



# CHART Certificate Builder Training

10/1/2004





## Creating an Account and Logging On

Department of the Navy  
**CIVILIAN HUMAN RESOURCE**

Civilian jobs that make a difference to our country and the world

Admin Home | CHART Home | Logout

Administrator Home  
Forgot your password? | Need to create an Account?

User ID (Email Address)

Password

Login

**Quick Tips**

**Need to Create an Account?**  
Once you establish an account, your access will be approved or disapproved by an administrator. If your account is approved, you will have access to the areas of the site that you will need.

**Forgot your Password?**  
If you forget your password, click here to have your Password Hint sent to your email address on file.

- Go to <https://chart.donhr.navy.mil/admin/AdminHome.asp>
- Read the Quick Tips
- Click on **Need to Create an Account**

Selecting Official/HRO Training

2

1. Go to <https://chart.donhr.navy.mil/admin/AdminHome.asp>
2. Read the Quick Tips
3. Click on **Need to Create an Account**



## Creating Your Account

Administrator - Create Account  
Required fields are marked with an asterisk.\*

**Name**  
First\*  
Last\*

**Region**  
[All]

**Account Password**  
Passwords must contain a minimum eight characters and a maximum 12. In addition, password must include one each of the following:

- Upper case
- Lower case
- Number
- Special character - selected from = , . , \* % & ! # \$
- Control - whitespace

Password\*  
Use letters, numbers and symbols

Repeat Password\*

From legal over password, you first should come to remind you. Keep your hint in a safe place. If you forget your password, we cannot reset your account without you providing us your hint.

Password Hint\*

**Email address\***  
Send to mandatory. You should will come to your User ID when logging in.

[Create]

- Complete First and Last Name
- Select your servicing HRSC region
- Set up password using hints
- Enter Hint
- Enter work email address
- Click **Create**
- Notify HRSC CHART POC that account is ready to be activated
- **Note:** Wait for activation from CHART administrator. You won't be able to log in without this.

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3

1. Complete First and Last Name
2. Select your servicing HRSC region
3. Set up password using hints provided
4. Enter Hint
5. Enter work email address. Don't use a home account or it will be deleted.
6. Click **Create**
7. Notify HRSC CHART POC that account is ready to be activated
8. **Note:** Wait for activation from CHART administrator. You won't be able to log in without this.



# Logging In

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4

1. Upon notification that your account has been activated...  
log in using User ID (Email Address) and Password.



## Selecting Official/HRO View

The screenshot shows the Department of the Navy CIVILIAN HUMAN RESOURCES website. The header includes the Department of the Navy logo and the text "Department of the Navy CIVILIAN HUMAN RESOURCES". Below the header, there is a navigation bar with "Admin Home", "CHART Home", and "Logout". The main content area is divided into two sections: "Certificate Tools" and "Quick Tips".

**Certificate Tools**  
Click on the Tool You Wish to Use:

- [1. Selecting Official Search for Open Certificates](#)
- [2. Approving Official Search for Open Certificates](#)

**Quick Tips**

**Selecting Official Search**  
This link is used by the Selecting Official(HRO) to locate their certificates for action. From this link they can view the certificate, review resumes, make selections, identify alternatives and record comments.

**Approving Official Search**  
This link is used by the Approving Official(HRO) to locate and approve certificates that need additional review at a regional.

The Selecting Official/HRO Representatives will see two Certificate Tools:  
[Selecting Official Certificate Search and Approving Official Certificate Search](#)

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5

1. These are the options the manager/approving official sees when he/she logs in.



## Selecting Official/HRO Certificate Search

Department of the Navy  
CIVILIAN HUMAN RESOURCE

Admin Home | CHRT Home | Logout

EO 12064-4-20-04

### Selecting Official/HRO Certificate Search

Enter the number of the Certificate you wish to view and then click Search for Certificate

[previous](#)

Enter Certificate Number:

Select Region:

#### Quick Tips

**Certificate Search Instructions:**  
Enter the Certificate Number and click the Search for Certificate button to view your certificate.

**Certificate Number:**  
Enter the Certificate Number exactly as provided by the HR Office.

**Number of Certificates:**  
If a manager only locates one certificate at a time. If the HR Office has generated multiple certificates for your vacancy, you will have to search individually for each certificate.

**Selection Instructions:**  
Please read a copy of all the instructions provided on the certificate. The certificate will identify any special selection or credentialing requirements.

**Utilizing the Applicant Email Function:**  
You can email applicants (send out letters or notices of selection by clicking in the box next to the name of the applicant) you wish to email and then using the Applicant Email button.

**Printing the Certificate and Resumes for Your Records:**  
To print a "clean" copy of the certificate with out action buttons, use the Print/View of Certificate button in the upper right hand corner of the certificate and then print. To reuse print the resumes of all the applicants selected on the certificate, click the Print Resumes button.

Selecting Official/HRO Training

6

1. The Quick Tips provide the instructions on how to search as well as other notes regarding the certificates.
2. The manager/HRO must enter the Certificate Number exactly as provided by HRSC. There is no wildcard search. This is security measure. Also once a cert has been closed by HRSC, manager won't be able to open it again without HRSC intervention.
3. The region will not show, it automatically selects the region based on the managers/HRO log in and account.



## Selecting Official View – Part I

Department of the Navy  
**CIVILIAN HUMAN RESOURCES**

Civilian jobs that make a difference to our country and the world

Home | CHRF Home | Logout | 6/22/04 4:21:13 PM

Human Resources Service Center, SOUTHWEST  
525 B Street Suite 400  
San Diego, CA 92161-4418

**INTERNAL CERTIFICATE**

Policy 4 of data found on documents accompanying this certificate must be safeguarded

Certificate Number:	BECHERTESTCERT3-57	Date Issued:	9/30/04
# of Vacancies:	1	RPA Number:	RPA12345
Position Title:	AIRCRAFT ORDNANCE SYSTEMS REPAIRER	PPP ID:	
PPS Series/Grade:	OS-0402-13	Target Grade/Level:	OS-8
Duty Location:	WPNBUPFACBB	Org Code:	12345
Recruitment Type:	Career/Career-Cast/Boat	Selecting Official:	Tara Manager
HRSIC Recruiter:	Baker, Lisa	Phone:	333-333-3333
Recruiter Phone:		Expiration Date:	

Instructions

Previous, Print Cert and Print Resume Buttons.

Selecting Official/HRO Training

7

1. Selecting Official View – Header...
2. Buttons in upper right hand corner allow managers to go back to previous search screen, print resume or mass print the resumes.



## Selecting Official Cert – Part II

**Instructions:** Instructions autopopulate and are the same as previous hard copy cover letters

1. Assess each candidate's experience, training, performance, awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.
2. It is recommended that you document, for your personal files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry.
3. Make your selection(s). Selection(s) should be made from candidates who possess the knowledge, skills, and/or abilities required to successfully perform the job. To expedite processing, it is recommended you consider selecting alternatives in the event of declination. Indicate your selection(s) and alternative(s) by using the **Selection Action** and **Selection Order** pull down menus provided. For example, if making one selection, indicate under Selection Action "Selected" next to the candidate of your choice. Then use "Alternative" next to your alternative selection(s). For multiple selections and alternatives use Selection Order to indicate your preference for order of offers.
4. Candidates claiming veteran's preference are listed under the Preference Eligible category. Selection of a non-preference eligible over an equally qualified preference eligible must be documented in writing and based on failure to meet job-related criteria. This documentation must be approved by a higher level management official and returned with this certificate.
5. Electronically sign and date the certificate, then return to your Human Resources Representative using the "Save Certificate Forward to Action" button below. All position offers will be made by a Human Resources Representative once it has been determined that selectee(s) meet necessary appointing requirements.

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

<input type="text" value="3"/>	Males	<input type="text" value="5"/>	Females	<input type="text" value="1"/>	Other/Unknown
<input type="text" value="0"/>	American Indian/Native				
<input type="text" value="0"/>	Asian/Pacific Islander				
<input type="text" value="2"/>	Black				
<input type="text" value="1"/>	Hispanic				
<input type="text" value="5"/>	White				
<input type="text" value="1"/>	Balanced				

RNO data will populate for Req's with 3 or more applicants. If 2 or less applicants just pops number in Unknown and Balanced fields. Pulls from Resumix

Selecting Official/HRO Training

8

1. Instructions are similar to previous hard copy cover letters.
2. RNO data also populates.



## Selecting Official Cert – Part III

Manager help button is available that provides help on how to work the cert

The manager can use the pull down menu to mark selections, alternatives, declinations, etc. There is also a reason menu to mark reason for declinations.

Click on a name to view their resume text file

Was a selection made from this certificate?  Yes  No

Does this selection need to be approved by a reviewing official?  Yes  No

Name	SSN	Phone	Category	Selection Action	Reason
<a href="#">Chikwari, Zainab</a>	8475	(313) 973-0950	Reposition	Selected	
<a href="#">Gresham, Zachary</a>	7376	(517) 953-0895	Student Employment Prog	Selected	
<a href="#">Heckman, Zebastian</a>	8188	(858) 455-1792	Reassignment	Not Selected	
<a href="#">Hedges, Zachary</a>	1294	(506) 468-2832	Reassignment	Not Selected	
<a href="#">Hagan, Zachary</a>	3364	(616) 428-1499	Executive Order 12721	Not Selected	
<a href="#">Holmes, Zev</a>	7631	(504) 391-9634	Reassignment	Not Selected	
<a href="#">Hubert, Zaynab</a>	4388	(973) 225-3325	Reassignment	Not Selected	

Select All Emails

Selecting Official/HRO Training

1. A selecting official can view and print a resume one of two ways; by clicking on the red name link or clicking on the print resumes button in the upper right hand corner.
2. A help button is located next to the Candidates header. This provides detailed instructions on how to make selections and save.
3. The manager uses the pull down menus to identify selections, alternatives, declinations, etc.
4. There is also a reason column that we can use to identify the reason declined or not selected. This is optional.
5. When a selection is made or not made and the manager is finished working the certificate, the selecting official indicates if a selection was made and if it needs to be approved by a reviewing official. Based on the response for the approving official, this toggles the appropriate email notification window (either approving official or HRO/HRSC).
6. Hint: If the selecting official makes any selections or menu choices, these additions won't be saved if they click Send Applicant Emails..... So if they plan on using the email function, they should do this first or use the Save and Return later button, then return to the cert and make their selections.....



## Selection Certificate – Part IV Survey Questions

**Certificate Survey Questions:**

1. If you did not make a selection from this certificate, please identify the reason why.  
N/A

2. How satisfied are you with this certificate?  
3 - Adequate

3. If you have selected a rating of 1 or 2, please identify what areas you were specifically dissatisfied with.  
Quantity of Candidates

4. Add any additional information you wish to convey in the comments box below.  
Insert comments here.

Save Certificate/Return Later    Save Certificate/Forward for Action    Send Applicant Emails

- Certificate Survey Questions are optional. Manager uses pull down menus to identify survey results.
- Manager can :
- Send Applicant Emails.**
- Save Cert and Return Later.** Keeps changes, but does not close certificate. Allows manager to come back later and finish cert.
- Save Certificate/Forward for Action.** Depending on if action needs approval or not , brings manager to appropriate e-mail window.

Selecting Official/HRO Training

10

1. Certificate Survey Questions are optional.
2. Manager uses pull down menus to identify survey results.
3. Four survey questions, however only 2 and 3 really need to be answered. Why so few? We want to make it easy for the manager to complete this.
4. The comments box can be used for them or the HRO to record additional information on the survey, selection or certificate.
5. Using the Buttons... the selecting official can :
  - **Send Applicant Emails**
  - **Save Cert and Return Later.** Keeps changes, but does not close certificate. Allows manager to come back later and finish cert.
  - **Save Certificate/Forward for Action.** Depending on if action needs approval or not , brings manager to appropriate e-mail window. If it needs approval the email window will be directed to the approval official. If not it's directed to HRSC/HRO.



## Selecting Official – Send Applicant E-mail

Admin Home | CHART Home | Logout R000004 22:57 PM

### Applicant Emails

Create the Required Information Below to Send Applicant Emails:

Please enter the required information below to send an email message to selected applicants for your Selection Certificate, BECHRTGTCGR73-07

**Email Recipients:**  
[Recipient@localhost.net, zho1wa@tjlane.edu, zho1wa@tjlane.edu]

**From Email Address:**  
[zho1wa@tjlane.edu]

**Email Subject:**  
[zho1wa@tjlane.edu]

**Email Body:**  
Dear Applicant, Congratulations! Your resume on file with Department of the Navy has been forwarded for serious consideration for the position of AIRCRAFT ORDNANCE SYSTEMS REPAIRER, OS-D002-12. This position is located at WPNHTPACBR, 12345.  
If you would like additional information about this position, please contact Task Manager at 333-333-3333.

**Quick Tips**

- Recipient Block:** In the Recipient block, confirm or add additional email addresses of those individuals you wish to forward this message to.
- From Block:** Please verify your email address at the address you want to send this message from in the From block.
- Multiple Email Addresses for Recipient Block:** More than one email address can be entered by using a comma between each address. **Do Not** enter more than one email address in the From Block.
- Email Body:** Add your email message in the email body.
- Submission Instructions:** Click the "Send Email" button at the bottom of the page.

- Send Applicant E-mail has a pre-populated message.
- Recipient, From, Subject and Text fields all can be edited.

Selecting Official/HRO Training

11

1. Send Applicant E-mail has a pre-populated message. This message can be changed.
2. The intention is that the HRO or Selecting Official would send it out. Note: The message asks them to respond if they ARE NOT interested.
3. Recipient, From, Subject and text fields all can be edited.





# Approving Official View

The screenshot displays the Department of the Navy CIVILIAN HUMAN RESOURCES portal. At the top right, it says "Department of the Navy CIVILIAN HUMAN RESOURCES" and "Civilian jobs that make a difference to our country and the world". Below the header is a navigation bar with "Admin Home", "CHART Home", and "Logout". The main content area is titled "Certificate Tools" and includes a "Quick Tips" section. The "Certificate Tools" section has a link for "Approving Official Search for Open Certificates". The "Quick Tips" section contains two entries: "Selecting Official Search" and "Approving Official Search".

**Approving Official Search**  
This link is used in the Approving Official HRO to locate and approve certificates that need additional review and approval.

**Same view as the selecting official view**

Selecting Official/HRO Training

13

1. The approving official will see the same selections as the selecting official... Why? Two reasons... 1) A selecting official could be an approving official and vice versa... 2) The approving official might want to review resumes, make changes etc.



## Approving Official Search

Department of the Navy  
**CIVILIAN HUMAN RESOURCES**

Civilian jobs that make a difference to our country and the world

Admin Home CWMT Home Logout 8/20/2014 10:07 AM

### Approving Official Search for Open Certificates

Enter the CWMT Certificate Number below

[previous](#)

Enter Certificate Number:

Select Region

Select Region

•Must enter Cert # exact from e-mail from HRSC.  
•Won't have to select region, it will be automatic based on their account

#### Quick Tips

**Certificate Search Instructions:**  
Enter the Certificate Number and click the Search for Certificate button to view your certificate.

**Certificate Number:**  
Enter the Certificate Number exactly as posted by the HR Office.

**Number of Certificates:**  
You may only make one certificate at a time. If the HR Office has provided multiple certificates for you (values), you will have to search individually for each certificate.

**Approving a Certificate:**  
Enter the Certificate Number and click the Search for Certificate button to search your certificate. Once it appears, scroll to the action and either approve or disapprove the selection. Then click the Submit Design and Forward for Action button.

**Utilizing the Applicant Email Function:**  
You can email applicants those out letters or notification of selection by clicking in the box next to the name of the applicant(s) you wish to email and then using the Applicant Email button.

**Printing the Certificate and Resumes for Your Records:**  
To print a "clean" copy of the certificate with all action buttons, use the Print View of Certificate button in the upper right hand corner of the

Selecting Official/HRO Training

14

1. Search works the same as the other search windows. No wildcard or search feature. Also once a cert has been closed by HRSC, manager won't be able to open it again without HRSC intervention.



## Approving Official Cert Action

Name, Zone	2021 (504) 351-6534	Reassignment	Not Selected	N/A
Hubbard, Zarebka	4308 (912) 222-5325	Reassignment	Not Selected	N/A

Was a selection made from this certificate? Yes

Does this selection need to be approved by a reviewing official? Yes

**Certificate Survey Questions:**

1. If you did not make a selection from this certificate, please identify the reason why. **N/A**
2. How satisfied are you with this certificate? **3 - Adequate**
3. If you have selected a rating of 1 or 2, please identify what areas you were specifically dissatisfied with: **Quantity of Candidates**
4. Add any additional information you wish to convey in the comments box below. **None**

I approve the above Certificate.

I do not approve the above Certificate.

**Submit Decision and Forward for Action**

- Cert looks the same as selecting official, except no pull down windows.
- Approving official either approves or disapproves. When done, clicks **Submit Decision and Forward for Action** button.
- This signs and dates the cert and initiates e-mail window.

Selecting Official/HRO Training

15

1. Cert looks the same as selecting official, except no pull down windows.
2. Approving official either approves or disapproves. Note: Intended that all disagreements between selecting and approving would be resolved before approving official logs on and approves cert. This means that "I do not approve the certificate" is not really intended to be used. The true purpose behind this link and window is to get the electronic signature on the certificate.
3. When done, click **Submit Decision and Forward for Action** button.
4. This signs and dates the cert and initiates the e-mail window



## Approving Official E-mail

Admin Home ENRPT Home Logout 6/22/2014 12:47 PM

**Approve and Forward Certificate to HR**  
Enter the Required Information Below to Send an Email/Notice for the Certificate Type:

Your Selected Certificate, BECKERTESTCERT3-07, has been successfully saved.

**Email Recipients:**  
[loo.brocker@toy.mil, loo.brocker@toy.mil]

**From Email Address:**  
[loo.brocker@toy.mil]

**Email Subject:**  
[Certificate Approval/Closure for BECKERTE

**Quick Tips**

**Recipient Block:**  
In the Recipient Block, to enter or add additional email addresses of those individuals you wish to forward this notification to, The Approving Official and HR Practitioner should auto-populate.

**From Block:**  
Please enter your email address in the From Block.

**Multiple Email Addresses for Recipient Block:**  
More than one email address can be entered by using a comma between each address. Do NOT enter more than one email address in the From Block.

**Email Body:**  
Add any additional e-mail text in the email body below.

**Submission Instructions:**  
Click the "Send Email" button at the bottom of the page.

**Email Body:**  
An approval has been submitted for AIRCRAFT ORIGINANCE SYSTEMS REPAIRER, GS-0402-13 - 3FA12345. You may view and close this certificate on the CHART Certificate tool. Go to the <a href="http://209.23.250.23/admin/AdminMenu.asp">CHART Administration Screen</a>, log on, and search for Certificate Number BECKERTESTCERT3-07.

Send Email

Send e-mail to appropriate individuals to let them know the cert is ready for action

Selecting Official/HRO Training

16

1. This window is intended to email the approving official that the certificate is ready to be approved. If it does not need additional approval, then the window instructions and message will be for the HRSC/HRO asking for action.
2. Works the same as all other email windows. Each field can be edited. Check the Quick tips for more information.
3. Like the Create Certificate – It is a required action. You will see no Cancel Button. Rule of thumb... no cancel, must email to consummate action.