hold phase of the Recruitments Report.



Recruitment Details Currently viewing data as of FEB-2010

On Hold

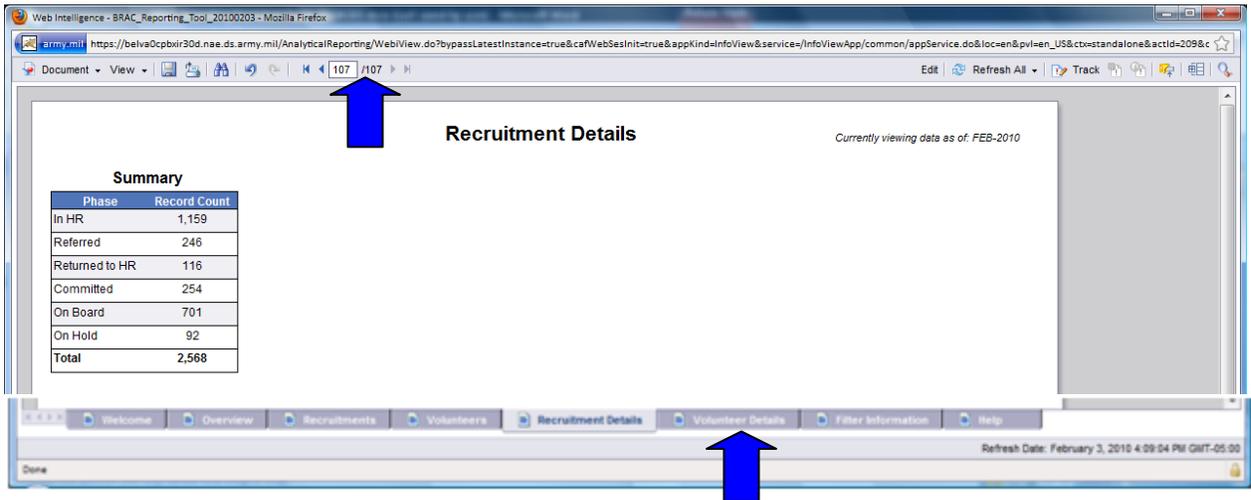
Lossing Region	Lossing CPAC	Gaining Region	Gaining CPAC	CMD	UIC	Org Code	Request Number	Smart RPA	Employee Name Position Title	PP-SRS-LV	Phase	Days in Phase	Proposed Effective
NE	HT	SW	DR	SE	WRE001	CH41548	09DEC3HT8BC0N93652	8HT8BC0N		09-2210-08	On Hold		
SC	AR	SC	BR	TC	Unknown	Unknown	09DEC3ARTC8ZERM735	3ARTC8ZER			On Hold		
SC	AR	SC	BR	TC	Unknown	Unknown	09DEC3ARTC8ZERM738	3ARTC8ZER			On Hold		
SC	AR	SC	BR	TC	Unknown	Unknown	09DEC3ARTC8ZERM720	3ARTC8ZER			On Hold		
SC	AR	SC	BR	TC	Unknown	Unknown	09DEC3ARTC8ZERM724	3ARTC8ZER			On Hold		
SC	AR	SC	BR	TC	Unknown	Unknown	09DEC3ARTC8ZERM723	3ARTC8ZER			On Hold		
SC	AR	SC	BR	TC	Unknown	Unknown	09DEC3ARTC8ZERM715	3ARTC8ZER			On Hold		
SC	AR	SC	BR	TC	Unknown	Unknown	09DEC3ARTC8ZERM718	3ARTC8ZER			On Hold		

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BRAC Reporting Tool User Guide

Summary

The Summary is on the last page of the Details and reflects the totals in each phase of the Recruitment Details Report.



Click on the "Volunteer Details" tab to move to the Volunteer Details report.

BRAC Reporting Tool User Guide

Volunteer Details

The Volunteers Details provides a detailed listing of each RPA reported in the Volunteer Report: In HR, On Board, and On Hold. It is separated into each phase.

Note: You will only be able to see the details for those organizations you can normally access in CSU and CPOL Portal.

In HR

The In HR section lists those RPAS captured in the In HR phase of the Volunteer Report.

Click on the forward arrow to move through the pages of the recruitment details.

Volunteer Details Currently viewing Data as of: 30-JUL-2009

In HR

Losing Region	Losing CFAC	Gaining Region	Gaining CFAC	CMD	URC	Org Code	Request Number	Smart RPA	Employee Name / Position Title	PP-SRS-LY	Phase	Days in Phase	Effective
NE	AL	NE	AG	XD	Unknown	Unknown	09JUN4ALX8B2AG0578801	4ALX8B2AG		-	In HR	50	30-AUG-2009
NE	AL	NE	AL	XB	W4DV43	EF	09JUL4ALX8B2AG0528577	4ALX8B2AG		08-0343-13	In HR	22	
NE	AL	NE	AL	XB	W4DVAA	APB	09MAY3ASBRRC200497342	3ASBRRC200		YA-0905-03	In HR	81	02-AUG-2009
NE	AL	NE	AL	XB	W4DVAA	APC	09MAY4ALBRC2AG000491150	4ALBRC2AG00		YA-0905-02	In HR	84	02-AUG-2009
NE	AL	NE	AL	XB	W4DVAA	AQ	09JUL4ALX8B2AG0548507	4ALX8B2AG		08-0303-09	In HR	15	30-AUG-2009
NE	AL	NE	AL	XB	W4DVAA	ED	09JUN4ALX8B2AG0512278	4ALX8B2AG		08-0343-13	In HR	31	02-AUG-2009
NE	AL	NE	AL	XB	W4DVAA	RA	09JUL4ALX8B2AG059718	4ALX8B2AG		08-0345-14	In HR	9	
NE	AL	NE	AL	XB	W4DVAA	RA	09JUL4ALX8B2AG059710	4ALX8B2AG		YC-1801-02	In HR	3	
NE	AL	NE	AL	XB	W4DVAA	RA	09JUL4ALX8B2AG059717	4ALX8B2AG		08-0345-12	In HR	3	
NE	AL	NE	AL	XB	W4DVAA	RA	09JUL4ALX8B2AG059744	4ALX8B2AG		08-0345-13	In HR	3	
NE	AL	NE	AL	XB	W4DVAA	RA	09JUL4ALX8B2AG059814	4ALX8B2AG		YC-0345-03	In HR	3	
NE	AL	NE	AL	XB	W4DVAA	RAF	09JUL4ALX8B2AG0539419	4ALX8B2AG		08-0345-13	In HR	18	02-AUG-2009
NE	AL	NE	AL	XB	W4DVAA	RBCA	09JUL4ALX8B2AG059847	4ALX8B2AG		YC-1801-02	In HR	3	
NE	AL	NE	AL	XB	W4DVAA	RBCB	09JUL4ALX8B2AG059890	4ALX8B2AG		08-0345-13	In HR	3	

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Refresh Date: July 31, 2009 9:24:54 AM GMT-04:00

BRAC Reporting Tool User Guide

On Board

The On Board phase reflects the number of volunteer placements that have been effected. The On Board section of Volunteer Details provides a listing of each RPA captured in the On Board phase of the Volunteers Report.

Volunteer Details Currently viewing Data as of: 30-JUL-2009

On Board

Losing Region	Losing CFAC	Gaining Region	Gaining CFAC	CMD	UIC	Org Code	Request Number	Smart RPA	Employee Name / Position Title	PP-SRS-LV	Phase	Days in Phase	Effective
NE	AL	NE	AL	XB	W4FH10	QDC	08JUL4ALSCAA0050703	4ALSCAA00		DE-2210-03	On Board	14	18-JUL-2009
NE	AL	NE	AL	XB	W4FH10	QDC	08JUL4ALSCAA0050915	4ALSCAA00		DE-2210-04	On Board	14	18-JUL-2009
NE	AL	NE	AL	XB	W4FHAA	QAC	08JUN4ALX8B2A0579034	4ALX8B2A0		DE-0950-03	On Board	49	05-JUL-2009
NE	AL	NE	AL	XB	W4FHAA	QAD	08JUN4ALX8B2A0578962	4ALX8B2A0		DE-0854-02	On Board	49	05-JUL-2009
NE	AL	NE	AL	XB	W4FHAA	QAJ	08JUN4ALX8B2A0579052	4ALX8B2A0		DE-0854-03	On Board	49	05-JUL-2009
NE	AL	NE	AL	XB	W4FHAA	QAJ	08JUN4ALX8B2A0579129	4ALX8B2A0		DE-2210-04	On Board	49	05-JUL-2009
NE	AL	NE	AL	XB	W4FHAA	QAJ	08JUN4ALX8B2A0579211	4ALX8B2A0		DE-1950-03	On Board	49	05-JUL-2009
NE	AL	NE	AL	XB	W4DV43	ASD	08JUN4ALX8B2A0603019	4ALX8B2A0		GS-0803-13	On Board	38	19-JUL-2009
NE	AL	NE	AL	XB	W4DV43	B1A	08JUN4ALX8B2A0618140	4ALX8B2A0		GS-2210-11	On Board	30	21-JUN-2009
NE	AL	NE	AL	XB	W4DVAA	ADA	08JUL4ALX8B2A0611272	4ALX8B2A0		GS-0301-11	On Board	21	18-JUL-2009

On Hold

The On Hold phase tracks the time between the receipt of the RPA in the CPAC until the RPA is released for processing. This phase is used in cases where an RPA is received in the CPAC far in advance of the proposed effective date. The On Hold section of Volunteer Details provides a listing of each RPA captured in the On Hold phase of the Recruitments Report.

Recruitment Details Currently viewing data as of: FEB-2010

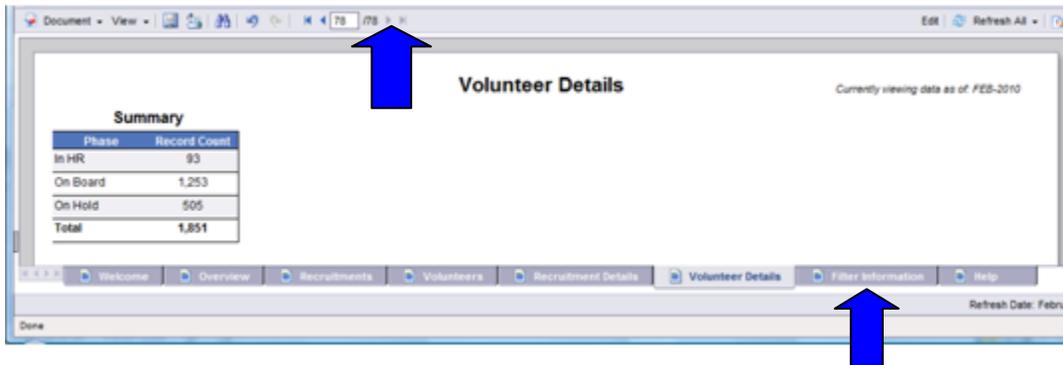
On Hold

Losing Region	Losing CFAC	Gaining Region	Gaining CFAC	CMD	UIC	Org Code	Request Number	Smart RPA	Employee Name / Position Title	PP-SRS-LV	Phase	Days in Phase	Proposed Effective
NE	HT	SW	DM	SE	W8E037	CHR194B	09DEC5HTS8B2CM933862	8HTS8B2CM		GS-2210-09	On Hold		
SC	AR	SC	ER	TC	Unknown	Unknown	09DEC5ARTCB2ER999973	8ARTCB2ER			On Hold		
SC	AR	SC	ER	TC	Unknown	Unknown	09DEC5ARTCB2ER997196	8ARTCB2ER			On Hold		
SC	AR	SC	ER	TC	Unknown	Unknown	09DEC5ARTCB2ER997200	8ARTCB2ER			On Hold		
SC	AR	SC	ER	TC	Unknown	Unknown	09DEC5ARTCB2ER997204	8ARTCB2ER			On Hold		
SC	AR	SC	ER	TC	Unknown	Unknown	09DEC5ARTCB2ER997208	8ARTCB2ER			On Hold		
SC	AR	SC	ER	TC	Unknown	Unknown	09DEC5ARTCB2ER997215	8ARTCB2ER			On Hold		

BRAC Reporting Tool User Guide

Summary

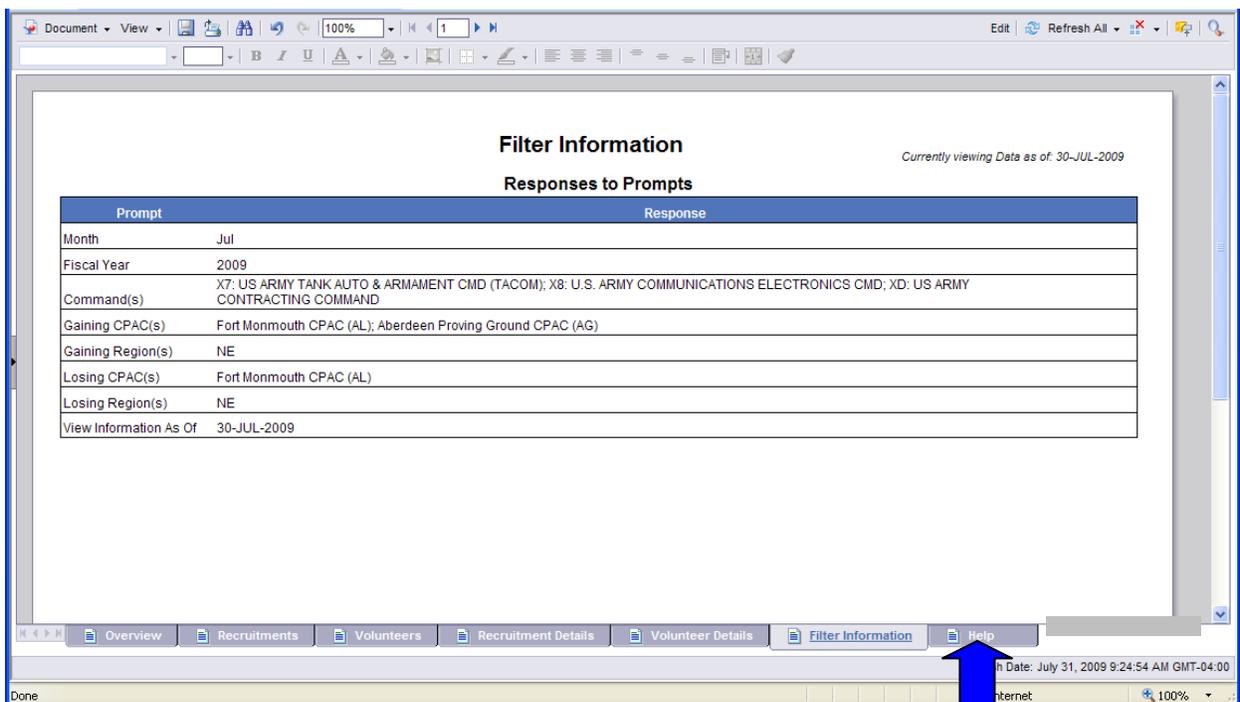
The Summary is on the last page of the Details and reflects the totals in each phase of the Volunteer Details Report.



Click on the "Filter Information" tab to move to the Filter Information report.

Filter Information

This report reflects the responses that you entered when responding to the prompts.



Click on "Help" to view the Help screen.

BRAC Reporting Tool User Guide

Help

The Help screen defines the Colorization Chart for the Overview Data Table, defines the Phases for Recruitment RPAs, and defines the Phases for Volunteer RPAs. There is also a link to this user guide.

Help

Currently viewing data as of: FEB-2010

Colorization Chart for the Overview Data Table

Element	Definition	Calculation
Percent Completed	The progress that has been made towards meeting the established requirements	Number of completed personnel actions divided by the number of required personnel actions
Percent through Quarter	The percentage of the quarter that has already passed	(Current date minus the quarter start date) divided by the number of days in the quarter
Green	The hiring process is on schedule or ahead of schedule	Percent Completed is greater than or equal to Percent through Quarter
Amber	The hiring process is behind schedule by 10% or less	Percent Completed between Percent through Quarter and Percent through Quarter minus 10%
Red	The hiring process is behind schedule by more than 10%	Percent Completed is less than Percent through Quarter minus 10%

Phases for Recruitment RPAs

Phase	Description	Days Calculation	Green	Amber	Red
On Hold	The request for personnel action has been received in HR far in advance of the Proposed Effective Date and is on hold until closer to the Proposed Effective Date.	NA			
In HR	The request for personnel action has been received in HR, but no referral list has been issued.	Number of Days in HR = Current Date - (Date Released from Hold or Date Received in HR)	1-24	25-39	40+
Referred	The referral list has been issued to the selecting official.	Number of Days on referral = Current Date - Date Referral Issued	1-18	19-39	40+
Returned to HR	The referral has been returned to HR with or without a selection.	Number of Days in HR = Current Date - Date Referral Returned	1-24	25-39	40+
Committed	A job offer has been extended and accepted.	Number of Days Pending Entrance on Duty = Current Date - Date Committed	1-39	40-68	69+
On Board	The selectee has entered on duty.	NA			
Not Received in HR	The request for personnel action has not yet been submitted to HR	NA			

Phases for Volunteer RPAs

Phase	Description
On Hold	The request for personnel action has been received in HR far in advance of the Proposed Effective Date and is on hold until closer to the Proposed Effective Date.
In HR	The request for personnel action has been received in HR, but the selectee has not yet entered on duty.
On Board	The selectee has entered on duty.
Not Received in HR	The request for personnel action has not yet been submitted to HR

[Click Here](#)

to view the User Guide

[Click Here](#)

to view the CHRA CONUS Regions reference document

*For additional information,
please contact your Servicing CPAC.*

You have now reviewed every section of the BRAC Reporting Tool.

BRAC Reporting Tool User Guide

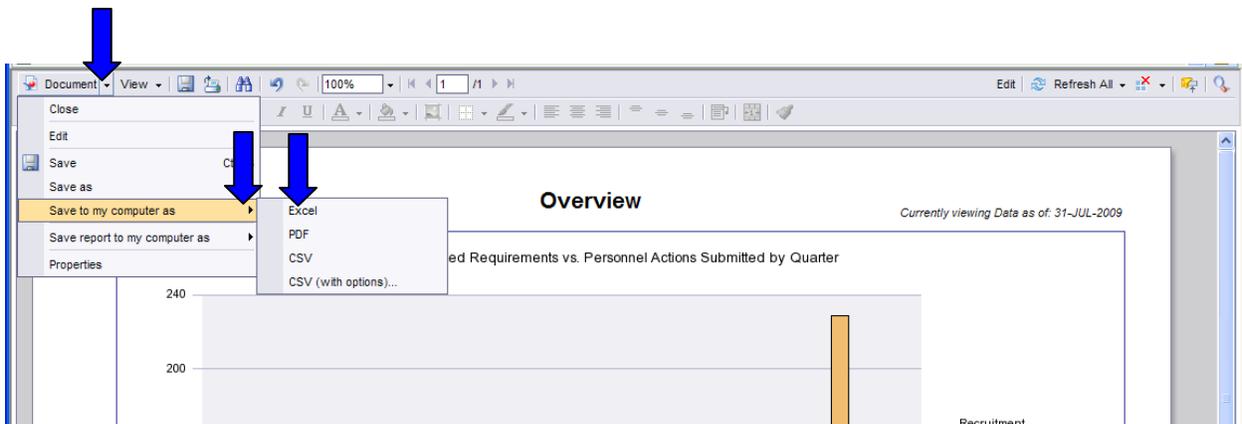
SAVING THE BRAC REPORT

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

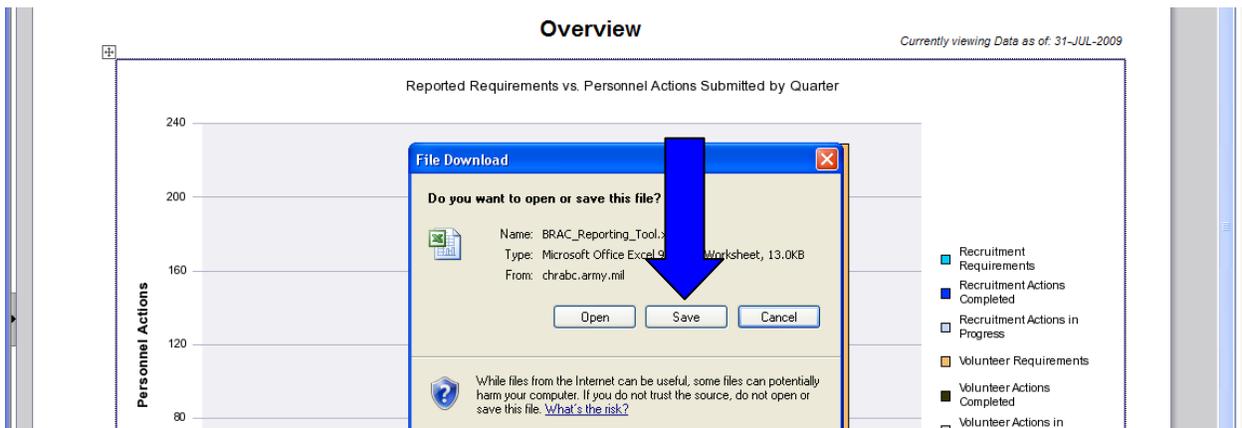
Save as an Excel File

To save as an Excel File, click on the down arrow next to “Document”.

Click on the forward arrow next to “Save to my computer as”, then click on “Excel”.



When the File Download window opens, click on “Save”.

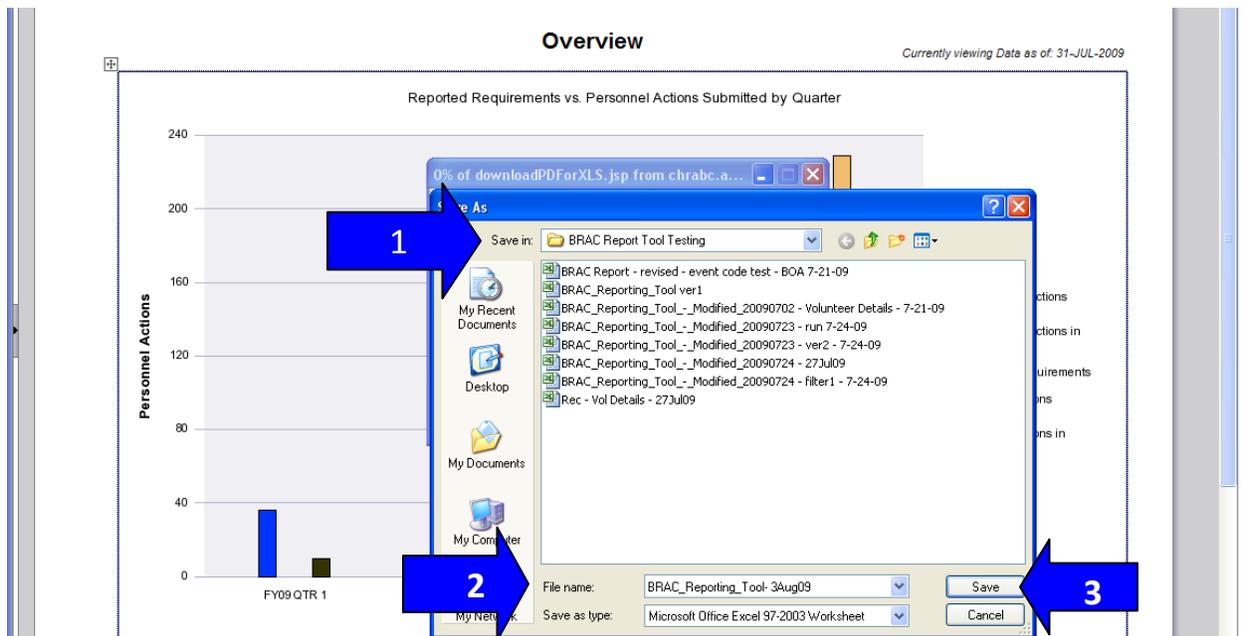


BRAC Reporting Tool User Guide

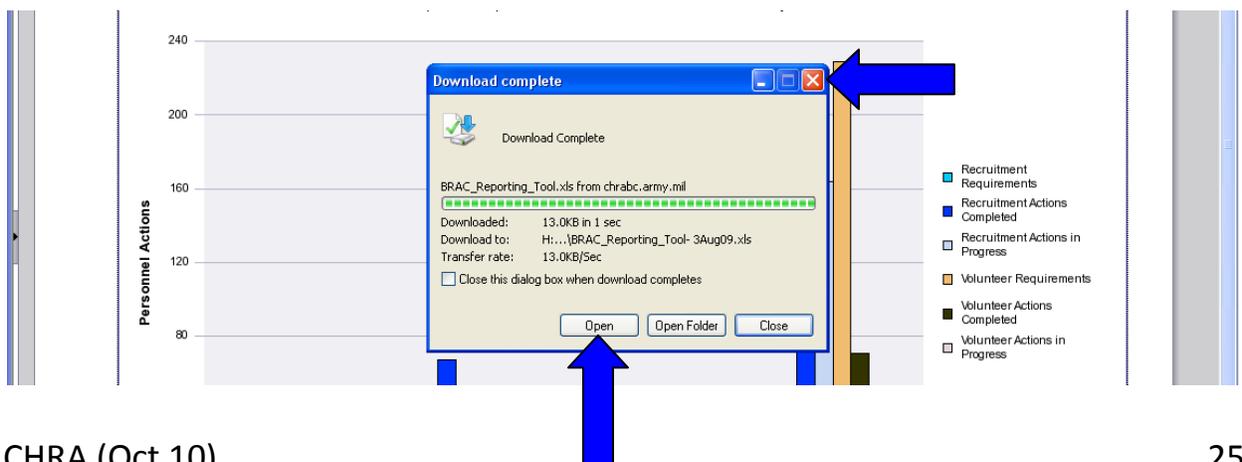
Select the location on your computer where you wish to save the file in “Save in”.

Input what you want to name the file in “File name”.

When done, click “Save”.

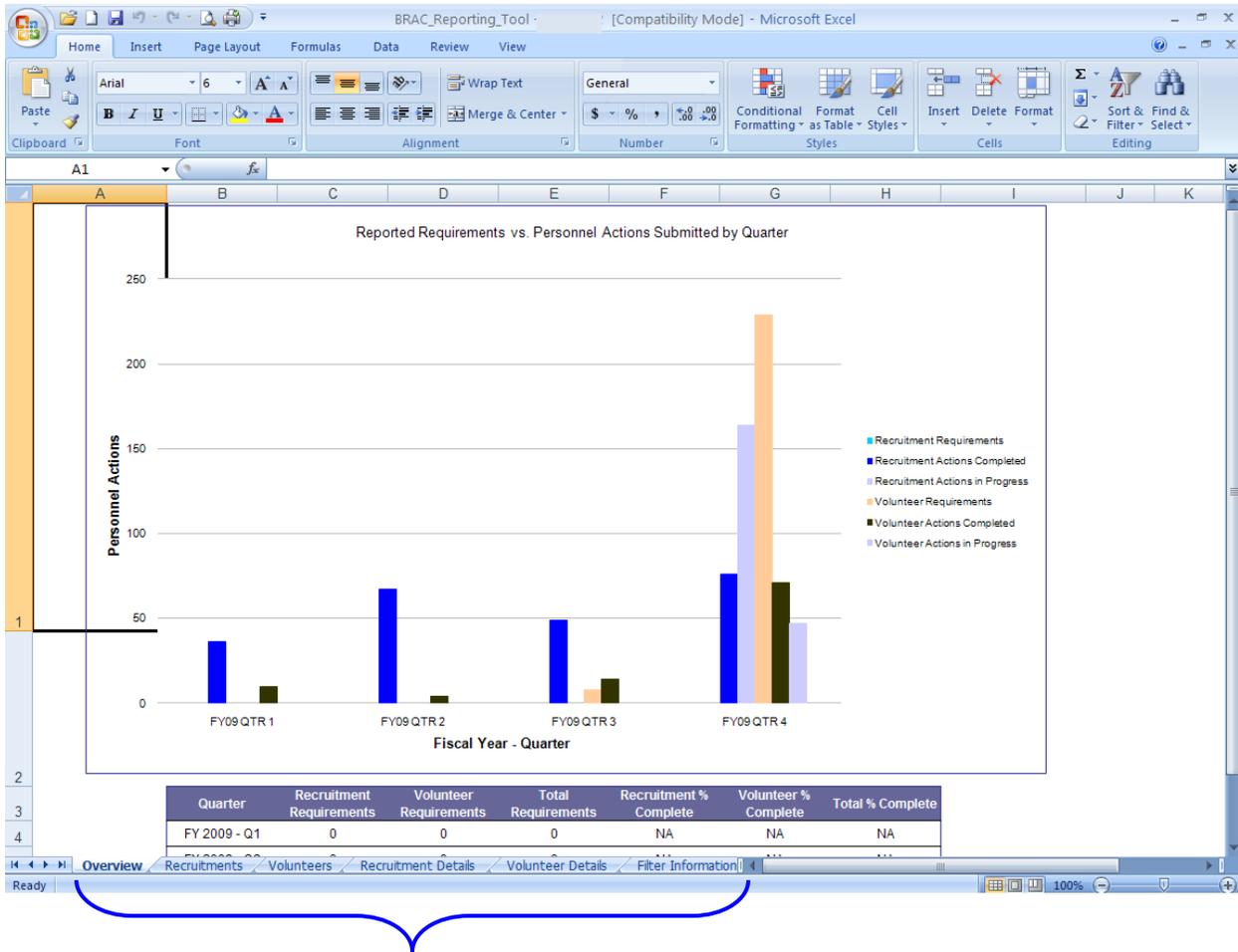


Once you click “Save”, the Download complete window will appear while the file is saving and then when it is complete it will indicate, Download Complete. You can then either close the window or open the Excel file.



BRAC Reporting Tool User Guide

If you select open, the Excel file will open. There will be a separate tab (worksheet) at the bottom for each report section.

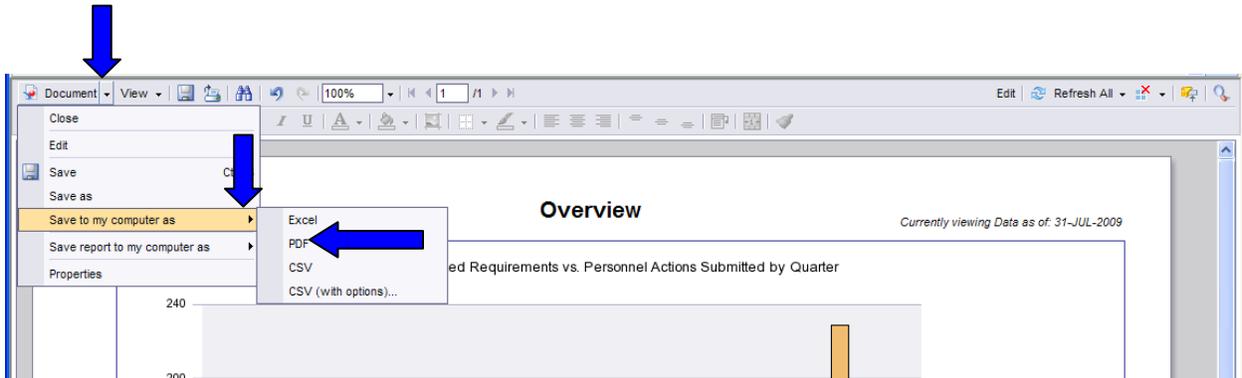


BRAC Reporting Tool User Guide

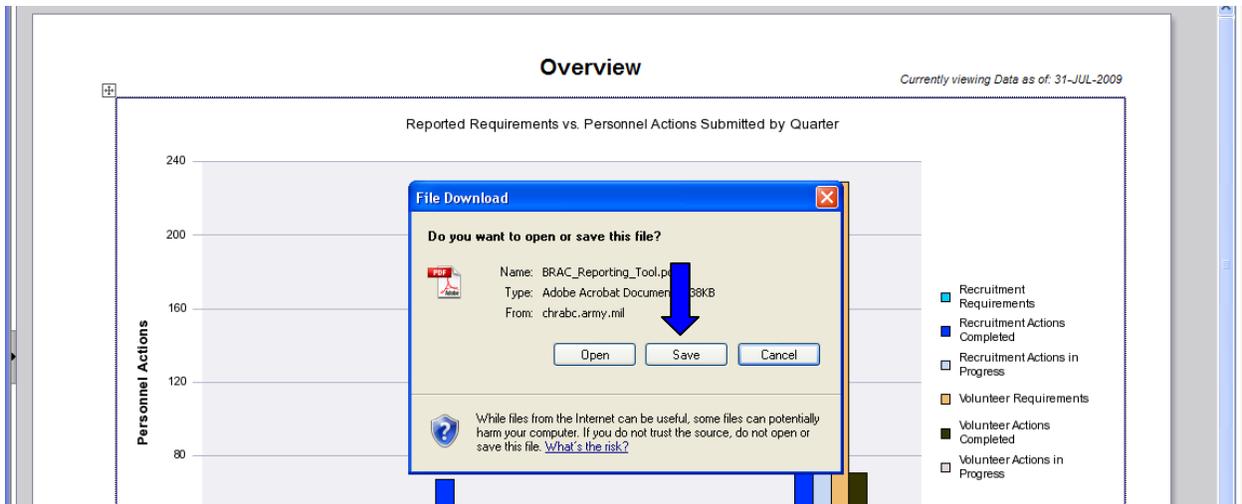
Save as a PDF File

To save as a PDF File, click on the down arrow next to “Document”.

Click on the forward arrow next to “Save to my computer as”, then click on “PDF”.



When the File Download window opens, click on “Save”.

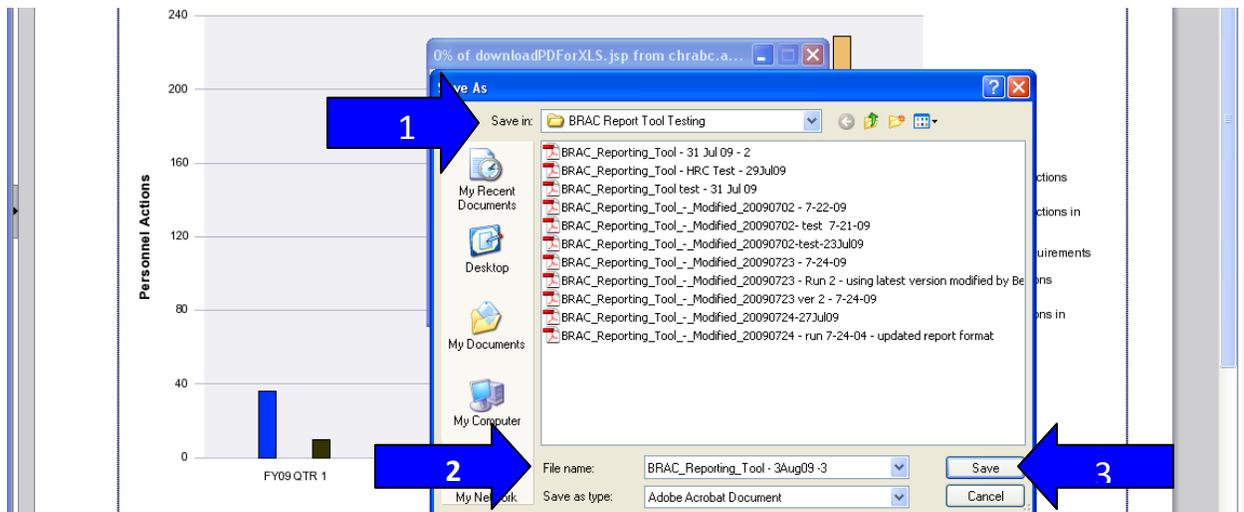


BRAC Reporting Tool User Guide

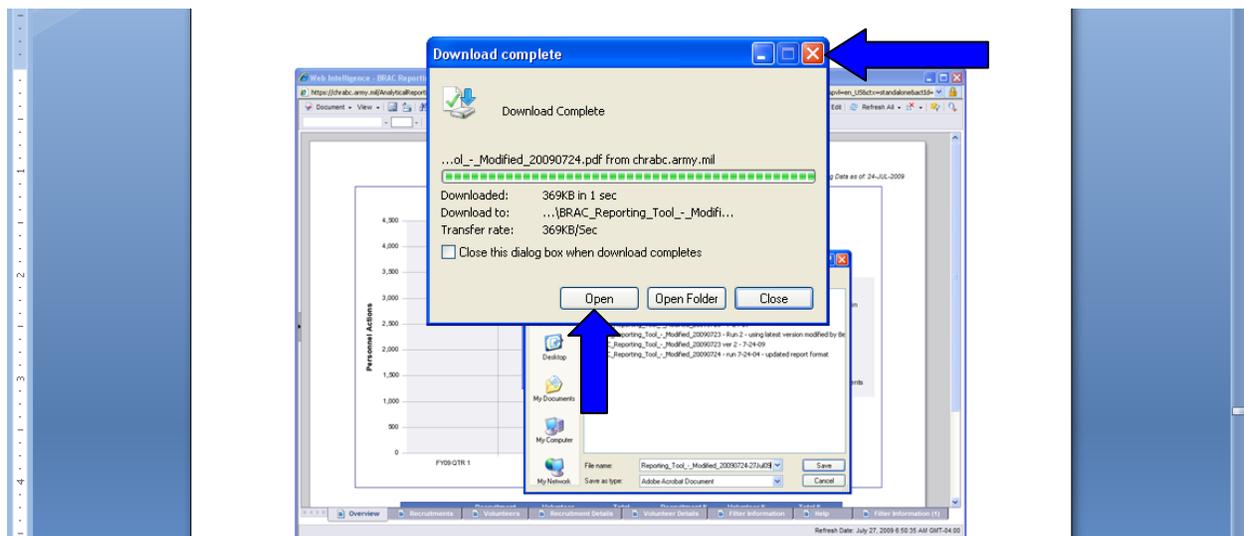
Select the location on your computer where you wish to save the file in “Save in”.

Input what you want to name the file in “File name”.

When done, click “Save”.



Once you click “Save”, the Download complete window will appear while the file is saving and then when it is complete it will indicate, Download Complete. You can then either close the window or open the PDF file.



BRAC Reporting Tool User Guide

If you select open, the PDF file will open. There will be a bookmark on the left for each report section.

The screenshot displays the BRAC Reporting Tool interface within Adobe Reader. A blue arrow points to the 'Bookmarks' panel on the left, which lists sections like Overview, Recruitments, Volunteers, Recruitment Details, Volunteer Details, Filter Information, and Help. The main content area shows an 'Overview' report with a bar chart titled 'Reported Requirements vs. Personnel Actions Submitted by Quarter' and a summary table below it. The table shows data for FY 2009 - Q1, Q2, Q3, Q4, and the total for FY 2009.

Quarter	Recruitment Requirements	Volunteer Requirements	Total Requirements	Recruitment % Complete	Volunteer % Complete	Total % Complete
FY 2009 - Q1	0	0	0	NA	NA	NA
FY 2009 - Q2	0	0	0	NA	NA	NA
FY 2009 - Q3	0	8	8	NA	175%	787.5%
FY 2009 - Q4	0	229	229	NA	31%	64.19%
FY 2009	0	237	237	NA	41.77%	137.97%

BRAC Reporting Tool User Guide

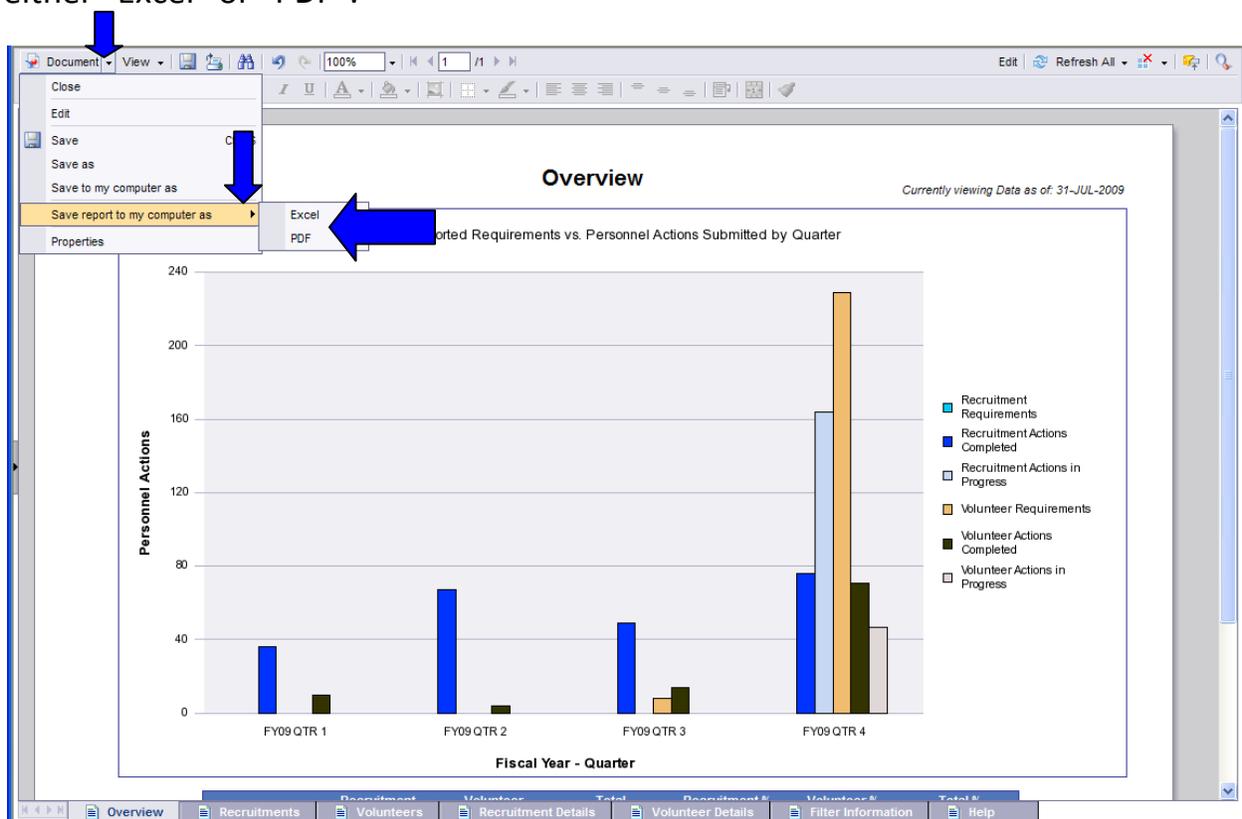
Saving Individual Reports

You also have the capability of saving individual reports, i.e., Recruitment Details or Volunteer Details, 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.

This feature allows you to save the individual Recruitment Details and/or the Volunteer Details reports into Excel where you can then re-sort/re-order, as necessary.

To save individual reports, click on the down arrow next to “Document”.

Click on the forward arrow next to “Save report to my computer as”, then click on either “Excel” or “PDF”.

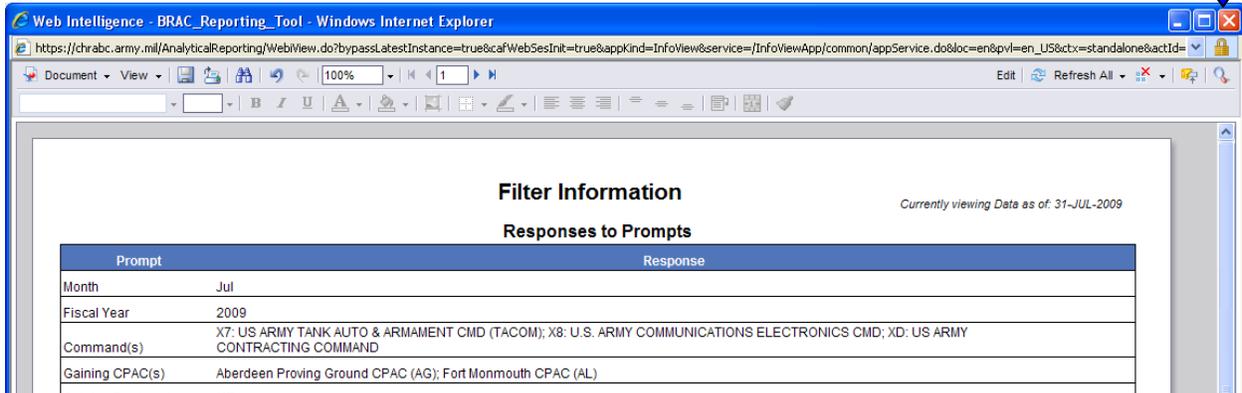
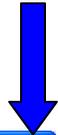


Then follow the same procedures as above for either Excel or PDF.

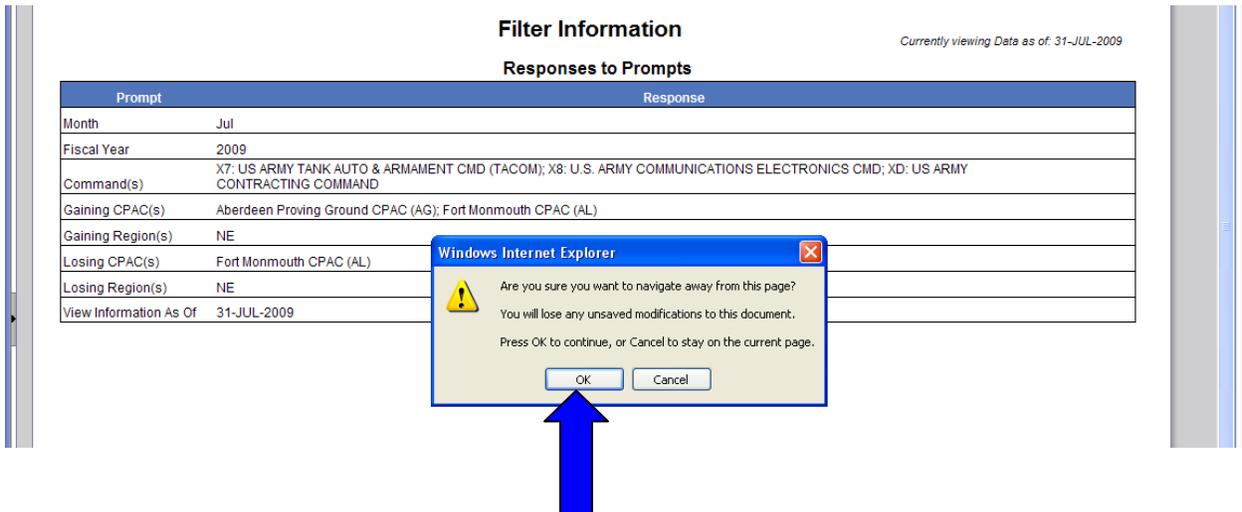
BRAC Reporting Tool User Guide

EXITING THE BRAC REPORTING TOOL

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



Click Ok.



BRAC Reporting Tool User Guide

APPENDIX A: Derived Command Name Logic Listing

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

Command	UIC	Logical Command Name
3A	All	3rd Army - AR3A
5A	All	5th Army - AR5A
63	All	DCMA - DD63
AA	All	AAC - U.S. Army Accessions Command
AC	All	AMC - U.S. Army Contracting Agency (ARAC)
AE	W6DP04	ASC - PEO IEW and S FT MONMOUTH
AE	Rest	ASC - U.S. Army Acquisition Support Center
AS	WDFK99	INSCOM - USA NATIONAL GROUND INTELLIGENCE CTR
AS	WE1P9A	INSCOM - USA NATL GRND INTEL CTR FT. BELVOIR
AS	Rest	INSCOM - INSCOM
AT	All	ATEC - US Army Operational Test and Evaluation Command
BA	W6CSAA	IMCOM - USA FIELD ARTILLERY CENTER and FORT SILL
BA	W0VCAA	IMCOM - U S ARMY GARRISON FORT HOOD HQ
BA	W6B9AA	IMCOM - USAG ROCK ISLAND ARSENAL
BA	W3V8AA or W4RHAA	IMCOM - HQ DA Staff Field Operating Agencies
BA	Rest	IMCOM - IMCOM
CB	All	CIDC - US Army Criminal Invest Command
CE	W2SM01	NETCOM - US Army Corps Of Engineers
CE	Rest	USACE - US Army Corps Of Engineers
CS	All	HQDA - Office Chief Of Army
FC	W3NQAA	1st Army - US Army Forces Command
FC	Rest	FORSCOM - US Army Forces Command
G6	All	NETCOM - NETCOM/9th Army Signal Command
GB	All	HQDA - National Guard Bureau
HR	All	USARC - United States Army Reserve Command (USARC) - (HR)
JA	All	HQDA - Joint Activities

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Command	UIC	Logical Command Name
MA	All	USMA - US Military Academy
MC	All	MEDCOM - MEDCOM
MP	All	HQDA - ARMP
MT	All	AMC - ARMT
NG	All	HQDA - National Guard Bureau
P8	All	EUSA - Eighth US Army
SA	W00SAA	HQDA - OFC ASA MANP-RES AFFAIRS
SA	Rest	HQDA - Office Secretary Of The Army
SB	W0Z7AA	HQDA - OFFICE OF THE JUDGE ADVOCATE GENERAL
SB	Rest	HQDA - Field Operating Offices Of The Sec Of The Army
SC	All	SMDC - US Army Space and Missile Defense Cmd
SE	W6ED% Except W6ED15, W6ED16, W6ED20	HRC - HQ DA Staff Field Operating Agencies
SE	W3V8AA or W4RHAA	IMCOM - HQ DA Staff Field Operating Agencies
SE	Rest	HQDA - HQ DA Staff Field Operating Agencies
SJ	All	HQDA - Joint Services and DoD Activities Supported BY HQ DA
SP	All	HQDA - USA SPECIAL FORCES COMMAND
TA	All	AAC - U.S. Army Accessions Command
TC	W2L5PG	TRADOC - USA INFANTRY SCHOOL BASIC TRNG BDE
TC	Rest	TRADOC - US Army Training And Doctrine Cmd
TM	All	AAC - U.S. Military Entrance Processing Command (ARTM)
X2	All	AMC - HQ Army Materiel Command
X3	All	AMC - AMC HQ Staff Support Activities
X4	All	AMC - AMC Training Activities
X6	All	AMC - U.S. Army Aviation and Missile Command
X7	All	AMC - US Army Tank -Automotive and Armament Command

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Command	UIC	Logical Command Name
X8	All	AMC - US Army Communications -Electronics Command
XB	All	AMC - U.S. Army Chemical Materials Agency
XC	All	AMC - U.S Army Sustainment Command (ASC) (ARXC)
XD	All	AMC - ARXD
XK	All	AMC - Materiel Acquisition Activities
XP	All	AMC - US Army Security Assistance Command
XQ	All	AMC - U.S. Army Joint Munitions Command (JMC) (ARXQ)
XR	All	AMC - U.S. Army Research Development and Engineering Command
XT	W1QAAA	AMC - 597TH US ARMY TRANS TERMINAL GROUP
XT	Rest	AMC - Military Surface Deployment and Distribution Command (ARXT)
XX	All	AMC - Materiel Readiness Activities