

PRE-NSPS SPIRAL INDICATOR

Instructions for Use

Background:

NSPS will be implemented in three phases. Each major phase is known as a Spiral. There will be a total of three Spirals and each Spiral will have more than one increment. The first group of approximately 300,000 employees is contained in Spiral 1. Spiral 1 consists of three increments that may be spread over an 18-month period, beginning with Spiral 1.1 in April 06.

To aid you in long term tracking of your NSPS participants, we are pleased to provide the ability to extract data on employees and positions that have been identified with a specific spiral or spiral increment, prior to or after implementation. New Developer Descriptive Flexfields (DDFs) entitled “NSPS Information” have been established under both Position and Person. Below you will find a step-by-step description of how to use this new tracking tool. In the event you require further assistance, you may contact Kathy Evans or Debbie Prudhomme at DSN 487-6500, or commercial 210-652-6500.

Position: Work Structures>Position>Description > Extra Information > “NSPS Information”:



The screenshot shows a dialog box titled "Extra Position Information". It has a dark blue header with a close button (X) in the top right corner. The main area is light blue and contains two input fields. The first field is labeled "NSPS Spiral Indicator" and has a small dropdown arrow to its right. The second field is labeled "Pre-NSPS Spiral Indicator". At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Clear", and "Help".

The **NSPS Spiral Indicator** tracks the actual Spiral increment in which employee’s position converts to NSPS. This data field provides historical reference for program evaluation purposes and attitude surveys. ***The NSPS Spiral Indicator will be auto-populated at the time of conversion to NSPS.*** The user must update the field when establishing new positions **after** NSPS implementation. The NSPS Spiral Indicator will flow into the new position when quick copying positions if the Organization does not change. If the Organization is changing, the user must update the Spiral Indicator as necessary. Also, if the NSPS Spiral Indicator is null on the Position to be quick-copied, the user must manually enter the appropriate Spiral Indicator.

The **Pre-NSPS Spiral Indicator** tracks the “planned” Spiral increment in which an employee’s position in a specific organization is to be converted to NSPS. This data field allows the Components to query position data prior to implementation for baseline data collection and reporting, such as identifying pay averages and ranges for occupational groups within a unit or geographic market area.

Note: The NSPS Spiral Indicator is also available in the Person but should not be updated at this time. Additional guidance for updating the Person record will be provided at a later time.

The **List of Values (LOV)** for the **NSPS Spiral Indicator** and the **Pre-NSPS Spiral Indicator** contains the following values:

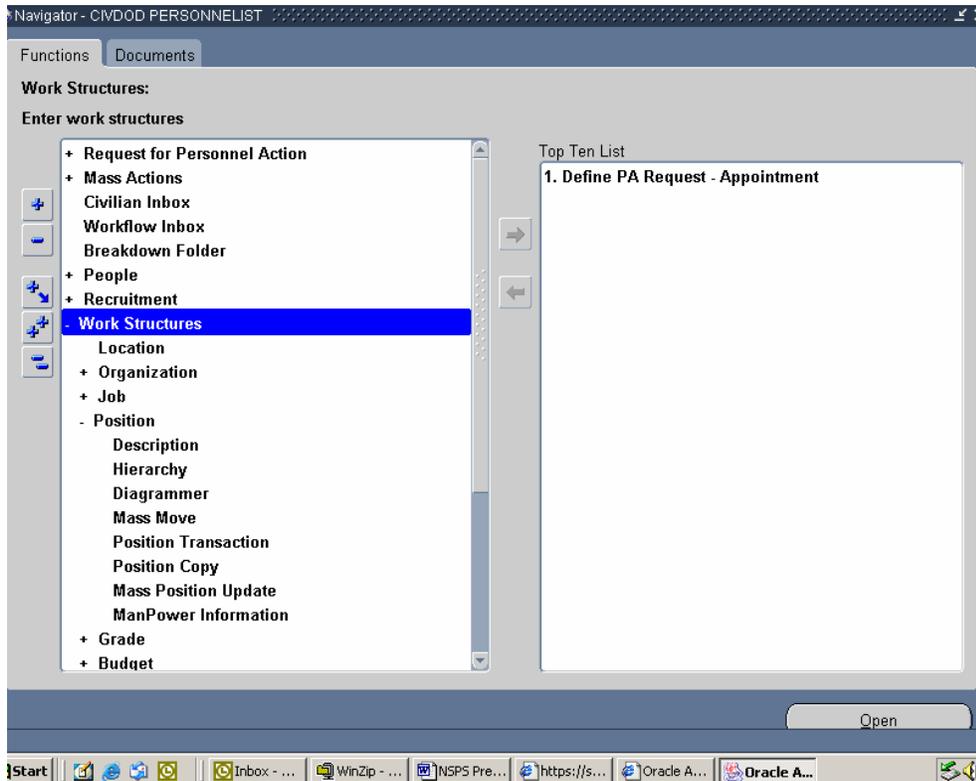
Code	Clear Text
1.1	Spiral 1.1
1.2	Spiral 1.2
1.3	Spiral 1.3
2.1	Spiral 2.1
2.2	Spiral 2.2
2.3	Spiral 2.3
3.1	Spiral 3.1
3.2	Spiral 3.2
3.3	Spiral 3.3

NSPS PRE-SPIRAL INDICATOR MANUAL UPDATE

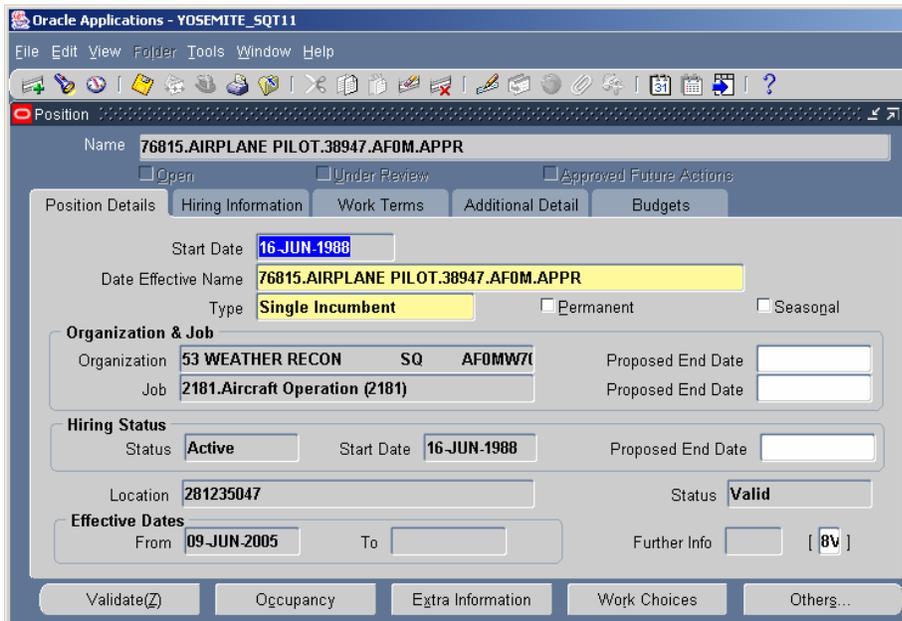
Update can be accomplished by the following responsibilities:

Name
CIVDOD CLASSIFIER
CIVDOD PERSONNELIST
US Federal HR Manager

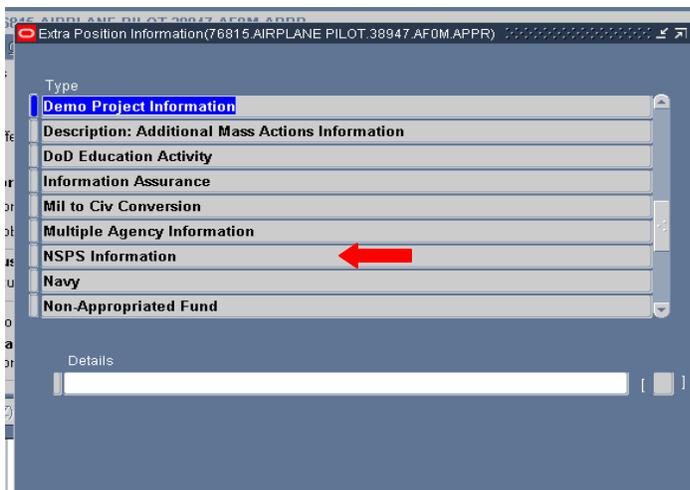
Follow the steps listed below for manual update of the Pre-Spiral Indicator:



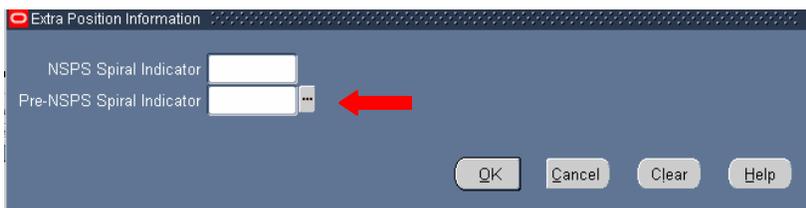
From the Navigator window select **Work Structures>Position>Description**.



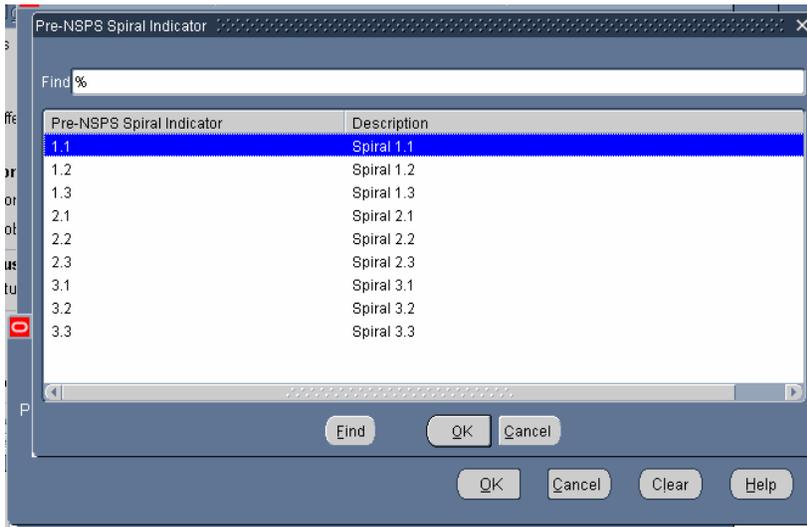
From your Position Window query for your position. Click on the **Extra Information Button** once you have selected your position



From the Extra Position Information list of DDFs select **NSPS Information**.



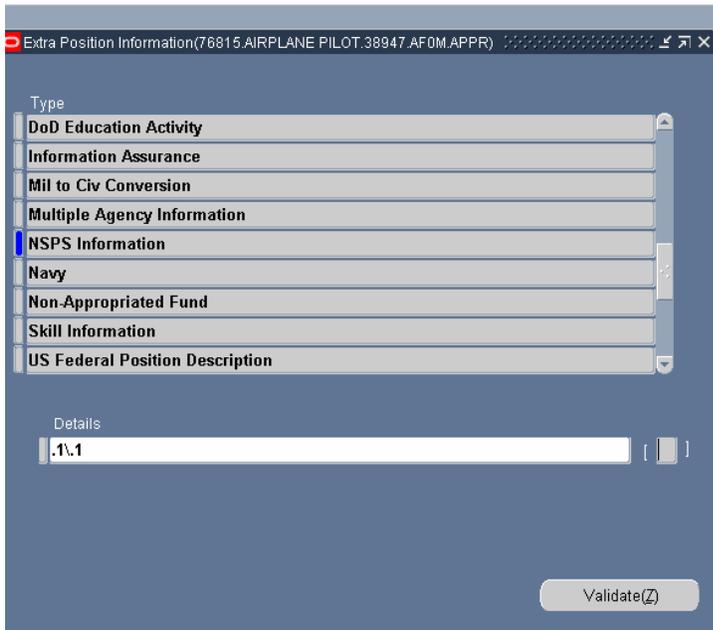
When the DDF opens it will list two data elements. Select the **Pre-NSPS Spiral Indicator**. Notice to the right of the Pre-NSPS Spiral Indicator there is a list of values (LOV).



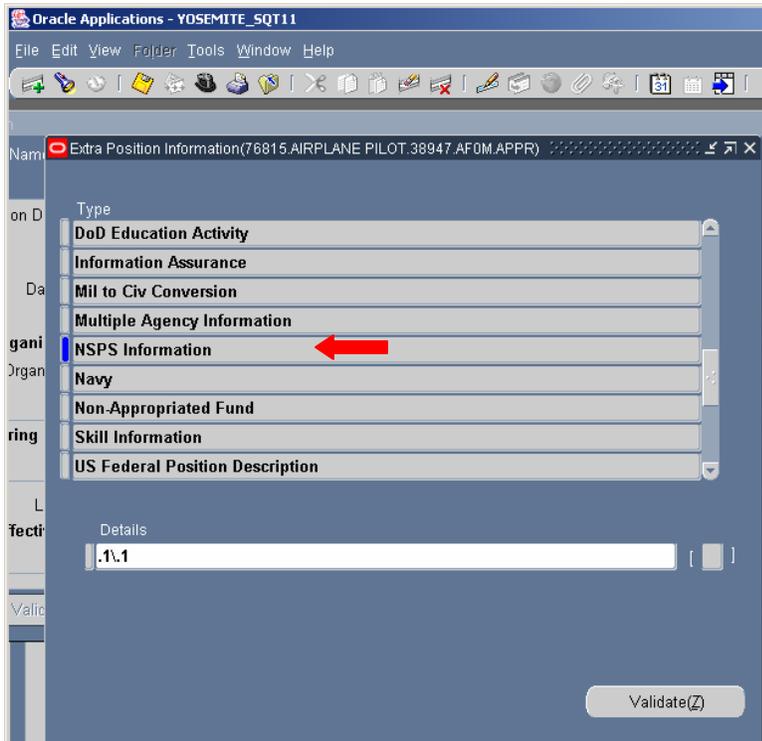
All Spirals values available for selection are listed here. Select the appropriate **Spiral** and click the **OK** button. This will place your Pre-NSPS Spiral value into you data field. You don't have to use the LOV, if you know your Pre-NSPS Spiral Indicator you can simply type it in.



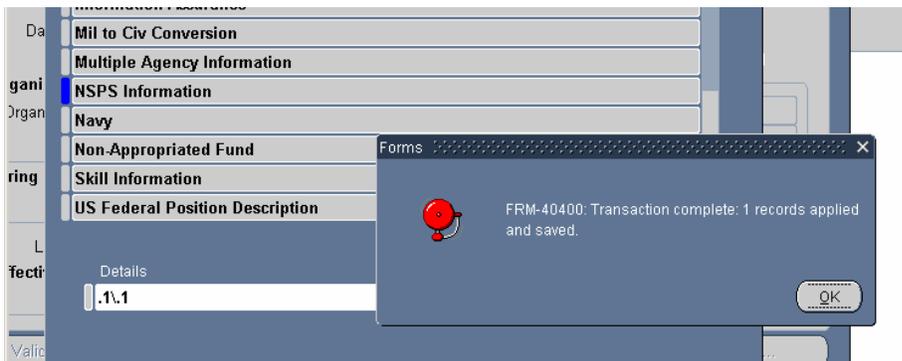
Once the Pre-Spiral value has been selected or typed in click the **OK** button.



Once you click the OK button notice how the data is reflected in the Details area. Because of the periods in the value the system reflects a slash in the field. This is not bad data, just the way the system will display periods within a string of data.



Remember to **Save** your changes.



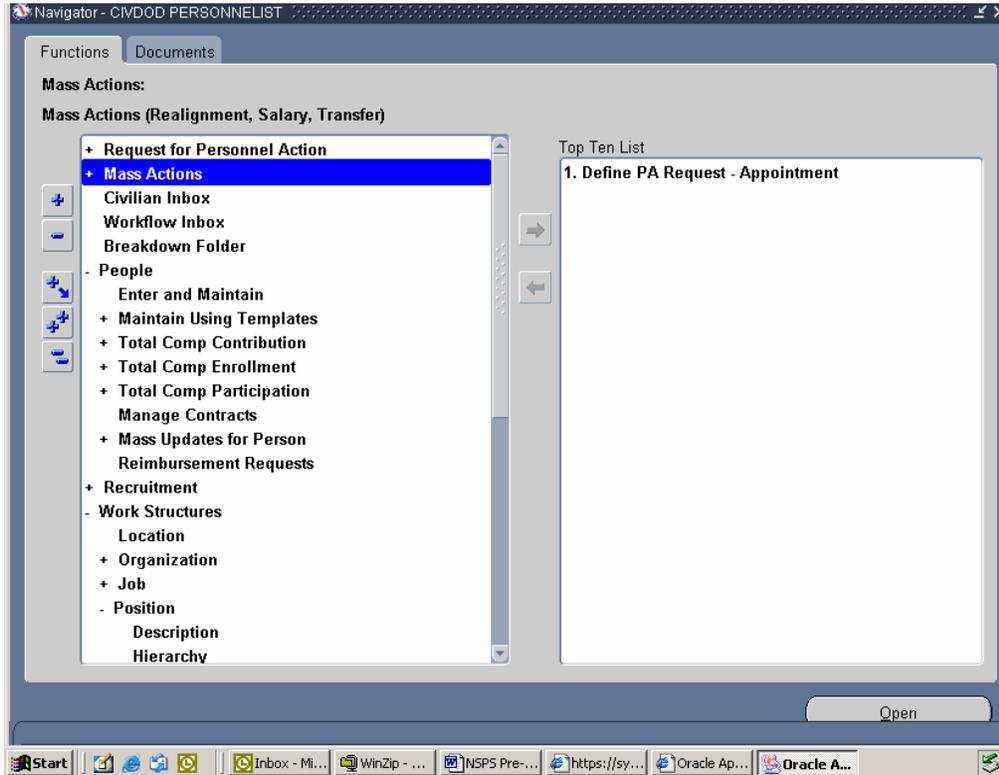
Upon completion you should get a message reflecting **Transaction Complete**. You will need to **Validate** your position.

NSPS MASS PRE-SPIRAL UPATE

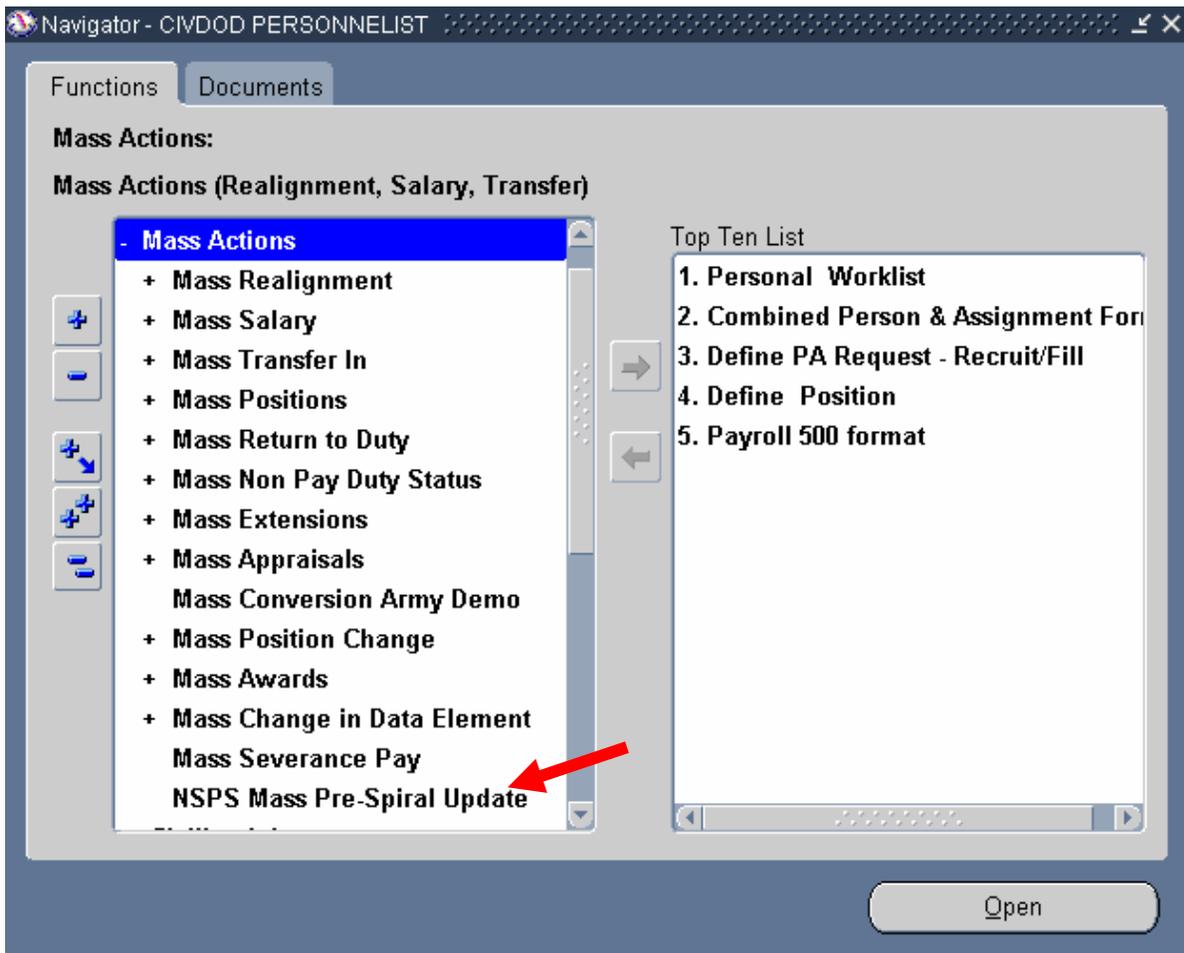
Mass process will only be available to the following responsibilities:

Name
CIVDOD CLASSIFIER
CIVDOD PERSONNELIST
US Federal HR Manager

Follow the steps listed below for Mass update of the Pre-Spiral Indicator:



From the Navigator window select **Mass Actions**.



Select **NSPS Mass Pre-Spiral Update** from the Mass Actions listing.

Pre-NSPS Spiral Process

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owing Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

This is the main screen for the Pre-NSPS Spiral Indicator Mass Process. Please notice that there are a few data fields in yellow, these fields are mandatory fill. These

mandatory data fields must be updated in order, beginning with Name, Pre-NSPS Indicator, Effective Date, Owning Agency and Position Type.

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owning Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

The **Name** given to the process should be unique to each process. The system will not allow duplicate names. Once you have saved the name it cannot be changed. If you need to change the name you will need to start a new process.

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owning Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

The Pre-NSPS Indicator values can be selected using the LOV attached to the data field or it can be typed in by the user.

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owing Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

All processes must reflect an **Effective Date**. The Effective Date can only be changed if results have not been generated based on the effective date or if the generated information has been deleted.

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owing Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

Owing Agency is also a mandatory data field, only those values identified on the LOV can be used to update this data field.

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owing Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

Position Type is also a mandatory data field. Select a value from the LOV or manually update a value. Only those values identified on the LOV can be used.

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owing Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

The **Status** data field is system-generated to show the progress of your Mass action, e.g., Unprocessed, Submitted, etc. No action is required.

The **Process Date** allows you the flexibility to schedule Mass Process execution at off peak times.

Pre-NSPS Spiral Process

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owing Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

Once you have entered all of the mandatory information you can begin to identify your **Selection Criteria**.

The **Selection Criteria** area was designed to help you identify those records that will participate in your Spiral. You can use one, two or all three of these elements to select your records.

You can identify your records by **Agency Group, POI or SOID**. In addition to these values you can further refine your selection by using the **Multiple Selection Criteria**.

Oracle Applications - YOSEMITE_SQT11

File Edit View Folder Tools Window Help

Pre-NSPS Spiral Process

PRE- NSPS Spiral

Name Status

Pre-NSPS Indicator Effective Date

Process Date

Selection Criteria

Agency Group Owing Agency

POI Position Type

SOID

Multiple Selection Criteria

Column	Relational Operator	Code	Description
<input type="text" value="Pay Plan"/>	<input type="text" value="EQUALS"/>	<input type="text" value="GS"/>	<input type="text" value="General Schedule."/>
<input type="text" value="Pay Plan"/>	<input type="text" value="EQUALS"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Execute Process Log Delete Preview Preview

Using the first column, titled **Column** you can select any of the following elements, Geo Loc, Organization, Organization Structure ID, Pas Codes, Pay Plan, Position Org Address and UIC.

The second column, titled **Operator**, is used to further define your selection, the following operators are available: EQUALS, NOT EQUALS and BEGINS WITH. The system will default with the same operator if the same data element is selected a second time in the same query, for example in the screen shot above the system would not allow you to select NOT EQUALS for the second Pay Plan occurrence. The system will automatically populate EQUALS.

The third column, titled **Code** will provide you the LOV associated with the data element identified in the first column, except for Organization Structure ID. This is a freeform field and you will be required to enter the data. If you have selected operator BEGINS WITH, you will not be provided a LOV and you will be required to enter the beginning data you are looking for.

The fourth column, titled **Description** will provide you the Code clear text for values selected.

The screenshot shows the Oracle Applications interface for 'Pre-NSPS Spiral Process'. The 'Multiple Selection Criteria' table is as follows:

Column	Relational Operator	Code	Description
Pay Plan	EQUALS	GS	General Schedule.
Pay Plan	EQUALS		

NOTE: You cannot go back to correct a row once you have started filling it out, you must use the red 'X' to delete the row. The screen must be refreshed prior to reusing a data element with a different operator.

The screenshot shows the 'Multiple Selection Criteria' table with the following data:

Column	Relational Operator	Code	Description
PAS Codes	EQUALS	W70MF88N	53 WEATHER RECON SQ
Organization Structure ID	EQUALS	DOLP	
Pay Plan	NOT EQUALS	WG	Nonsupervisory pay schedules-Federal
Pay Plan	NOT EQUALS	WL	Leader pay schedules-Federal Wage
Pay Plan	NOT EQUALS	WS	Supervisory pay schedules-Federal

The logic for **Multiple Selection Criteria** is applied as “AND” logic going down. In the example below, records will be selected if they meet the condition “PAS Codes = W70MF88N and Organization Structure ID = DOLP and Pay Plan does not equal WG and Pay Plan does not equal WL and Pay Plan does not equal WS. There is no “OR” logic applied here.

PRE- NSPS Spiral

Name: **NSPS Spiral Tracking - Test 1** Status: **Unprocessed**

Pre-NSPS Indicator: **1.1** Effective Date: **01-JUN-2005**

Process Date: **01-JUN-2005 00:00:00**

Selection Criteria

Agency Group: [] Owning Agency: **AF** Department of the Air f

POI: **2245** Air Educ and Trng Command (224 Position Type: **APPR**

SOID: **8V** Keesler AFB, MS 39534

Multiple Selection Criteria

Column	Relational Operator	Code	Description
PAS Codes	EQUALS	W70MF88N	53 WEATHER RECON SQ
Organization Structure ID	EQUALS	DOLP	
Pay Plan	NOT EQUALS	WG	Nonsupervisory pay schedules--Fede
Pay Plan	NOT EQUALS	WL	Leader pay schedules-Federal Wag
Pay Plan	NOT EQUALS	WS	Supervisory pay schedules--Federal

Execute Process Log Delete Preview Preview

There are also four Taskflow buttons at the bottom of the screen:

“**Execute**” processes your action by submitting it to update the database.

“**Process Log**” allows you to review update information after submitting and processing.

“**Delete Preview**” allows you to delete your Preview screen. If you change your selection criteria and already have **Preview** records, click the **Delete Preview** before clicking the **Preview** again.

“**Preview**” Displays the Pre-NSPS Spiral Indicator Mass process window where the positions and their incumbents can be viewed and selected or deselected.

The **Preview** screen allows you to review records and data elements meeting your selection criteria. The only updateable field on this screen is the “To Pre-NSPS Spiral Indicator.” The following fields are displayed for each record identified.

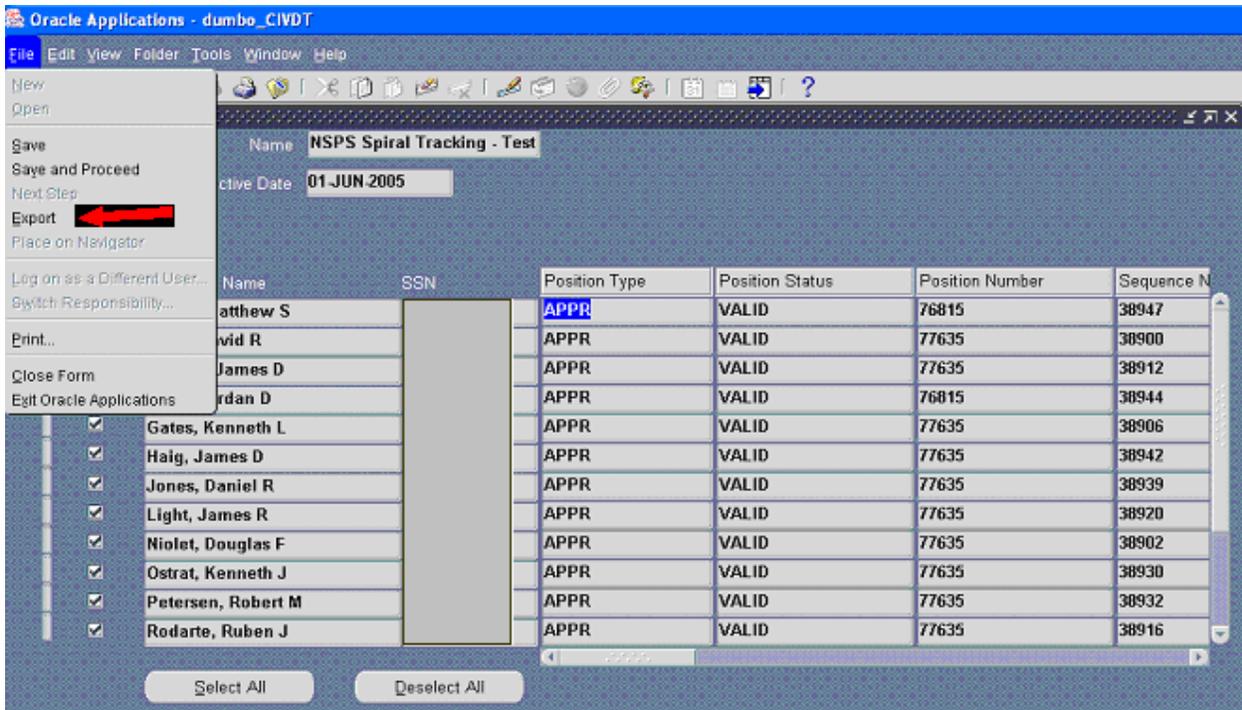
Field Labels
Employee Name
Social Security Number
Position Type
Current Position Status
Position Number
Position Sequence
Position Title
Pay Plan
Occ Series
Grade or Level
POI
SOID
Agency Group
Organization
Geographic Location Code
Geographic Location Desc
Unit Identification Code/PAS Code
Organization Structure ID
Position Org Address
From Pre-NSPS Spiral Indicator
To Pre-NSPS Spiral Indicator
Name
Social Security Number

NSPS Process (Preview) Name: NSPS Spiral Tracking - Test
 Effective Date: 01-JUN-2005

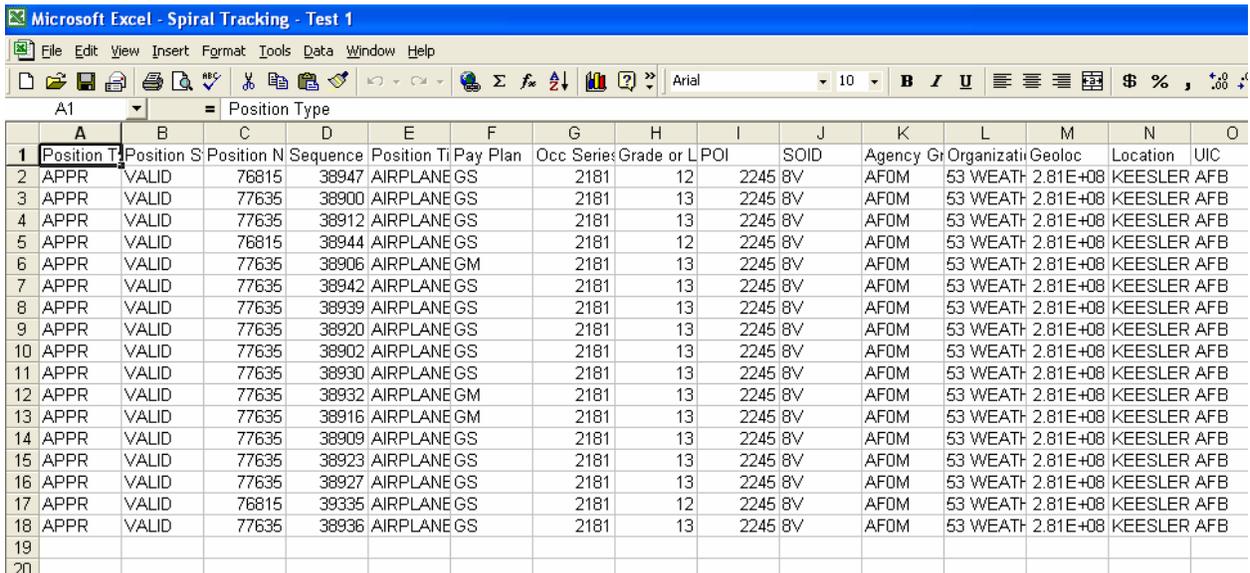
Employee Name	SSN	From Pre-NSPS Ind	To Pre-NSPS Ind	Name	SSN
<input checked="" type="checkbox"/> Baker, Matthew S			1.1	Baker, Matthew S	510-86
<input checked="" type="checkbox"/> Borsi, David R			1.1	Borsi, David R	231-94
<input checked="" type="checkbox"/> Dignan, James D			1.1	Dignan, James D	540-02
<input checked="" type="checkbox"/> Ford, Gordon D			1.1	Ford, Gordon D	438-17
<input checked="" type="checkbox"/> Gates, Kenneth L			1.1	Gates, Kenneth L	425-02
<input checked="" type="checkbox"/> Halg, James D			1.1	Haig, James D	106-62
<input checked="" type="checkbox"/> Jones, Daniel R			1.1	Jones, Daniel R	439-45
<input checked="" type="checkbox"/> Light, James R			1.1	Light, James R	422-13
<input checked="" type="checkbox"/> Niolet, Douglas F			1.1	Niolet, Douglas F	426-96
<input checked="" type="checkbox"/> Ostrat, Kenneth J			1.1	Ostrat, Kenneth J	560-03
<input checked="" type="checkbox"/> Petersen, Robert M			1.1	Petersen, Robert M	427-96
<input checked="" type="checkbox"/> Rodarte, Ruben J			1.1	Rodarte, Ruben J	465-70

Select All Deselect All

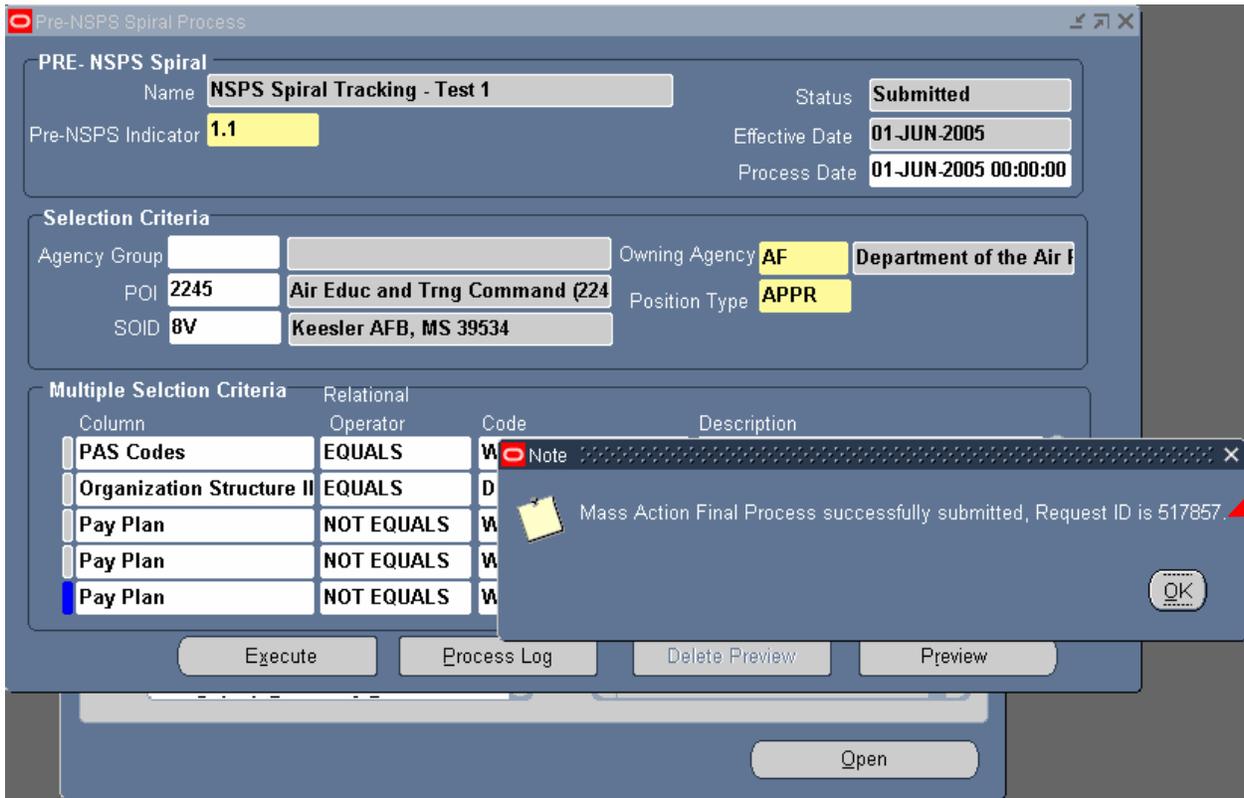
You may select or deselect all records by selecting the appropriate button at the bottom of the screen, or individually select/deselect records by checking/unchecking the box at the left of the records.



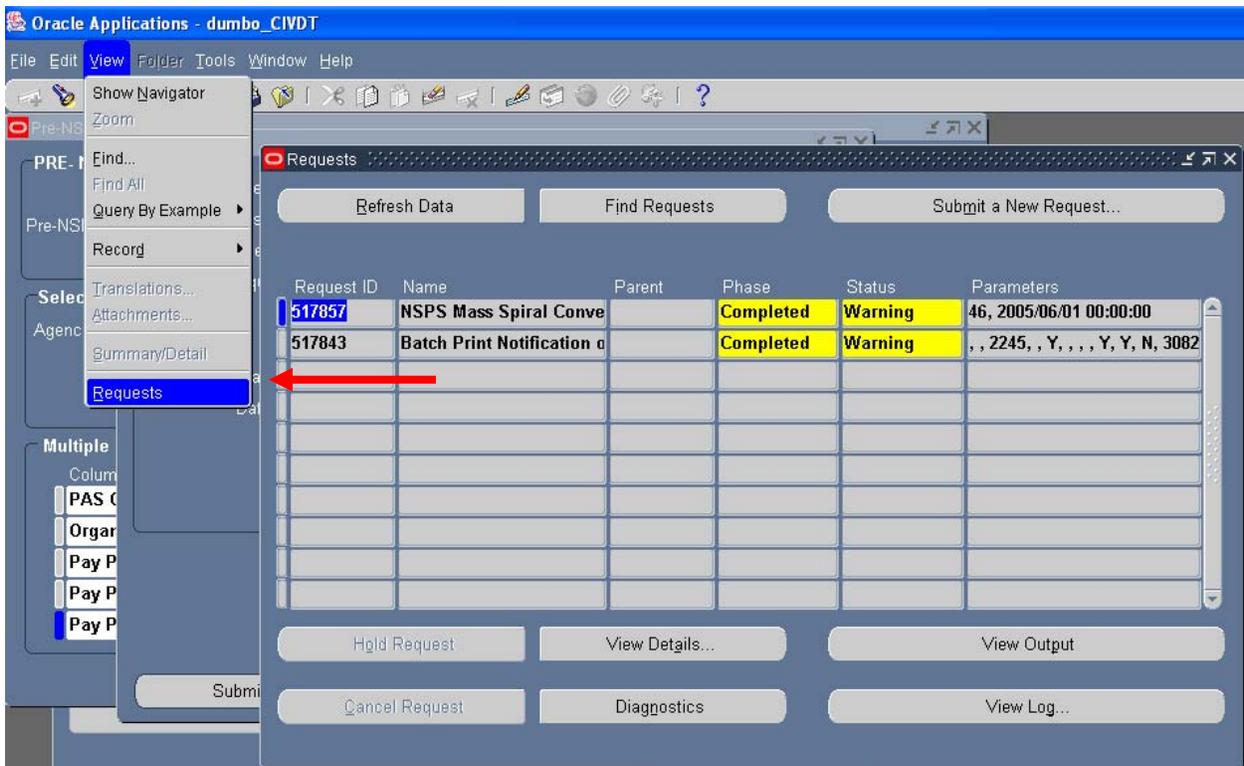
You may also export the records from this screen:



Selected records exported to a spreadsheet. This allows you to review and analyze your data.



Once you have determined that your selection is complete and accurate you are ready to execute the file. Select the **Execute** button. Make note of the **Request ID** number.



To check on the status of the Mass Process, click on View > Requests.

Pre-NSPS Spiral Process

PRE- NSPS Spiral

Name: **NSPS Spiral Tracking - Test 1** Status: **Submitted**

Pre-NSPS Indicator: **1.1** Effective Date: **01-JUN-2005**

Process Date: **01-JUN-2005 00:00:00**

Selection Criteria

Agency Group: [] Owing Agency: **AF** Department of the Air F

POI: **2245** Air Educ and Trng Command (224 Position Type: **APPR**

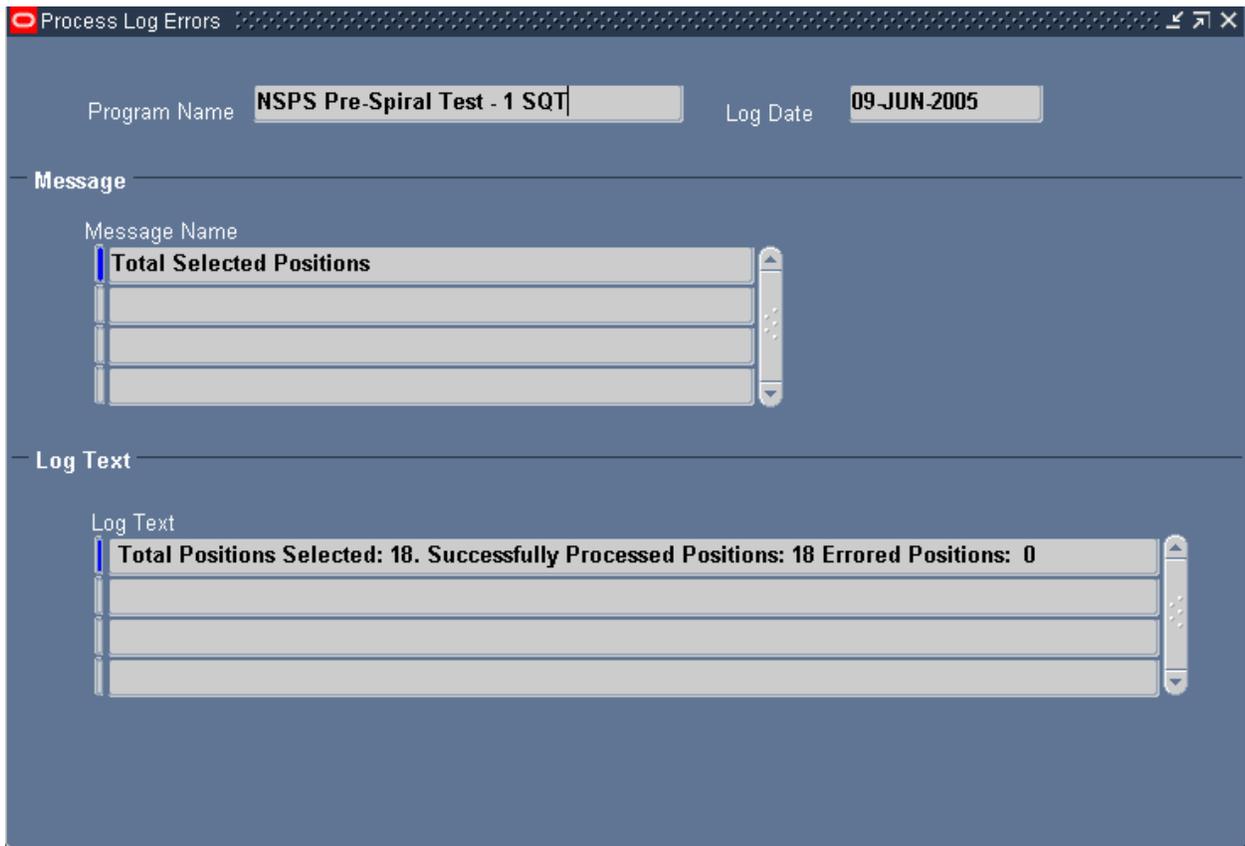
SOID: **8V** Keesler AFB, MS 39534

Multiple Selection Criteria

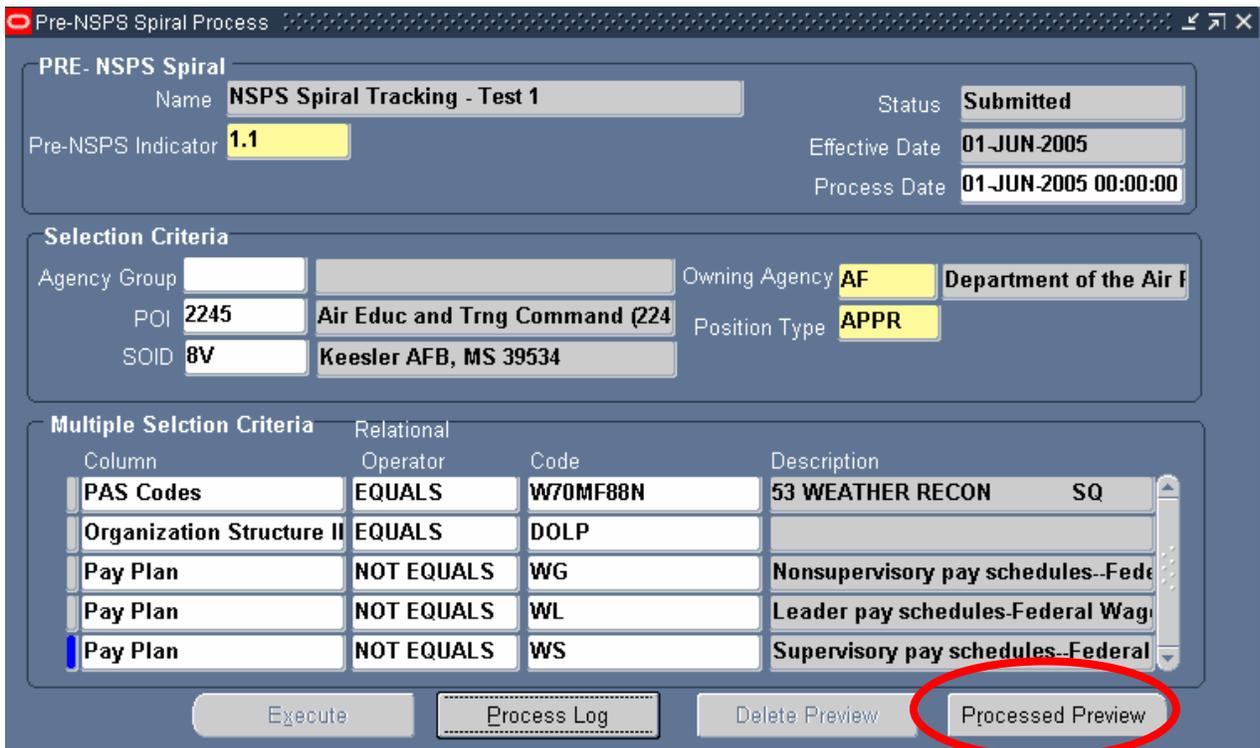
Column	Relational Operator	Code	Description
PAS Codes	EQUALS	W70MF88N	53 WEATHER RECON SQ
Organization Structure II	EQUALS	DOLP	
Pay Plan	NOT EQUALS	WG	Nonsupervisory pay schedules--Fede
Pay Plan	NOT EQUALS	WL	Leader pay schedules-Federal Wag
Pay Plan	NOT EQUALS	MS	Supervisory pay schedules--Federal

Execute Process Log Delete Preview Processed Preview

To check on the status of the updates, go back to NSPS Mass Pre-Spiral Update screen and select the **Process Log**.



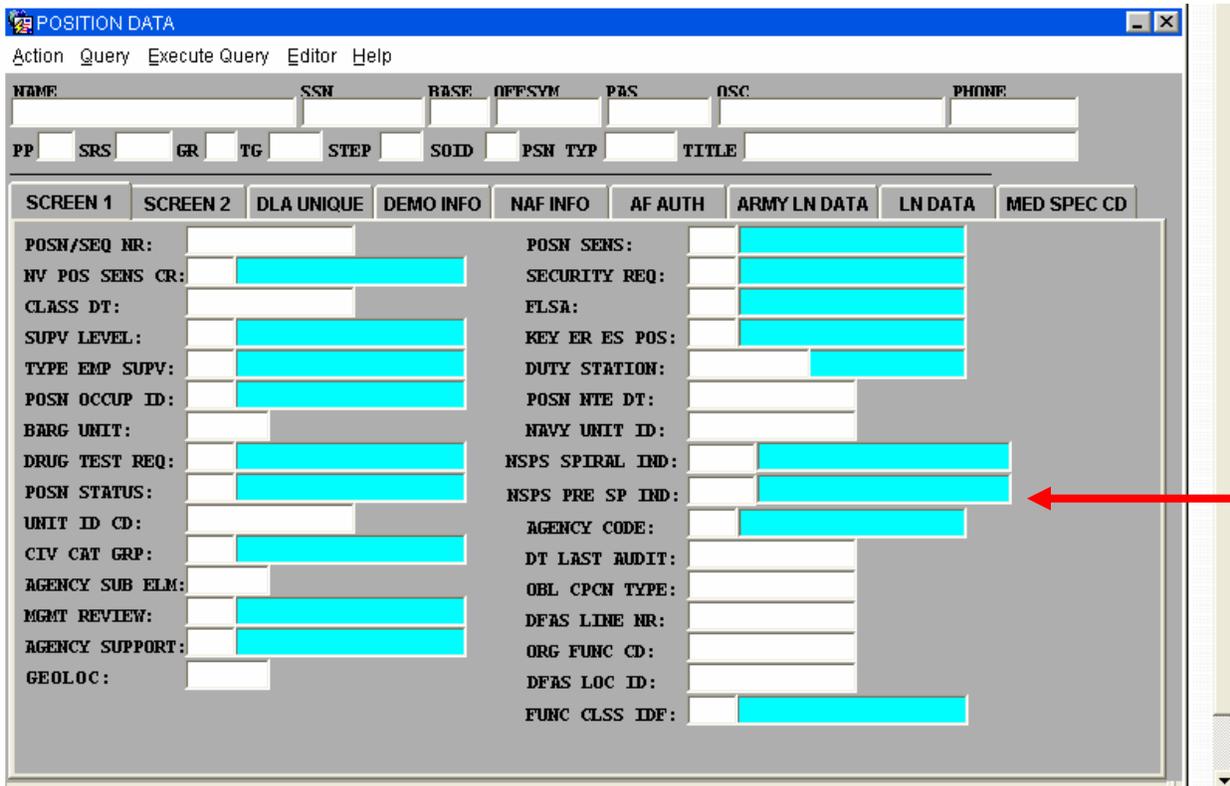
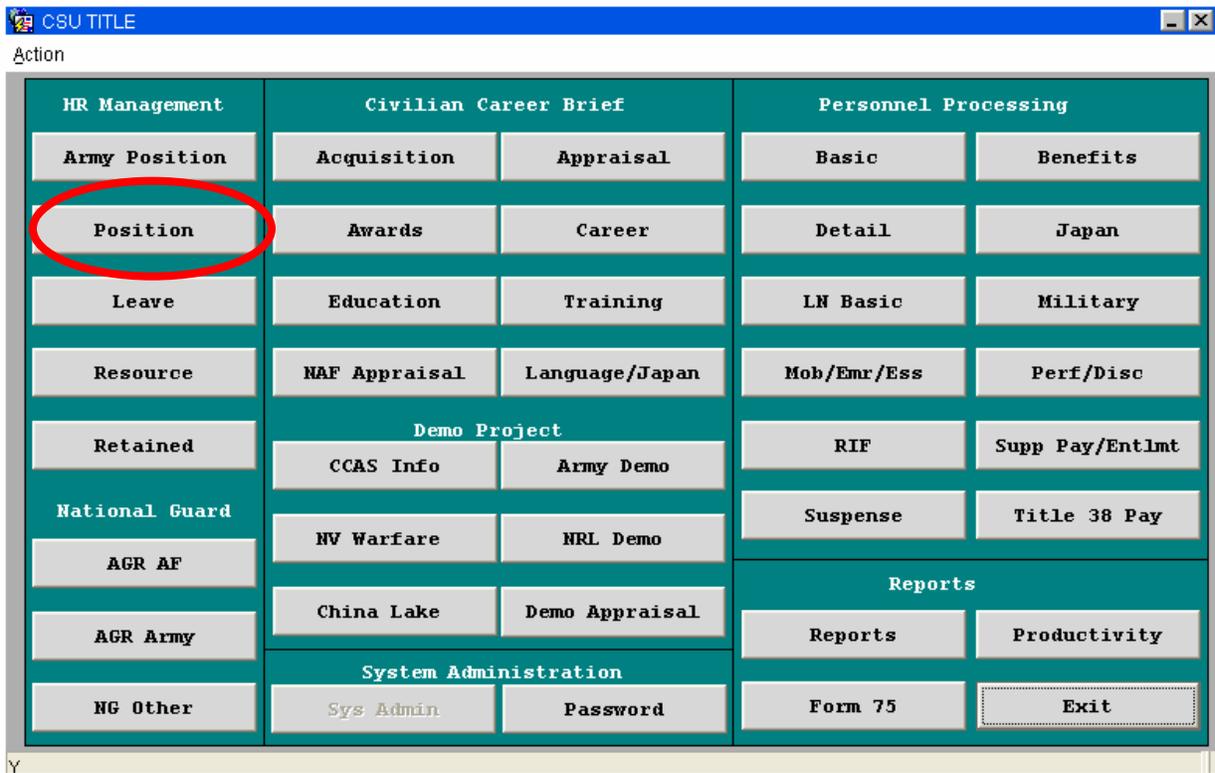
The Process Log identifies the number of records selected, successfully processed, and the number of errors.



NOTE: After the mass process has executed, the Preview button has been renamed **Processed Preview**, you can review selected records here again.

LOCATION OF PRE-NSPS SPIRAL INDICATOR

The Pre-NSPS Spiral Indicator can be located in CSU database: Position > Screen 1 and Discoverer EUL Folder: Civilian Position.



LOCATION OF NSPS EMPLOYEE INFORMATION

Person: NOTE: FOR INFORMATIONAL PURPOSES ONLY. THIS DDF IS NOT TO BE USED UNTIL TIME OF CONVERSION. FUTHER INFORMATION WILL BE PROVIDED AT A LATER DATE.

Located at People > Enter and Maintain > Extra Information > NSPS Information. Data elements include:

The screenshot shows a dialog box titled "Extra Person Information" with a close button (X) in the top right corner. The dialog has a dark blue background. On the left side, there are several data entry fields with labels: "NSPS Entry Spiral Indicator" (with a dropdown arrow), "NSPS Entry Date", "NSPS Entry NOA", "Mass Conversion Flag" (with a checkbox), "NSPS Departure Date", and "NSPS Departure NOA". On the right side, there is a prominent white text note: "NOTE: WILL NOT USE UNTIL TIME OF CONVERSION." At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Clear", and "Help". A horizontal scrollbar is visible at the bottom of the main content area.