

# Base Realignment and Closure (BRAC) Indicator and Mass Process Instructions

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**Introduction** To assist you in meeting some of the challenges associated with BRAC, we are pleased to provide a new position data element in DCPDS – BRAC Ind (BRAC Indicator). We are also providing a Mass Process that will allow users to update BRAC Indicator en masse. The objective of these DCPDS initiatives is to ensure:

- entitled BRAC employees, who forfeit annual leave, receive their restored leave under 5 U.S.C. 6304(d)(3)
- entitled BRAC employees who move to non-BRAC positions receive compensation for BRAC restored leave
- senior managers are provided a means of monitoring employees, positions and locations affected by BRAC

Instructions for using both the BRAC Indicator and the Mass Process are provided below. Specific guidance on BRAC leave can be found at [http://www.cpms.osd.mil/fas/pay/pdf/brac\\_faqs.pdf](http://www.cpms.osd.mil/fas/pay/pdf/brac_faqs.pdf) In the event you require further assistance, please contact Gilbert Ruiz at 487-6500 (DSN), or 210-652-6500 (commercial) regarding questions about DCPDS. Questions about BRAC leave should be referred to George Bell at 426-1268 (DSN) or (703) 696-1268 (commercial).

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## BRAC Indicator

**Navigating to the BRAC Indicator Element** To access the BRAC Indicator, navigate to Work Structure → Position → Description → Extra Information → Multiple Agency Information → BRAC Ind

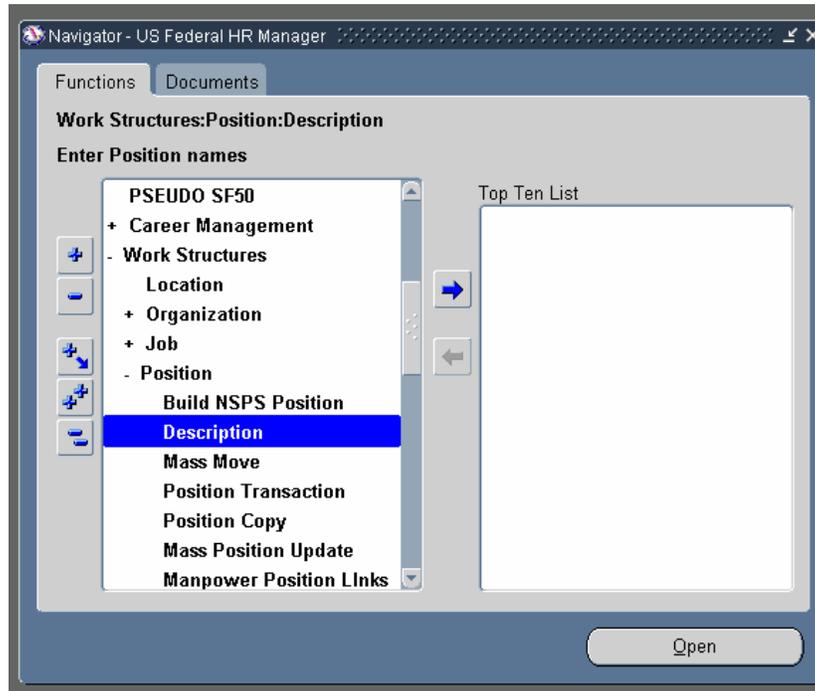


Figure 1

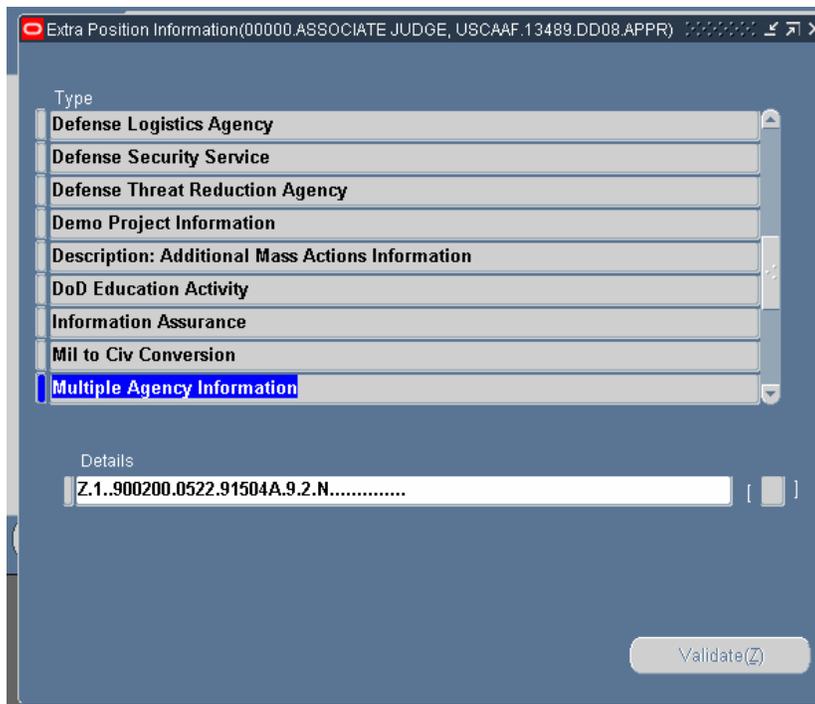


Figure 2

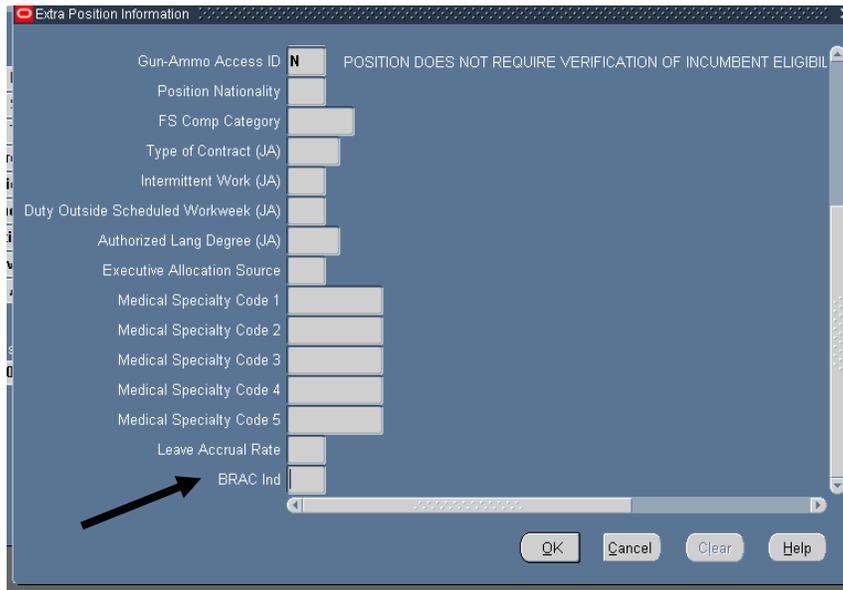


Figure 3

**Updating  
New or  
Existing  
Position(s)**

Upon building a new and/or updating an existing position, select the appropriate BRAC Indicator from the List of Values (LOV) as identified below, or leave the data element blank. In addition to the clear text instructions below, use of code C means employee is entitled to BRAC leave, and use of G means employee is not entitled to BRAC leave. Select “OK” to update the record.

Code	Clear text
C	Closing BRAC Activity
E	Losing Realignment BRAC Activity – Entitled to BRAC Leave
G	Gaining Realignment BRAC Activity
L	Losing Realignment BRAC Activity – Not entitled to BRAC Leave

**Special note:** For the initial update completed on or before March 15, 2006, users need to date-track to January 1, 2006 before updating the BRAC Indicator. This will ensure the NOA BRC is sent to payroll with an effective date within the 2005 leave year and therefore ensure an entitled employee’s leave is restored with payroll's retro process.

**Quick  
Copy a  
Position**

When quick copying a BRAC position, DCPDS will generate the following edit on the Quick Copy Position Screen:

“This is a BRAC position and can only be used to create another BRAC position. Do you still want to copy it?”

Users will then have the option to click “OK” if they want to continue with the quick copy process, or click “Cancel” if they want to select another position. Be sure to review the BRAC Indicator and change if appropriate for the new position.

**BRAC Indicator and Payroll (Info Only)**

The Payroll Interface (Pay 500) has been modified to include BRAC Indicator in position 179. BRAC Indicator will be included on all Pay500s with values of null, “N” or “Y”.

When users update the BRAC Indicator directly in the Position → Extra Information → Multiple Agency → BRAC Ind on encumbered positions as of the effective date, a Pay500 format will be created as follows:

- The NOAC written to position 70-72 will be “BRC”
- The effective date written to positions 73-78 will be the effective date of the update. If user date-tracks the DDF prior to updating BRAC Indicator, the effective date will be the date-track date.
- The BRAC Indicator written to position 179 on the Pay 500 will reflect the below logic:

IF BRAC Indicator Equals	And IF BRAC Indicator is updated to:	Then:	Position 179 will reflect:
Null	G or L	Do not produce a Pay 500	
Null	C or E	Produce NOA BRC Pay500	Y
G or L	C or E	Produce NOA BRC Pay500	Y
C or E	G or L	Produce NOA BRC Pay500	N
C or E	Null	Produce NOA BRC Pay500	N

A new field has been added to the Payroll Regeneration View to reflect BRAC Indicator. This field will reflect the value from the Pay500 position 179. This field will be open for modifications in the regeneration process. When the Payroll Regeneration process is used to create a new Pay500 form, the value for BRAC Indicator will be included.

**CSU (Info Only)**

A new data element titled “BRAC Ind” will be added to the CSU Position (Screen 1) screen. The data will reflect the information, which resides in Position → Extra Information → Multiple Agency Information → BRAC Ind.

POSITION DATA

Action Query Execute Query Editor Help

NAME SSN BASE OFFSYM PAS OSC PHONE

PP SRS GR TG STEP SOID PSN TYP TITLE

SCREEN 1 SCREEN 2 DLA UNIQUE DEMO INFO NAF INFO AF AUTH ARMY LN DATA LN DATA MED SPEC CD

POSN/SEQ NR: [redacted] POSN SENS: [redacted]

NV POS SENS CR: [redacted] SECURITY REQ: [redacted]

CLASS DT: [redacted] FLSA: [redacted]

SUPV LEVEL: [redacted] KEY ER ES POS: [redacted]

TYPE EMP SUPV: [redacted] DUTY STATION: [redacted]

POSN OCCUP ID: [redacted] POSN NTE DT: [redacted]

BARG UNIT: [redacted] NAVY UNIT ID: [redacted]

DRUG TEST REQ: [redacted] NSPS SPIRAL IND: [redacted]

POSN STATUS: [redacted] NSPS PRE SP IND: [redacted]

UNIT ID CD: [redacted] AGENCY CODE: [redacted]

CIV CRT GRP: [redacted] DT LAST AUDIT: [redacted]

AGENCY SUB ELM: [redacted] OBL CPCN TYPE: [redacted]

MGMT REVIEW: [redacted] DFAS LINE NR: [redacted]

AGENCY SUPPORT: [redacted] ORG FUNC CD: [redacted]

GEOLOC: [redacted] DFAS LOC ID: [redacted]

FUNC CLSS IDF: [redacted]

BRAC Ind

Figure 4

**CMIS-R  
(Info Only)**

New data elements will also be added to the CMIS-R Universes.

## BRAC Indicator – Mass Process

**Purpose** A “BRAC Indicator Mass Process” has been created to help users update the BRAC Indicator in the position record en masse.

**Position/Assignment Type Affected** APPR, TECH (encumbered and unencumbered)

**Navigation Path** Navigator Menu → Mass Actions → BRAC Indicator Mass Process

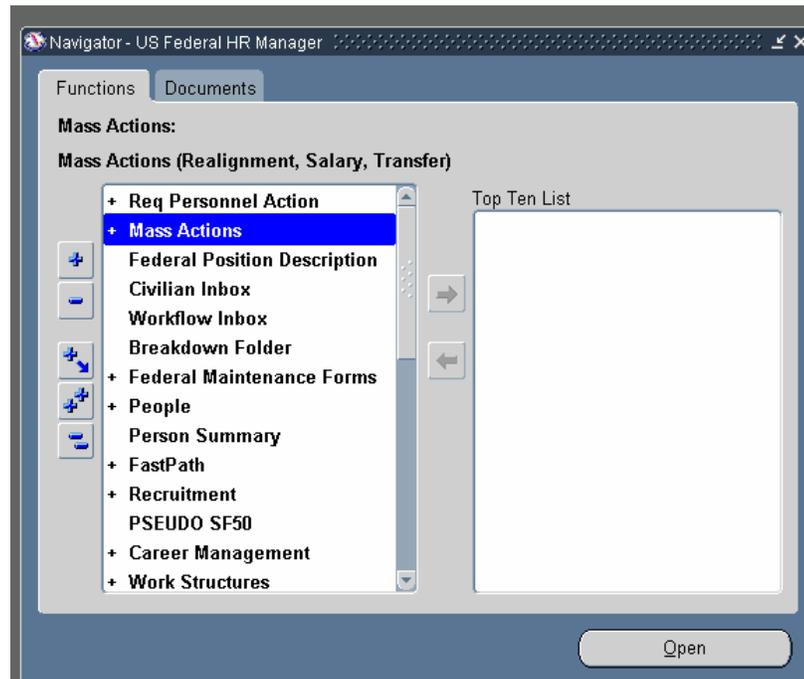


Figure 5

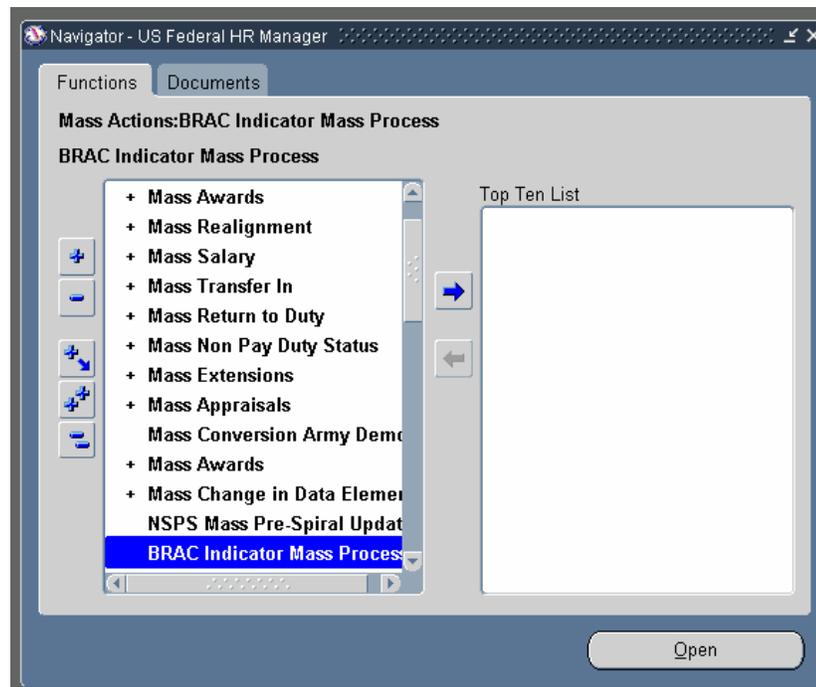


Figure 6

Figure 7

**Process Name**

The name given to the process should be unique. 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.

**Record Selection Criteria  
Record Update Process**

User-entered parameters will be used for selection of the affected position records by the mass process.

User-entered parameters, effective date and BRAC Indicator will be used in the update process. The BRAC Indicator will be entered to Position → Extra Information → Multiple Agency Information → BRAC Ind. The change will be as of the Effective Date entered in the parameters. The execution of this will result in the update of the BRAC Indicator. Position status will not change as a result of updating the BRAC Indicator. Execution of Mass Process will not update positions where the Hiring Status as of the Effective Date is not “Active.”

**Special note:** For the initial update completed on or before March 15, 2006, users need to date-track to January 1, 2006 before updating the BRAC Indicator. This will ensure the NOA BRC is sent to payroll with an effective date within the 2005 leave year and therefore ensure an entitled employee’s leave is restored with payroll's retro process.

**User Enterable Parameters**

Below is a list of parameters within the Process Request to allow for input. The fields are identified as optional or required. Required fields are highlighted in yellow (see Figure 7 above). The logic for selecting more than one field is AND logic. The following data elements will be displayed for use in defining the selection criteria:

<b>L I N E</b>	<b>Entry Field Description</b>	<b>Optional or Required</b>	<b>Description of Entry Value</b>
1	Effective Date	Required	This will reflect the effective date of the position update
2	BRAC Indicator	Required	This will reflect the BRAC Indicator value. User will select from an LOV.
3	Agency Group	Required	Agency group associated with the position. User will select from an LOV.
4	Personnel Office ID	Optional	Personnel Office ID associated with the position. User will select from an LOV.
5	Servicing Office ID	Optional	Servicing Office ID associated with the position. User will select from an LOV.
7	Organization	Optional	Organization associated with the position. User will select from an LOV.
8	Pay Plans	Optional	Pay Plan associated with the position. User will select from an LOV.
9	GEOLOC	Optional	Location codes associated with the position. Entry will reflect the 9 character code. User will select from an LOV.
10	Unit Identification Codes	Optional	Unit Identification Codes (UICs) associated with the position User will select from an LOV.
11	PAS Codes	Optional	PAS Codes associated with the position. User will select from an LOV.
12	Org Structure ID	Optional	Org Structure ID associated with the position.
13	Office Symbol	Optional	Office Symbol associated with the position.
14	Positions Organizations Address	Optional	Positions Organizations Address associated with the position. User will select from an LOV.

**Taskflow Buttons**

There are four Taskflow buttons available:

- 1) Execute – processes your action by submitting it to the database.
- 2) Process Log – allows you to retrieve updated information after submitting and processing.
- 3) 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.

- 4) Preview – displays the BRAC Indicator – Mass Process window.

**Preview Screen**

Prior to submitting the request for processing, user will see a Preview Screen. The preview will display the following four columns:

- 1) Employee Name (if encumbered)
- 2) Employee SSAN (if encumbered)
- 3) Position Name (Position number, Title, Sequence Number, Group Agency Code, Type)
- 4) BRAC Indicator

This screen will only allow a user to select/deselect records. User will not be able change any of the information displayed in any of the four columns.

**Process Log**

Process logs will be created to document: (1) any position failing the update process, specifying Position Name (number, title, sequence, agency, Posn type), SOID/POI, employee name and SSAN (if encumbered), and reason for failure; (2) all positions that successfully updated; and, 3) the total numeric value of successful updates.

**Access**

CIVDOD Personnelist, CIVDOD Classifier, US Fed HR Manager and all related secure views.

**Other**

Retroactive changes to this data element will be rolled forward for all rows of history that have a later effective start date.