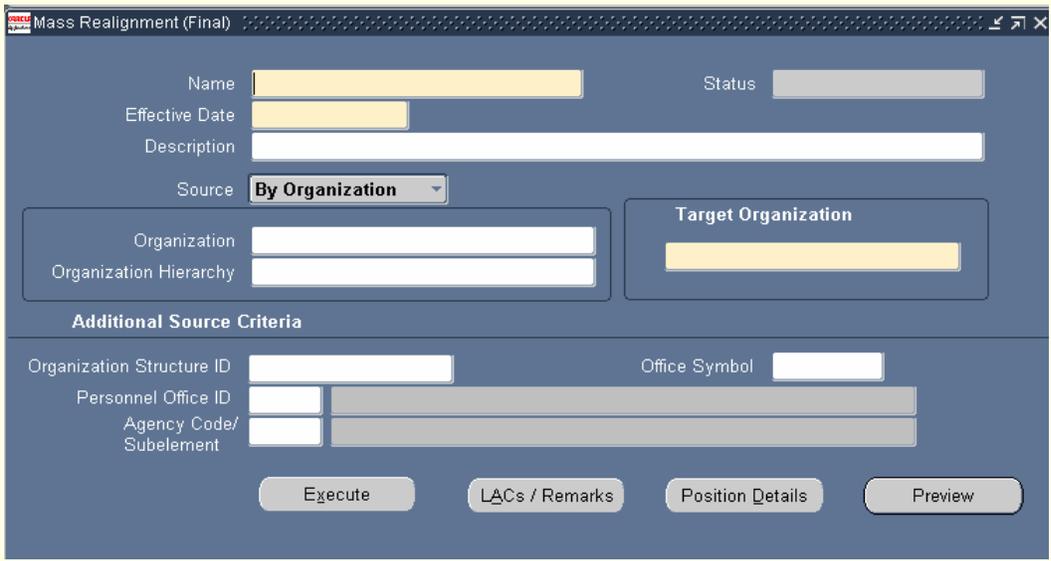


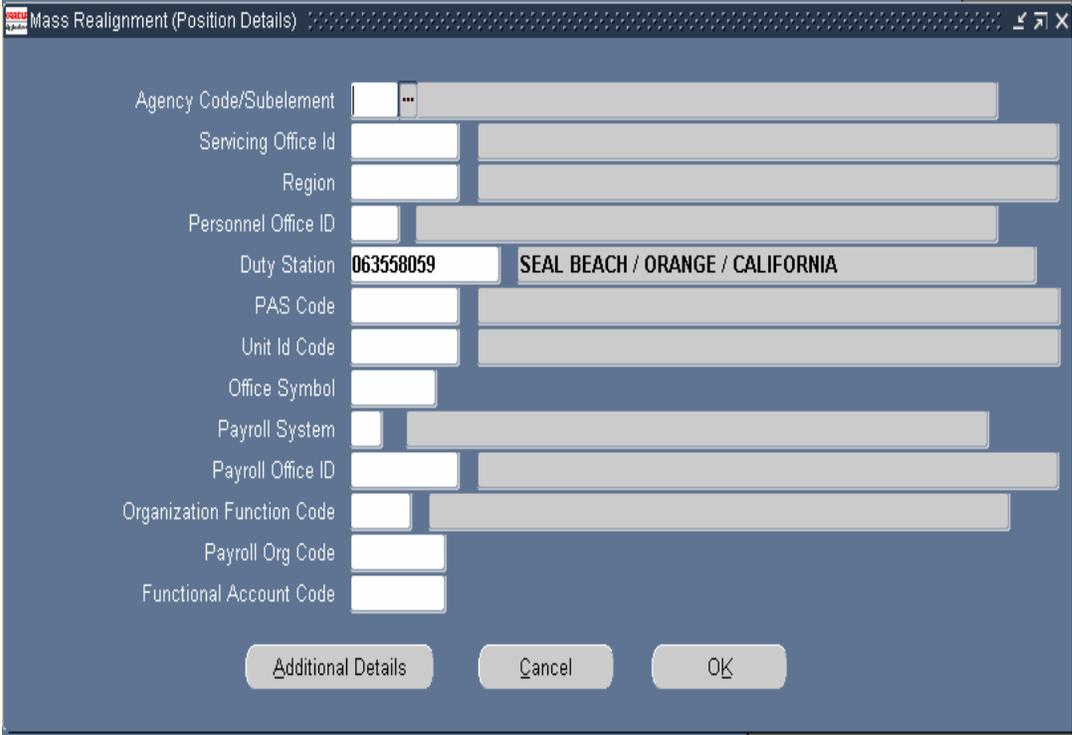
## PROCESSING A MASS REALIGNMENT

A mass realignment can be used if the effective date, NOA 790, authority, and From UIC are the same for all positions involved.

STEP	ACTION
<p>1</p> 	<p>From the Navigation List – Click on <b>Mass Actions</b> → <b>Mass Realignment</b> → <b>Custom Final Mass Realignment</b> → <b>&lt;Open&gt;</b>.</p> <p><b>Note:</b> The first two Navigation List items, <b>Preview Mass Realignment</b> and <b>Final Mass Realignment</b>, are not used by DOD.</p> <p>The <b>Custom Mass Realignment</b> menu item is available as a “rough draft” window. It is exactly like the Final <b>Mass Realignment</b> Window, but without the <b>&lt;Execute&gt;</b> taskflow button. A realignment can be created on either the <b>Custom Mass Realignment</b> or the <b>Custom Final Mass Realignment</b> Window. A realignment can only be processed in the <b>Custom Final Mass Realignment</b> Window.</p>
<p>2</p>	<p>The <b>Mass Realignment (Final)</b> Window displays with four taskflow buttons:</p>  <p>The screenshot shows a window titled "Mass Realignment (Final)" with the following fields and buttons:</p> <ul style="list-style-type: none"> <li>Name: [Text Field]</li> <li>Status: [Text Field]</li> <li>Effective Date: [Text Field]</li> <li>Description: [Text Field]</li> <li>Source: [Dropdown Menu: By Organization]</li> <li>Organization: [Text Field]</li> <li>Organization Hierarchy: [Text Field]</li> <li>Target Organization: [Text Field]</li> <li>Additional Source Criteria:             <ul style="list-style-type: none"> <li>Organization Structure ID: [Text Field]</li> <li>Office Symbol: [Text Field]</li> <li>Personnel Office ID: [Text Field]</li> <li>Agency Code/ Subelement: [Text Field]</li> </ul> </li> <li>Buttons: Execute, LACs / Remarks, Position Details, Preview</li> </ul> <p>1. <b>&lt;Execute&gt;</b> Processes your action by submitting it to update the database.</p> <p>2. <b>&lt;LACs/Remarks&gt;</b> Displays the <b>Legal Authority Code and Remarks</b> Window. Authority code(s) and any remarks saved on this window will apply globally to the mass realignment.</p>

<p>2 Continued</p>	<p>3. <b>&lt;Position Details&gt;</b> Displays the first of two windows where data to be changed in the mass realignment may be input and saved. The first is the <b>Mass Realignment (Position Details)</b> Window. This window has a taskflow button <b>&lt;Additional Details&gt;</b> which when clicked, displays the <b>Mass Realignment (Position Additional Details)</b> Window.</p> <p>4. <b>&lt;Preview&gt;</b> Displays the <b>Mass Realignment (Preview)</b> Window where the positions (and their incumbents, if any) for the realignment can be viewed and selected or deselected. <u>*Also, a data element change not applicable to all positions in the realignment may be input and saved on this window.</u></p>
<p>3</p>	<ul style="list-style-type: none"> <li>Click in the <b>Name</b> data field, type in a unique name for the realignment you are creating.</li> </ul>
<p>4</p> 	<ul style="list-style-type: none"> <li>Click in the <b>Effective Date</b> data field, use the LOV or type in a date.</li> </ul> <p><b>Note:</b> Name, Effective Date, and Target Organization are highlighted in yellow, which indicates they are required fields.</p>
<p>5</p>	<ul style="list-style-type: none"> <li>Click in the <b>Description</b> data field, enter a more detailed description of the action being taken.</li> </ul>
<p>6</p>	<p>The <b>Status</b> data field is system-generated to show how far your realignment has progressed, i.e., Unprocessed, Submitted, Processed etc.</p> <p><b>Source Region.</b> The <i>By Organization</i> drop-down menu does not change.</p>
<p>7</p>	<ul style="list-style-type: none"> <li>Click the LOV to choose the <b>Organization</b>. This is the organization realignment positions will be moving <b>from</b>.</li> <li>Click the LOV to choose the <i>Organization Hierarchy</i>. <u>"Department of Defense" will automatically populate.</u></li> </ul>
<p>8</p> 	<ul style="list-style-type: none"> <li>Click the LOV to choose the <b>Target Organization</b>. This is the organization realigned positions will be moving <b>to</b>.</li> </ul> <p><b>Note:</b> The "from" and "to" organizations may be the same.</p>

<p>9</p> 	<p><b>Note:</b> The optional <b>Additional Source Criteria</b> area is used to limit the positions the system brings to the Mass Realignment (Preview) Window as possible participants in the Realignment being processed. Completing a field filters out all positions that do not match the criteria.</p> <p><u>You may complete all, none, or a combination of the four Additional Source Criteria fields.</u></p> <p>When more than one of these fields is input, only positions that satisfy all of the Additional Source Criteria displays on the Mass Realignment (Preview) Window.</p> <ul style="list-style-type: none"> <li>• <b>Organization Structure ID</b> - Input this field, if you want to limit selection of positions to realign to a specific organization structure code. <b>A wildcard (%) may be used to limit your selection.</b></li> <li>• <b>Personnel Office ID</b> - Input this field, if you want to limit selection of positions to realign to a specific personnel office.</li> <li>• <b>Agency Code/ Subelement</b> - Input this field, if you want to limit selection of positions to realign to a specific agency code and subelement combination.</li> <li>• <b>Office Symbol</b> - Input this field, if you want to limit selection of positions to realign to a specific office symbol.</li> </ul>
<p>10</p>	<p>The Mass Realignment window four taskflow buttons:</p> 

STEP	ACTION
<p>11</p> <p><b>Taskflow button: Position Details</b></p>   	<ul style="list-style-type: none"> <li>On the <b>Mass Realignment</b> Window, Click <b>&lt;Position Details&gt;</b>. The <b>Mass Realignment (Position Details)</b> Window displays. Click the LOV or type in the data fields. Next click on the <b>&lt;Additional Details&gt;</b> task flow button at the bottom of the screen and input any additional data elements that are changing as part of the realignment action.</li> <li>Click <b>&lt;OK&gt;</b> to return to the main <b>Mass Realignment</b> Window, if you need no additional details.</li> </ul> <p><b>Note:</b> All the data fields are highlighted in white, which means they are optional. If a data element is blank, the system does not change the data when the realignment is processed. For example, if no new payroll org code is entered, all positions in the realignment will retain their current payroll org code.</p> <p>The duty station associated with the <b>"to"</b> organization will auto populate, but can be changed on this window. <b>Caution:</b> You may want to delete this value to ensure the duty station does not change.</p> <p><b>Caution:</b> If erroneous data elements are entered and saved, they cannot be changed. Create a new mass realignment to correct the error.</p> 

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The **Additional Details** Window:

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**Taskflow button:**  
**LACs/Remarks**



- On the **Mass Realignment** Window, Click **<LACs/Remarks>**. The **Legal Authority Code and Remarks** Window displays. With your cursor in the **Legal Authority Code 1** data field, click the LOV.

**Note:** At least one LAC is required. Remarks are optional.

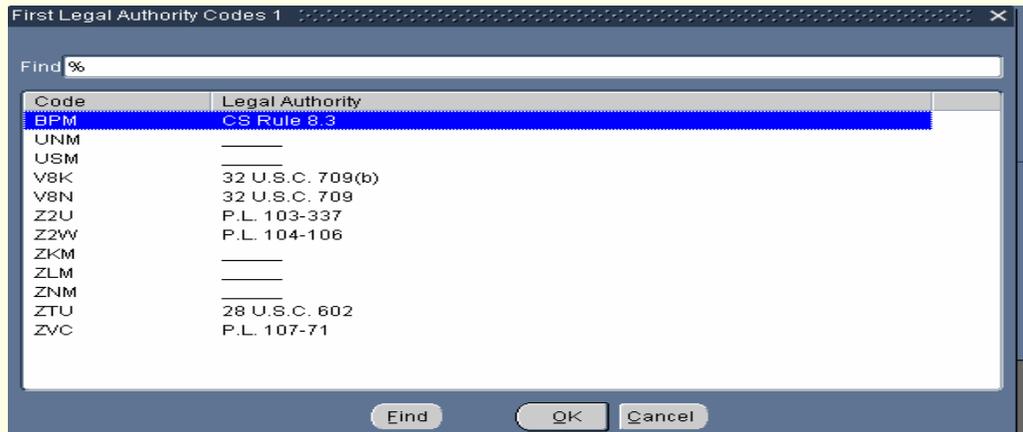
The Required Checkboxes on the **Legal Authority Codes and Remarks** Window are not used as there are no required Remarks for realignment

Code	Description	Required
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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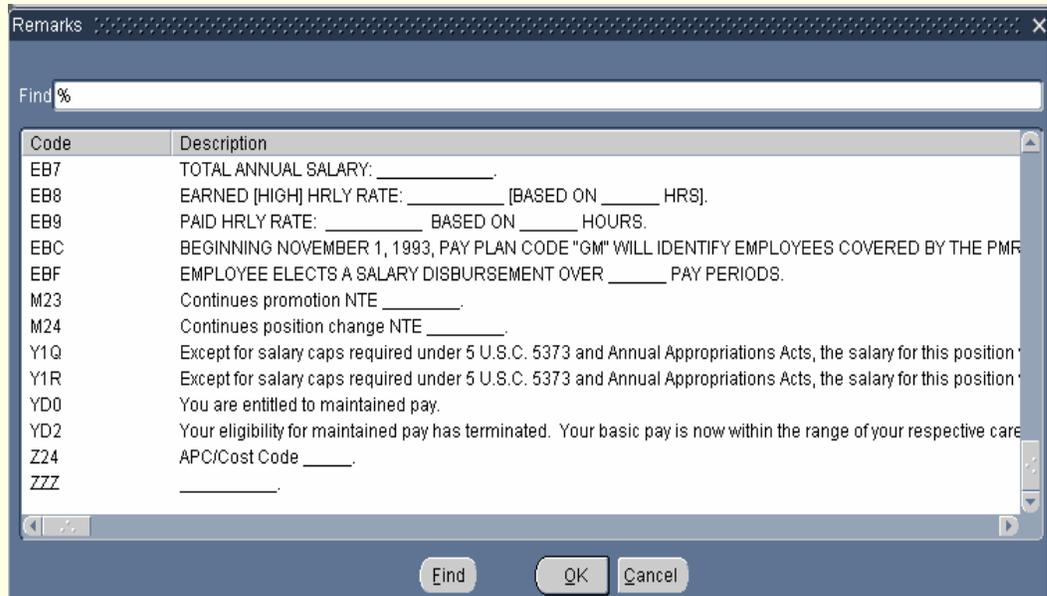
The **First Legal Authority Codes 1** Window displays.

- Click UNM or ZLM and click **<OK>**. Type in the clear text of the realignment authority in the pop-up window and click **<OK>**.



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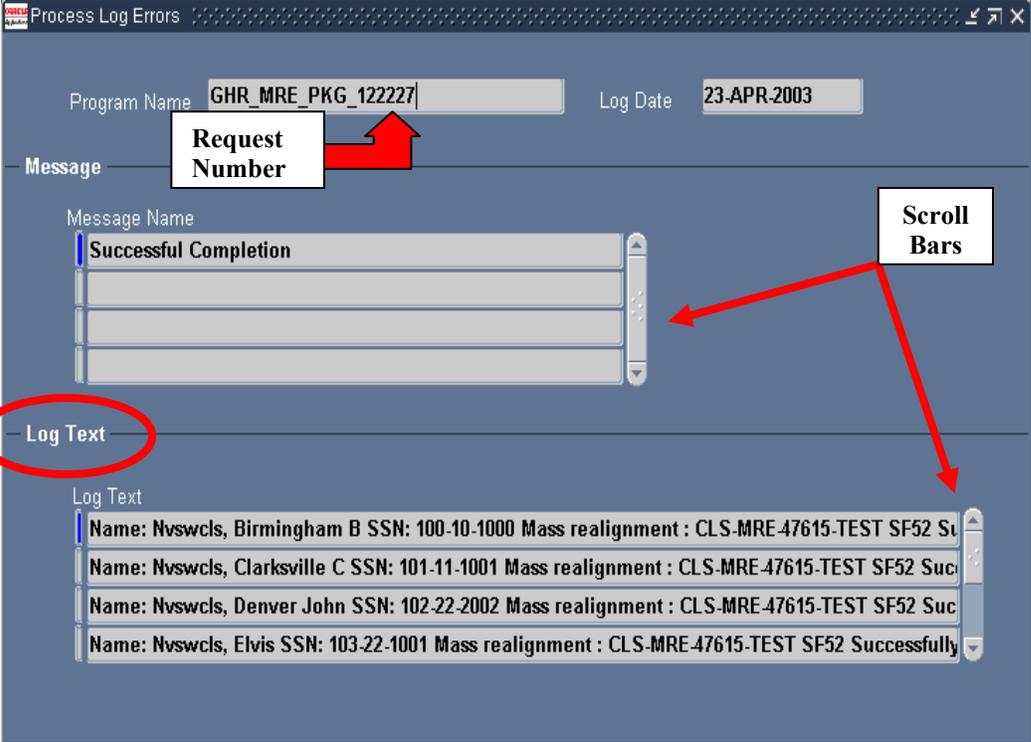
- With your cursor in the **Remarks** Region Code data field, click the LOV. The **Remarks** Window displays.
- Click ZZZ and click **<OK>**. Type in clear text of the desired remarks in the pop-up window and click **<OK>**. This is an optional field.
- Click **<OK>** then Save and close the window.

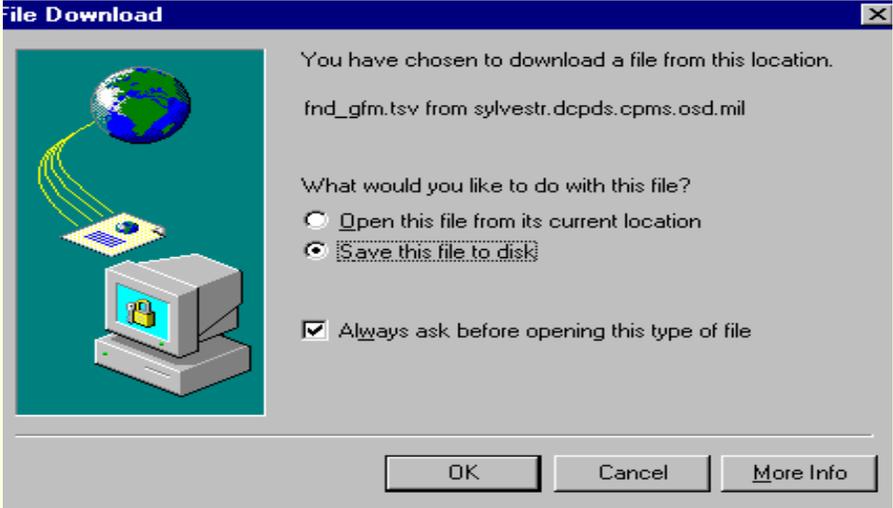


STEP	ACTION
<p>16</p> <p><b>Taskflow button: Preview</b></p> 	<ul style="list-style-type: none"> <li>On the <b>Mass Realignment</b> Window, Click <b>&lt;Preview&gt;</b>. The <b>Mass Realignment (Preview)</b> Window displays with a <b>Realign</b> Checkbox position information and the data elements from the two previous windows populated, i.e., Position Title, Position Description, POI, POI Description, Organization, Duty Station, Duty Station Description, etc. As you scroll through the columns, the <b>Name</b> and <b>SSN</b> columns remain visible. The <b>From</b> information cannot be updated. The <b>Target</b> columns are populated only if values are to be changed in the realignment.</li> </ul> <p><u>You may input additional or different data in the <b>Target</b> columns as necessary. For example: If all but one position will retain their original Unit Identification Code (UIC) in a realignment, input no UIC on the <b>Position Details</b> Window. On the Preview window, change the Target UIC for the one different position from blank to the correct code.</u></p> <p><b>Note:</b> The ✓ in the <b>Realign</b> Checkbox indicates the position on the line next to the ✓ is to be included in the realignment. Deselect the ✓, which indicates the position on the line next to the empty box is <u>not</u> to be included in the realignment. The window initially appears with all positions selected for inclusion in the realignment. If a large number of positions appear on the window, but only a few are to be realigned, click <b>&lt;Select/Deselect All&gt;</b> to remove the ✓ from the Realign Checkboxes. Then, select the few positions to be included by individually selecting ✓ in the Realign Checkbox next to these positions.</p> <div data-bbox="451 1060 1445 1738" data-label="Image"> </div> <ul style="list-style-type: none"> <li>To view only the records selected to be realigned, Click Save. Press F11. Click on the <input checked="" type="checkbox"/> under the Realign column. Click in the box again to make the <input checked="" type="checkbox"/> reappear. Press Ctrl F11.</li> </ul>

<p>17</p> 	<p>Save your action and exit the window to return to the <b>Mass Realignment (Final)</b> Window.</p> <p><b>Note:</b> Once you have "Executed" or "Processed" the action, <b>&lt;Preview&gt;</b> is grayed out.</p>
<p>18</p> <p><b>Taskflow button:</b> <b>Execute</b></p> 	<ul style="list-style-type: none"> <li>On the <b>Mass Realignment (Final)</b> Window, Click <b>&lt;Execute&gt;</b>. A Pop up Note will display, "Mass Realignment Final Process successfully submitted, Request ID is -----."</li> <li>Click <b>&lt;OK&gt;</b>.</li> </ul>  <p><b>Note:</b> The system checks if the realignment will process for a random person, unless all of the positions being realigned are vacant.</p>
<p>19</p> 	<p><b>Note:</b> Individual realignment actions that do not successfully pass the business rules will create a Request for Personnel Action with NOA 790, routed to a System Administration "Housekeeping" Groupbox named "GHRWFADMIN". Your Region may have renamed this Groupbox , some common names are "WGI BUDDY" or "WGIPERSONNEL".</p>

Locating and Correcting Errors

STEP	ACTION
1	From the Navigation List – Click on <b>Federal Maintenance Forms → Process Log(Federal) → &lt;Open&gt;</b> .
2	<p>The <b>Process Log Errors</b> Window displays with the request number as the last part of the <i>Program Name</i> data field.</p> <p>The <b>Log Text</b> Region displays the reason for the error(s). Use the scroll bars to read the remaining information.</p> <p>To Query the Process Log for your Mass Realignment:</p> <ul style="list-style-type: none"> <li>• Press F11</li> <li>• Click in the <b>Program Name</b> data field - Type the Request ID number with a wildcard on either side (EX: %122227%)</li> <li>• Press Ctrl F11</li> </ul> 

<p>3</p>	<p>Follow these steps if you want to Export the Log Text.</p> <ul style="list-style-type: none"><li>• Click in the <b>Log Text</b> data field</li><li>• Click <b>File</b> → <b>Export</b></li><li>• The File Download pop up display will appear, follow the directions.</li></ul> 
<p>4</p>	<p>Access your Workflow Inbox to correct errors on RPAs that did not pass the business rules.</p>