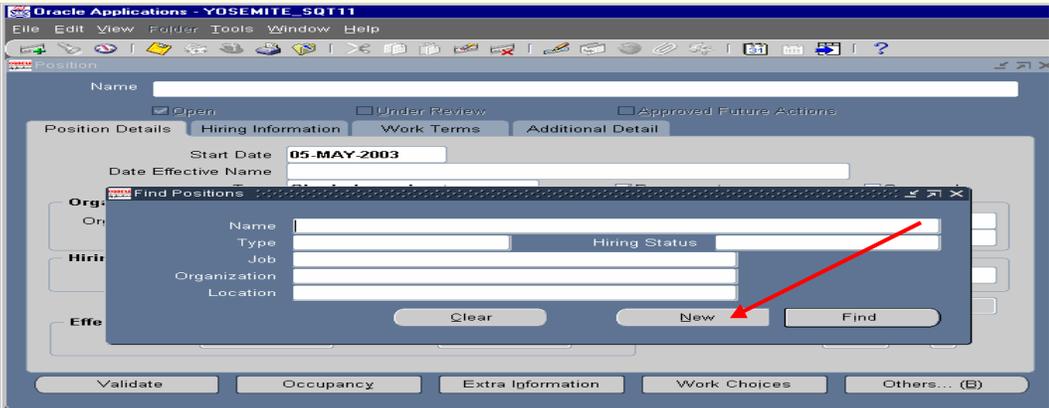
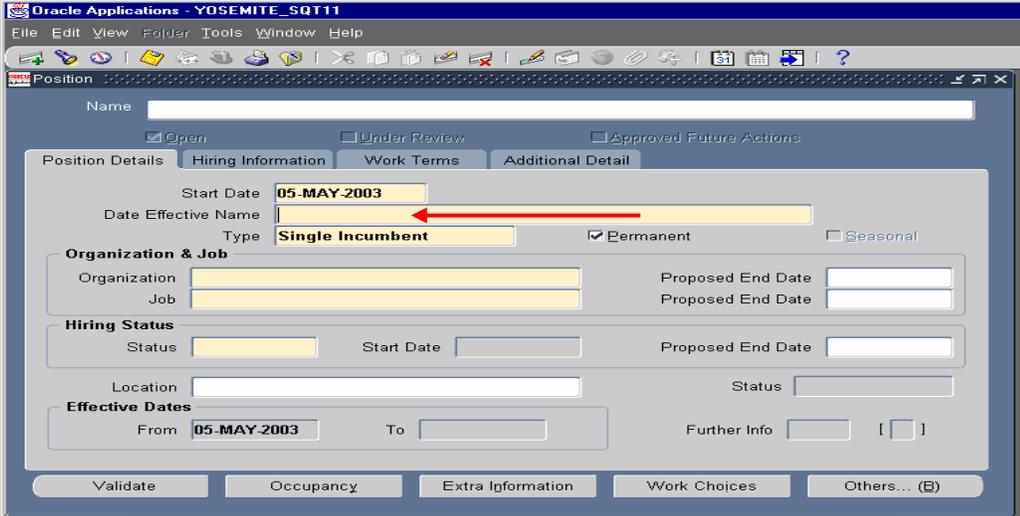


# POSITION BUILD

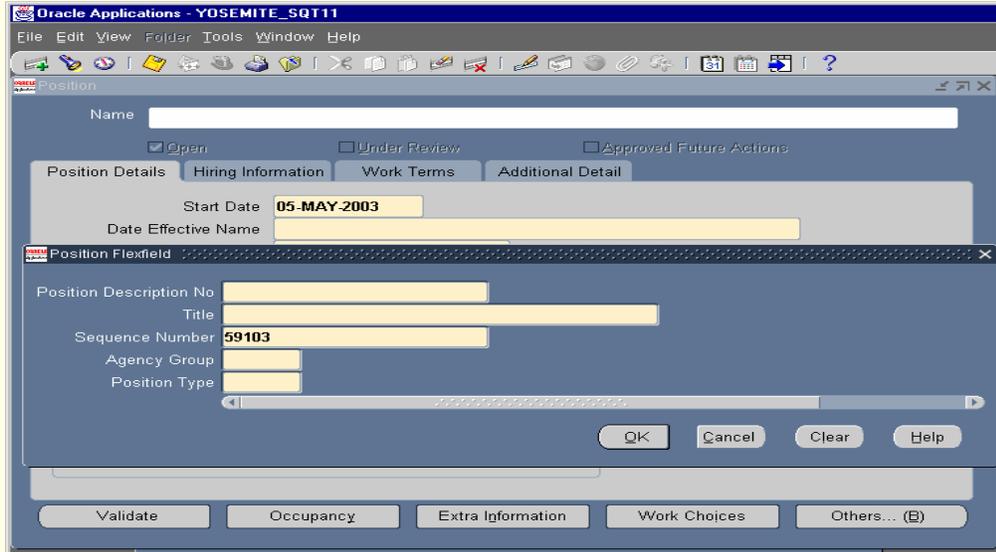


If you must use the position on the day you are building it or you are processing an action with an earlier effective date, you must date track at least two days before the effective date of the action. The effective date of the personnel action *cannot* be the same date the position was built.

STEP	ACTION
1	From the Navigation List – Click on <b>Work Structures-&gt;Position-&gt;Description</b> <open>
2	<p>The following window appears. Click on the &lt;New&gt; button.</p> 
3	<p>If necessary, Date Track using the Date Track  button.</p>
4	<p>Click on the &lt;Date Effective Name&gt; field.</p> 

5

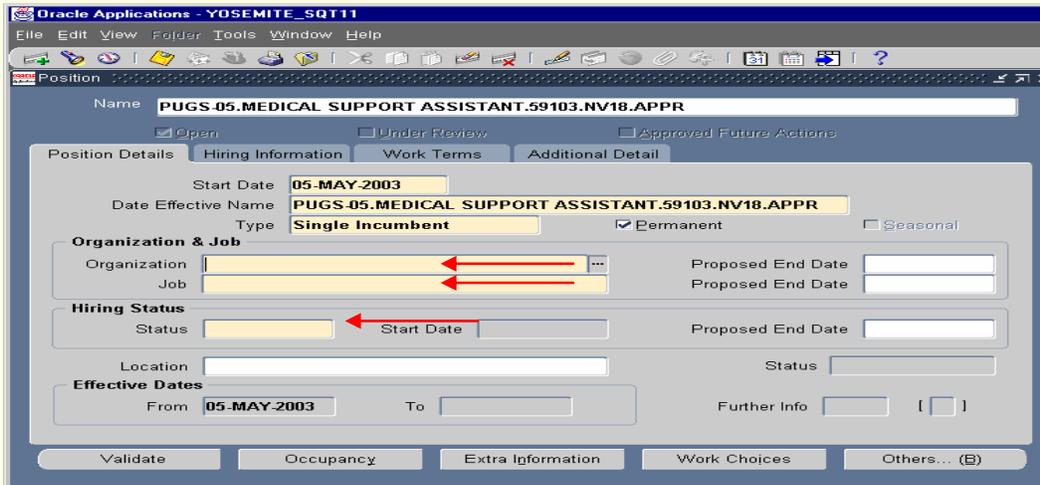
The following window appears. Complete the flexfields listed. A brief description is provided below. Click <OK> and <Save> when completed.



FLEXFIELD	COMMENTS
POSITION DESCRIPTION NO	Assign a PD number in accordance with HRSC Business practices.
TITLE	Enter the title using all Capital letters (Example: HUMAN RESOURCES SPECIALIST)
SEQUENCE NUMBER	System generated
AGENCY GROUP	Identifies the owning agency and subelement - Major Claimant (e.g., NV18)
POSITION TYPE	APPR (Appropriated Fund Position)

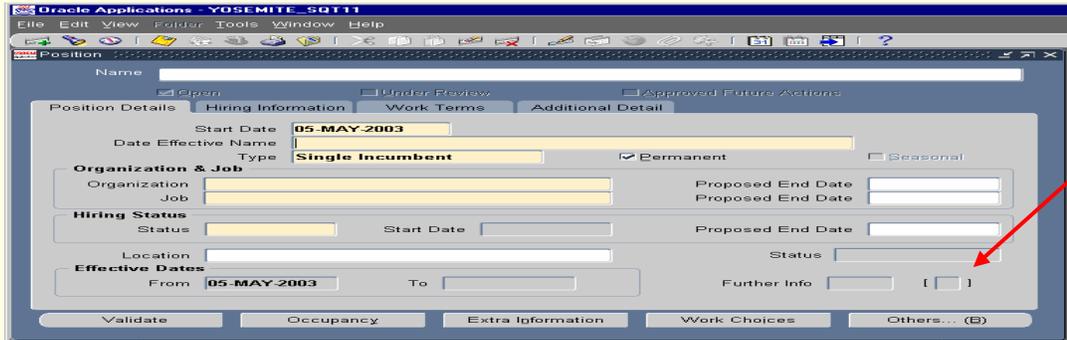
6

Complete the following flexfields. A brief description is provided below. Click <OK> and <Save> after completing the flexfields.

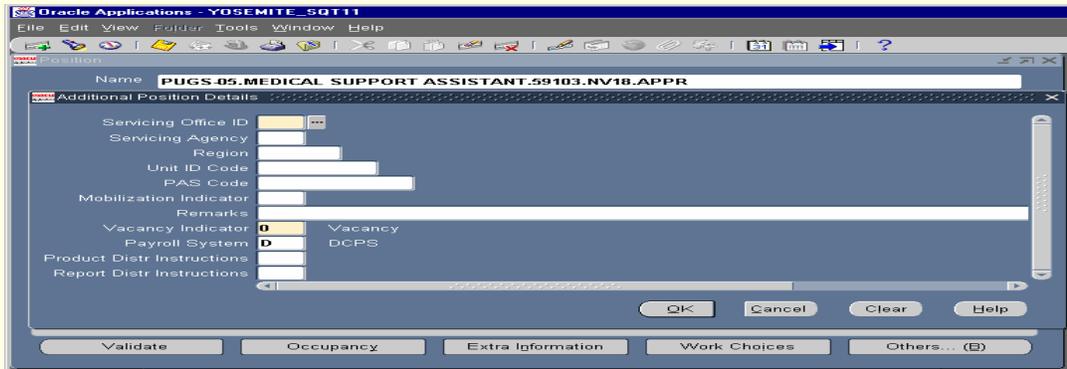


	FLEXFIELD	COMMENTS
	<b>ORGANIZATION</b>	Type in %UIC% on the LOV reduction screen (Example: 69206%)
	<b>JOB</b>	Enter Occupational code/series
	<b>STATUS</b>	Click on LOV and select "Active"

7 Click on the "[ ]" box.



The following window appears. Complete the flexfields listed. A brief description is provided below. Click <OK> and <Save> when completed.



	FLEXFIELD	COMMENTS
	<b>SERVICING OFFICE ID</b>	Enter CPO-ID (Example: "P5")
	<b>SERVICING AGENCY</b>	Enter "NV" for Navy
	<b>REGION</b>	Enter Region (Example: "NVSW", "NVNE")
	<b>UNIT ID CODE</b>	Enter UIC
	<b>PAS CODE</b>	Navy doesn't use. Required for AF-owned positions.
	<b>MOBILIZATION</b>	This code represents the time phased civilian organizational manning requirements for different conditions during mobilization. Enter "A" if not applicable.
	<b>REMARKS</b>	Optional.
	<b>VACANCY</b>	Defaults to "0". When someone is assigned to position, system automatically changes to "E" for encumbered.
	<b>PAYROLL SYSTEM</b>	"D" (DCPS) System-generated for APPR records.
	<b>PROD DISTR</b>	System generates to value input in the Servicing Office ID field above. Override and enter appropriate code.
	<b>REPORT DISTR</b>	System generates to value input in the Servicing Office ID field.

8	Click on the <OTHERS> button, select "Navy" and complete the following DDFs listed below. Click <OK> and <Save> after completing each window.
9	After completing <b>STEP 8</b> above, close the <Others> window and return to the Main Position window.
10	Click on the <Validate> button to validate the position.
11	Reset the Date Track to the current date.
12	Exit to return to the Main Navigation Window.

**DDFs:**

ACQUISITION PROGRAM INFORMATION	
Complete only for Acquisition positions.	
FLEXFIELD	COMMENTS
Career Level	Autopopulates to "C" if occ srs = 1102
Job Site	Use LOV
Critical Position	Use LOV
Job Specialty 1	Use LOV
Job Specialty 2	Use LOV
Career Category	Use LOV
Program Type	Use LOV
Special Assignment	Use LOV

DEMO PROJECT INFORMATION	
FLEXFIELD	COMMENTS
Demo Location Code	Enter the appropriate code if covered under Demonstration Project: 1 = China Lake 2 = SPAWAR 3 = NAVSEA Warfare Ctr 4 = NRL A = AF Laboratory Personnel Demo Q = DOD Acquisition Personnel Demo R = Army Laboratory Personnel Demo
Demo Pay Plan	Required for DOD Acq (Q), AF Lab (A), and AR Lab (R) Leave blank for Demo Loc Codes 1, 2, 3, and 4
Demo Broadband	Required for DOD Acq (Q), AF Lab (A), and AR Lab (R) Leave blank for Demo Loc Codes 1, 2, 3, and 4

MULTIPLE AGENCY INFORMATION	
FLEXFIELD	COMMENTS
Position Mgt Review	Code as appropriate
Status	Autopopulates as "1"
Payroll Cost Code	Optional input area. (Required for US Marine Corp activities)
Payroll Org Code	(a.k.a., Cost Center) Enter appropriate code for DCPS flow.

<b>Func Acct and Shred</b>	Leave blank. Navy doesn't use.
<b>Program Element</b>	Leave blank. Navy doesn't use.
<b>Mobility Reason</b>	Defaults to "9". Change to appropriate code if applicable.
<b>Responsibility Level</b>	Supervisory level. Do <b>not</b> use 1 or 3 for supervisory positions - use 2, 4 or 5.
<b>Gun-Ammo Access ID</b>	Defaults to "No". Change to appropriate code if applicable.
<b>Position Nationality</b>	"N" if position is not US; otherwise leave blank.

NAVY	
FLEXFIELD	COMMENTS
<b>DEMO OGS</b>	Required for China Lake and SPAWAR Demo (Demo Loc Code "1" and "2") Leave blank for all others.
<b>DEMO SAC</b>	Required for China Lake Demo (Demo Loc Code "1") Leave blank for all others.
<b>DOT Code</b>	Optional
<b>Sensitivity Criterion</b>	Enter appropriate code.

US FEDERAL POSITION GROUP 1	
FLEXFIELD	COMMENTS
<b>Personnel Office ID</b>	Enter your POI (Or enter % sign and then tab. Field will then be automatically populated.)
<b>Office Symbol</b>	Optional for NV-owned records. Required for AF-owned records.
<b>Org Structure ID</b>	Block 42 on RPA/NPA for NV-owned records. Reflects Administrative Org Structure Code.
<b>Occupation Cat Code</b>	(PATCOB) If left blank, or if the user inputs an incorrect value, the system will autopopulate the correct value based on series and grade when the position is validated.
<b>FLSA Category</b>	Enter appropriate code from PD coversheet (OF-8), Block 7.
<b>Bargaining Unit Status</b>	A partial value may be entered such as NV%. Then select appropriate BUS code. 8888 and 7777 codes are not preceded by NV.
<b>Competitive Level</b>	Enter comp level code from PD coversheet (OF-8), Block 13.
<b>Competitive Area</b>	Enter two-digit code. Used to extract competitive areas for RIF.
<b>Work Schedule</b>	Defaults to F. Change if appropriate.
<b>Part-time HRS Bi-weekly</b>	Complete only when work schedule = P.
<b>Functional Class</b>	Automatically defaults to 00. Override and enter appropriate code for professional, scientific or engineering position.
<b>Position Working Title</b>	Leave blank.
<b>Position Sensitivity</b>	Defaults to 1. Change if appropriate.
<b>Security Access</b>	Enter appropriate code if applicable.
<b>PRP/SCI</b>	Leave blank
<b>Supervisory Status</b>	Defaults to 8. Change if appropriate.

Type Empl Supervised	Defaults to 99. Change if appropriate.
Supvy Diff Elig	Only input if eligible
Payroll Office ID	Code as appropriate (block 44 on RPA/NPA).
Timekeeper	Leave blank.
Position's Org Name	CPOIDUICORG (i.e., QK69207531). To get partial value, enter the position's UIC between % signs. (i.e., %69207%) and <tab>.

US FEDERAL POSITION GROUP 2	
FLEXFIELD	COMMENTS
Position Type	Autopopulates "APPR" for US.
Position Occupied	Enter appropriate code. This code designates whether the position is in the Competitive, Excepted or Senior Executive service.
Org Function Code	YYY (if HRO type, use "PAY")
Date Position Classified	DD-MMM-YYYY (e.g., 01-JAN-2003)
Date Last Audited	DD-MMM-YYYY (May leave blank)
Classification Official	Enter appropriate code.
Language Required	Leave blank unless the position requires a foreign language.
Drug Test	Use DON alpha coding only
Financial Statement	Defaults to 0. Change if appropriate.
Training Program ID	Defaults to YY. Change if appropriate.
Key Emergency Essen	Defaults to N. Change if appropriate.
Appropriations Code 1	Leave blank and ignore warning statement.
Appropriations Code 2	Leave blank.
Intelligence Pos Ind	Defaults to 1. Change to 2 if CIPMS position.
LEO Position Ind	Defaults to 0. Change if appropriate.

US FEDERAL POSITION OBLIGATED	
Complete flexfields only as necessary.	

US FEDERAL VALID GRADE INFO	
FLEXFIELD	COMMENTS
Valid Grade	Enter pay plan, dash, and grade level (example: GS-10) or use LOV.
Target Grade	Enter pay plan, dash, and grade level or use LOV if appropriate.
Pay Table	Enter appropriate pay table code
Pay Basis	Code as appropriate (e.g., "PA" for GS or "PH" for FWS)
Employment Cat Group	Code as appropriate (e.g., "1" for GS or "2" for FWS)