

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

Introduction

The Readiness Tool provides an automated means for a Civilian Personnel Advisory Center (CPAC) to track their progress towards completing a major human resources (HR) event, such as the Base Realignment and Closure (BRAC) transitions.

This tool will perform two major functions:

- 1) Provide a quick-click checklist for the CPAC to track completion of tasks necessary for transition of each of their affected BRAC organizations, and
- 2) Reporting capability for the commanders and CHRA leadership (including personnel at CHRA headquarters, the CHRA regions, and the CPACs) to review the status and judge the overall health of the BRAC transition process.

The initial implementation of the tool will support only the checklist capability, and that functionality is the focus of this user guide.

The checklist is organized into multiple modules, or sections, which categorize the tasks into logical groups, i.e. Planning, Communication, Recruitment, etc. The CPAC will enter information into a checklist of standard tasks essential for successful completion of the specific module. Each task is presented as a question, i.e. “Has *<task>* been completed?” The HR specialist will review the task questions on a regular basis, update the answers (Yes/No/Not Applicable) and enter any supporting remarks as needed.

Each checklist is identified by the following information:

- Losing CHRA Region
- Losing CPAC
- Gaining CHRA Region
- Gaining CPAC
- Command
- UIC
- Phase

An effective date is also associated with the specific phase of each checklist; this date used to judge the overall health of the project and defines the specific timeframes for completion of each task.

The system determines the overall health, or status, of each module of the project based upon the answers to each task question within the module and the timelines that have been established for each task.

The system uses the following logic to assign a status color to each task:

- If the answer to the task question is “NA”, then the status color is **BLACK**.
- If the answer to the task question is “Yes”, then the status color is **GRAY**.
- If the answer to the task question is “No”, then consider the timeline associated with each task
 - If the first threshold date has NOT yet passed, then the status color is **GREEN**.
 - If the first threshold date HAS passed, then the status color is **YELLOW**.
 - If the second threshold date HAS passed, then the status color is **RED**.

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

The status color that is reported for each module is the lowest, or worst, status color that is assigned to the task questions within it.

Creating a New Checklist

The following screen will be displayed upon entering the system:

Enter Key Information

Losing CHRA Region: Select a CHRA Region...

Losing CPAC: Select a CPAC...

Command: Select a Command...

Search

Military Unit: Select a Military Unit...

Effective Date of Action:

Gaining CHRA Region: Select a Gaining CHRA...

Gaining CPAC: Select a Gaining CPAC...

Entered By: Losing CPAC Gaining CPAC

Phase: Select a Phase...

Search New Reset

Fill in the appropriate information into each field (ALL fields are required) and click the “New” button.

Required Data Elements (all fields are required):

- Losing CHRA Region: the CHRA region that services the CPAC that is losing employees due to this BRAC transition
- Losing CPAC: The CPAC that is losing employees due to this BRAC transition*
- Gaining CHRA Region: The CHRA region that services the CPAC that is gaining employees due to this BRAC transition
- Gaining CPAC: The CPAC that is gaining employees due to this BRAC transition
- Entered By: The CPAC that is going to be responsible for filling this checklist. It was anticipated that the tasks may be shared between the losing and gaining CPACs. This data element allows both CPACs to maintain separate logs of their progress.
- Command: The command that is being tracked in this transition
- Military Unit: The UIC that is being tracked in this transition. To select a Military Unit, enter at least 2 characters of the UIC into the text box and click the “Search” button to the right of the text box. The UIC(s) that match the search criteria entered will be populated into the pick list.
- Phase: In some cases, the BRAC transition for an organization will occur in multiple phases. Use this data element to distinguish between Phase I, Phase II, etc. If the transition being tracked is not using the phased approach, select “Final”.

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

For example: If phase one is to move 2000 positions NLT 30 Sep 2010 - the effective date for phase one would be 30 Sep 2010. This will adjust the timeframes for the different tasks based on the 30 Sep 2010 effective date. The remainder of the positions will move 30 Aug 2011. A second checklist would be created with all of the same info for the other fields. However, on this second checklist the phase would be Final and the effective date would be 30 Aug 2011. The tasks for this second checklist will then adjust the timeframes accordingly.

- Effective Date of Action: Enter the anticipated effective date of the BRAC move for the specific phase of the checklist. (See example in Phase above.)

*Notes:

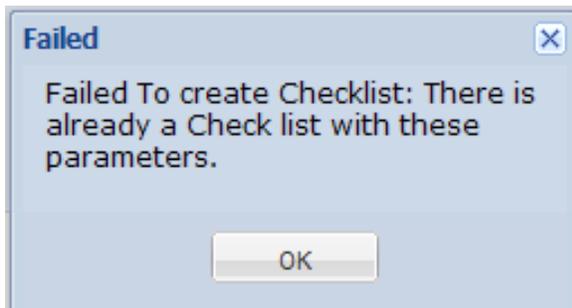
If the losing CPAC is also the gaining CPAC for the same command, UIC, etc., separate checklists created by the losing CPAC and gaining CPAC are not required. One checklist (for each phase) will suffice.

If the organization is closing and not relocating, the losing CPAC and region will also be entered as the gaining CPAC and region in order to create the checklist.

You can click the “Reset” button at any time to remove your input and start over.

If any field is left blank when the “New” button is clicked, the system will display an error, i.e. “Please select a _____.”

If the system displays the following error messages, it means that the information entered matches a checklist that already exists.



Click OK and you will return to the “Enter Key Information” screen. Click the “Search” button to find the checklist that matches the information you entered (see Note below), or change one or more piece of information that was entered and click the “New” button again.

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

Deleting a Checklist

To delete an erroneously created checklist send an email to the CHRA BRAC Program Management Office. Include the entering CPAC, region, unit, UIC and Phase. Provide a justification on why the checklist should be removed. Send email to Davon.mckeone@us.army.mil.

Searching for an Existing Checklist

The following screen will be displayed upon entering the system:

Enter Key Information

Losing CHRA Region: Select a CHRA Region..

Losing CPAC: Select a CPAC...

Command: Select a Command...

Search

Military Unit: Select a Military Unit...

Effective Date of Action:

Gaining CHRA Region: Select a Gaining CHRA

Gaining CPAC: Select a Gaining CPAC...

Entered By: Losing CPAC Gaining CPAC

Phase: Select a Phase...

Search New Reset

To search for an existing checklist, fill any combination of the fields, and use the “Search” button.

Available Data Elements:

- Losing CHRA Region: the CHRA region that services the CPAC that is losing employees due to this BRAC transition
- Losing CPAC: The CPAC that is losing employees due to this BRAC transition
- Gaining CHRA Region: The CHRA region that services the CPAC that is gaining employees due to this BRAC transition
- Gaining CPAC: The CPAC that is gaining employees due to this BRAC transition
- Entered By: The CPAC that is going to be responsible for filling this checklist. It was anticipated that the tasks may be shared between the losing and gaining CPACs. This data element allows both CPACs to maintain separate logs of their progress.
- Command: The command that is being tracked in this transition
- Military Unit: The UIC that is being tracked in this transition. To select a Military Unit, enter at least 2 characters of the UIC into the text box and click the “Search” button to the right of the text box. The UIC(s) that match the search criteria entered will be populated into the pick list.

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

- Phase: In some cases, the BRAC transition for an organization will occur in multiple phases. Use this data element to distinguish between Phase I, Phase II, etc. If the transition being tracked is not using the phased approach, select “Final”.
- Effective Date of Action: Enter the anticipated effective date of the BRAC move for the specific phase of the checklist.

You can click the “Reset” button at any time to remove your input and start over.

Once the “Search” button is clicked, the system will display the following screen:

| Search for a Checklist | | | | | | | | |
|------------------------|-------------------------------------|--|--|-----------------------|-------------------|--|--|--|
| Losing CHRA Region : | NORTH EAST | | | Gaining CHRA Region : | NORTH CENTRAL | | | |
| Losing CPAC: | HQ DA CPAC | | | Gaining CPAC: | Fort Belvoir CPAC | | | |
| Command: | HQDA STAFF FIELD OPERATING AGENCIES | | | Entered by: | HQ DA CPAC | | | |
| Military Unit: | ALL | | | Phase : | ALL | | | |
| Effective Date: | ALL | | | | | | | |

| Losing CHRA Region | Losing CPAC | Gaining CHRA Region | Gaining CPAC | Command | Entered by CPAC | UIC | Phase | Effective Date | |
|--------------------|-------------|---------------------|-------------------|-------------------------------------|-----------------|-----|---------|----------------|---------|
| NORTH EAST | HQ DA CPAC | NORTH CENTRAL | Fort Belvoir CPAC | HQDA STAFF FIELD OPERATING AGENCIES | HQ DA CPAC | | Phase I | 2010-09-15 | Edit... |

- The blue portion of the screen displays the search criteria entered into the “Enter Key Information” screen.
- The white portion of the screen lists the details about any checklists that match the entered search criteria.

Click the “Edit” button in order to view or change the checklist.

If no checklists match the entered search criteria, the system will display a message: “NO matches found.” Close out of the search results and either enter new search criteria or create a new checklist.

Editing a Checklist

Once you have a checklist open, either from creating a new checklist or opening an existing checklist, the following options are available

- View the overall status
- View/add remarks about the overall status
- View/edit the answers to individual tasks
- View/add remarks about individual tasks

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

Overall Status

The Overall Status screen displays a dashboard of the current health of the BRAC transition by module. The status color is determined by the responses provided for each task; the dashboard displays the “worst” status that is contained within the module. Refer to the Status Key displayed at the bottom of the screen for a description of each status color’s meaning.

Create a Checklist

| | |
|--|-----------------------------------|
| Losing CHRA Region : SOUTH CENTRAL | Gaining CHRA Region : EUROPE |
| Losing CPAC: Fort Lee CPAC | Gaining CPAC: Kaiserslautern CPAC |
| Command: THE ADJUTANT GENERAL | Entered by Kaiserslautern CPAC |
| Military Unit: CIVILIAN PERSONNEL FIELD AGENCY (CPFA)ARSEW1J408 01 | Phase : Phase I |
| Effective Date: 2010-09-30 | |

SAMPLE ONLY

| Dashboard | | |
|----------------------------------|--------|---|
| | Status | |
| Overall | | |
| Planning | ● | Remarks Add... |
| Communications | ● | Remarks Add... |
| Labor Obligations | ● | Remarks Add... |
| Transfer of Function | ● | Remarks Add... |
| Transfer of Work | ● | Remarks Add... |
| Realignment | ● | Remarks Add... |
| Management Directed Reassignment | ● | Remarks Add... |
| Reduction in Force | ● | Remarks Add... |
| Recruitment | ● | Remarks Add... |

Status Key:

- Black: All task(s) at lower levels are marked as not applicable.
- Gray: All task(s) at lower levels are marked as complete.
- Green: Task(s) at lower levels are incomplete, but ample time remains (no attention needed).
- Yellow: Task(s) at lower levels are incomplete and time is running short (action suggested).
- Red: Task(s) at lower levels are incomplete and time has run out (immediate action required).

Save Module Remarks

| |
|----------------------------------|
| Dashboard |
| Planning |
| Communications |
| Labor Obligations |
| Transfer of Function |
| Transfer of Work |
| Realignment |
| Management Directed Reassignment |
| Reduction in Force |
| Recruitment |

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

There is an option to add remarks to a module to explain the situation that is causing the problem, a course of action recommendation, and an optional alternate course of action recommendation. To add a comment for a module, click the “Add...” button that is on the same line as the module. The following window will appear.

The screenshot displays the 'Edit a Checklist' window. At the top, it shows key information: Losing CHRA Region (SOUTH CENTRAL), Gaining CHRA Region (EUROPE), Losing CPAC (Fort Lee CPAC), Gaining CPAC (Wurzburg CPAC), Command (U.S. ARMY INTEL AND SECURITY CMD(INSCOM)), Entered by (Fort Lee CPAC), Military Unit (USA CIV PERS OPS CTR), and Phase (Phase I). The Effective Date is 2010-09-30. A 'SAMPLE ONLY' watermark is present. Below this is a 'Dashboard' table with columns for 'Overall', 'Status', and 'Remarks'. The 'Overall' column lists modules: Planning (Red), Communications (Green), Labor Obligations (Yellow), Transfer of Function (Black), Transfer of Work (Gray), Realignment (Gray), Management Directed Reassignment (Gray), Reduction in Force (Gray), and Recruitment (Blue). Each row has an 'Add...' button. An 'Enter Remarks' dialog box is open over the 'Planning' row, containing fields for 'Situation', 'Course of Action Recommendation', and 'Alternate Course of Action Recommendation'. A legend at the bottom left explains the status colors: Black (all lower levels marked), Gray (all lower levels marked), Green (incomplete, ample time), Yellow (incomplete, time short), and Red (incomplete, time out). A 'Save Module Remarks' button is at the bottom.

The Situation and Course of Action Recommendation fields are required. Enter information about the situation that is affecting the status color associated with the module and recommend a course of action. The alternate course of action recommendation field is optional, and can be entered as needed.

Information that is input into these remarks will feed a report for CHRA headquarters. That report will be used in discussions with command leadership.

NOTE: In order to save the remark, click OK to the “Enter Remarks” window and then click the “Save Module Remarks” button.

BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

Modules

Use the tabs on the right side of the screen to navigate through the different modules, or sections, of the checklist.

Each module is organized into one or more subsections. For example, the Planning module contains four subsections: Obtain/Review Concept Plan, Develop Organizational Structure (HR and Management jointly), Obtain Schedule of Positions, and Develop Recruitment Strategy.

The contents of each module screen include (from left to right):

| Column | Description |
|---------------|--|
| Question Text | The task questions to be answered |
| Target Dates | These dates are used to calculate the status color that is assigned to each question. <ul style="list-style-type: none"> If the answer to the question is “No” on or after the yellow date, the status color will turn to yellow. If the answer to the question is “No” on or after the red date, the status color will turn to red. |
| Answers | Select the answer to each task question as appropriate. |
| Status | The status color assigned to each task question. <ul style="list-style-type: none"> Black: The selected answer for the task question is “NA” Gray: The selected answer for the task question is “Yes” Green: The selected answer for the task question is “No” and the yellow target date has not been reached. Yellow: The selected answer for the task question is “No” and the yellow target date has been reached. Red: The selected answer for the task question is “No” and the red target date has been reached. |
| Remarks | The supporting remarks that have been entered for each question |

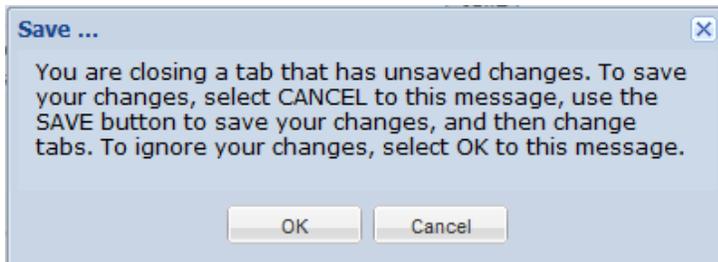
BRAC Readiness Tool User Guide

Changes from last edition are annotated in blue font.

| Column | Description |
|---------------|---|
| Add... button | Use this option to input supporting remarks for any question as needed. <i>NOTE: Do NOT enter any sensitive or personally identifying information into this field.</i> <i>NOTE: In order to save any new remarks, click OK to the “Enter Remarks” window and then click the “Save” button</i> |

Use the “Save” buttons that are placed at the end of each subsection to save any changes made to answers and any supporting remarks that were entered.

If the user attempts to navigate away from a module that has unsaved changes, such as a new answer to one of the task questions or a new remark, the following message will appear.



In order to save the changes, click “Cancel” to this message and use one of the Save buttons on the checklist. In order to proceed to the next tab without saving the changes, click OK to this message.

NOTE: Clicking the OK button will cause any unsaved changes to be lost.