

HRSC-SW Operating Procedure 12910.1c

Subj: MANAGING MOBILIZATION

Encl: (1) DCPDS Report Request Form

1. **Purpose.** To establish the procedures and responsibilities for maintaining mobilization data.
2. **Cancellation.** HRSC-SW-OP 12910.1b of 6 Sep 01
3. **Scope.** These procedures apply to all activities serviced by the Human Resources Service Center, Southwest (HRSC-SW).
4. **Background.** The Department of Navy periodically requests information from activities on mission essential positions, employees who are members of the Reserves, and other personnel who are subject to mobilization. A systemic process to ensure that employee and position mobilization data is accurate and up-to-date is therefore essential to ensure each command's mobilization preparedness.
5. **Responsibilities.**
 - a. **HRSC-SW responsibilities:**
 - (1) Provide mobilization data report annually or as needed to HROs for all activities serviced.
 - (2) As requested, provide HROs a mobilization data report that identifies retired military employees and those currently coded in the reserves.
 - (3) Enter updated position and employee data into the Defense Civilian Personnel Data System (DCPDS).
 - b. **HRO responsibilities:**
 - (1) Notify HRSC-SW when Navy has directed completion of the Federal Employment Screening Report and request mobilization data report using the DCPDS Report Request Form, enclosure (1).
 - (2) Request updated data from Management using the mobilization data report.
 - (3) Forward updated data to cognizant Code 53 branch at the HRSC-SW.
 - (4) Compile Federal Employment Screening Report as requested by Navy.
 - c. **Management responsibilities:**
 - (1) Identify mission essential positions, key and Emergency-Essential (E-E).
 - (2) Ensure reserve/retired military status identified for employees is accurate.
 - (3) Forward updated data to HRO.

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(4) Request employees who are in the Ready Reserves and assigned to mission essential positions are removed from deploying reserve units.

(5) Ensure PD/PACs of positions so designated are documented as key or E-E and that impacted employees are notified of the associated requirements.

d. **Employee responsibilities:**

(1) Notify supervisor of any changes to reserve status.

5. **Effective date:** 5 January 2004

DCPDS REPORT REQUEST FORM

Email request to:
HRSCSW.C20REQUESTS@navy.mil
DO NOT MARK PRIVATE

1. <input type="checkbox"/> New Report <input type="checkbox"/> Re-Run/Modification of Existing Report ID:		
2. Selection Criteria: List UIC(s)/Command: _____ List Organization Codes: _____ Employee Type: <input type="checkbox"/> Perm & Temp & Term <input type="checkbox"/> Perm ONLY <input type="checkbox"/> Temp ONLY <input type="checkbox"/> Term ONLY Other Selection Criteria: _____		
3. Data Requested on Report (e.g. Name, SSAN, PP-SER-GD, Psn Title etc.) List the order they should appear on the report. _____		
4. How do you want the report sorted? _____		
5. Purpose for report: _____		
6. Report Format: <input type="checkbox"/> PDF (Read Only) <input type="checkbox"/> Excel <input type="checkbox"/> Text <input type="checkbox"/> CSV (Comma Separated Value)		
7. Frequency of Report: <input type="checkbox"/> As Requested <input type="checkbox"/> Weekly <input type="checkbox"/> BiWeekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		
8. Requestor:	Phone Number: <input type="checkbox"/> DSN	
Activity:		
Email Address: _____		
HRO AUTHORIZATION/APPROVAL (REQUIRED)		
Name:	Phone Number:	
E-Mail Address:	DSN:	
HRSC-SW CODE 20 USE		
Date Received:	Report ID:	
Date Completed:	Folder:	Initials:
Comments/Notes:		

Encl (1)