

REGIONAL APPLICATIONS REPORTS
List of Regional Reports

1. Alpha Roster
2. Appraisal Reports
3. Awards
4. Bargaining Unit Report
5. Birthday List
6. Employee Roster
7. Environmental Differential/ Haz Duty Pay
8. Gains to Serviced Organizations
9. Organizational Roster
10. Organizational Roster/ CORPS
11. Personnel/Position Roster
12. Retained Pay/Grade/Special Pay Report
13. Security Roster
14. Supervisory Ratio by Organization
15. Supplemental Pay (Local Nationals Only)
16. Suspense Action Report
17. Vacancy Report
18. Within Grade Increase Due List

Data Fields on Regional Reports

Report #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Amount			X															
AMS									X									
Ann Stat	X																	
Appraisal Due Date		X																
Appraisal Type		X																
Appointment Type	X										X							
Award Type			X															
Base	X																	
Bus Agcy Code											X							
BUS Code	X								X									
CCPO											X							
Civ Skill Codes											X							
Clearance Type													X					
Clearance Dt Granted													X					
Command		X	X	X		X	X	X				X	X	X	X			X
Comp Level											X							
CPCN	X										X						X	
CPO ID		X	X	X		X		X				X	X	X	X			X
Current Pay Basis							X											
Current Appraisal Date		X																
Current Appraisal		X																
Date			X															
Date Entered Agency								X										
Date LWOP Expires																		X
Date of Birth	X				X	X												
Date Position Established											X							
Dt Retained Grade Began												X						
Dt Retained Grade Expires												X						
Date Started Position											X							
Date Temp Appt Expires											X							
WIGI Due Date																		X
Employee Work Schedule							X											
Entered Position													X					
FAC																	X	
FEGLI Code	X																	
FLSA									X		X							
Grade	X	X	X	X		X	X	X	X	X	X	X	X		X		X	X
GSA Location									X									
Health Plan	X																	
Investigation Dt Completed													X					
Investigation Type													X					
Job Number						X	X		X	X					X			
Job Title															X			
Last Review							X											
Last Equiv Step Increase																		X
Mobility Serv Requirement											X							
Manpower Pos Control #											X							
Name	X	X	X	X	X	X	X		X	X	X	X	X		X	X		X

[Instructions on Running Regional Reports](#)

The complete Regional User Guide is located at: http://www.cpms.osd.mil/regmod/index_enterprise.html. Below is an extract from Chapter 9 on reports.

To access the Reports section of the Regional Application, click the **Reports** Button on the Regional Application Main Menu Screen (Figure 1).

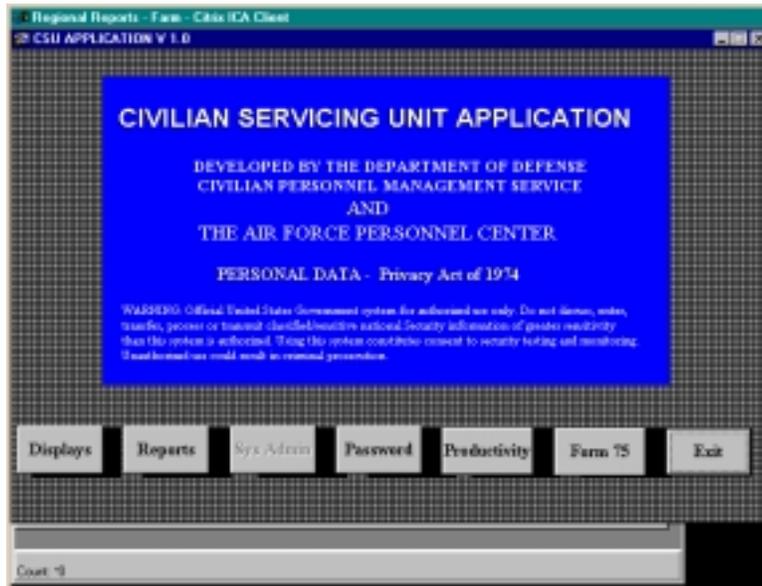


Figure 1

The **Reports** Button allows selection from a variety of preformatted reports (e.g., Alpha Roster, Security Roster, Organizational Roster, Within Grade Increase Due List, etc.). The system gives users the ability to make some modifications to these reports to fit individual needs. Options are available to allow establishment of specific select criteria as well as the preferred sort sequence. To view the complete listing of reports available, use the scroll bar to scroll down the listing of reports available to the user.

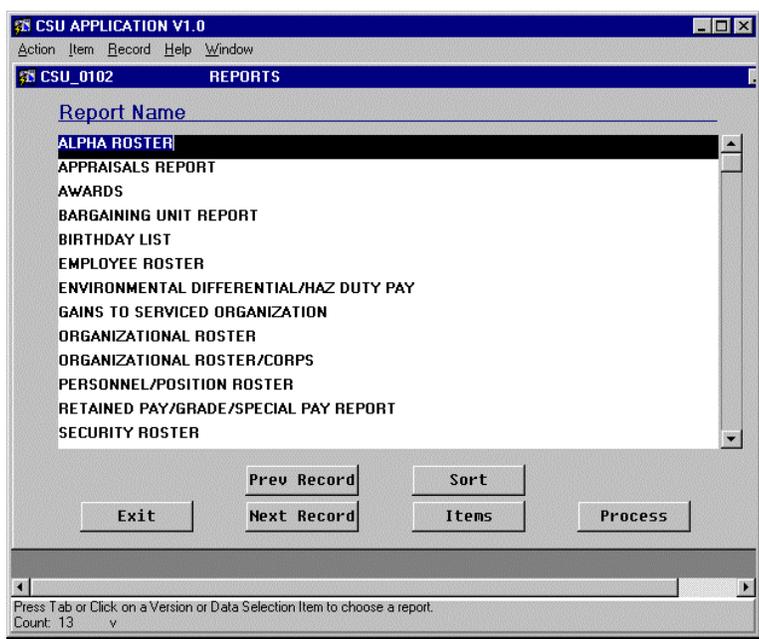


Figure 2

Clicking any of the options listed on the **Menu Bar** provide the standard drop-down menus. Clicking the **Action** button provides a drop-down menu that lists the same options that can be accessed using the buttons at the bottom of the screen.

Selection of the **Sort** button from the Menu allows sorting of the selected report on various criteria. Enter the preferred sequence order by *numerical order* and indicate if the report sort is to be ascending or descending with an "x".

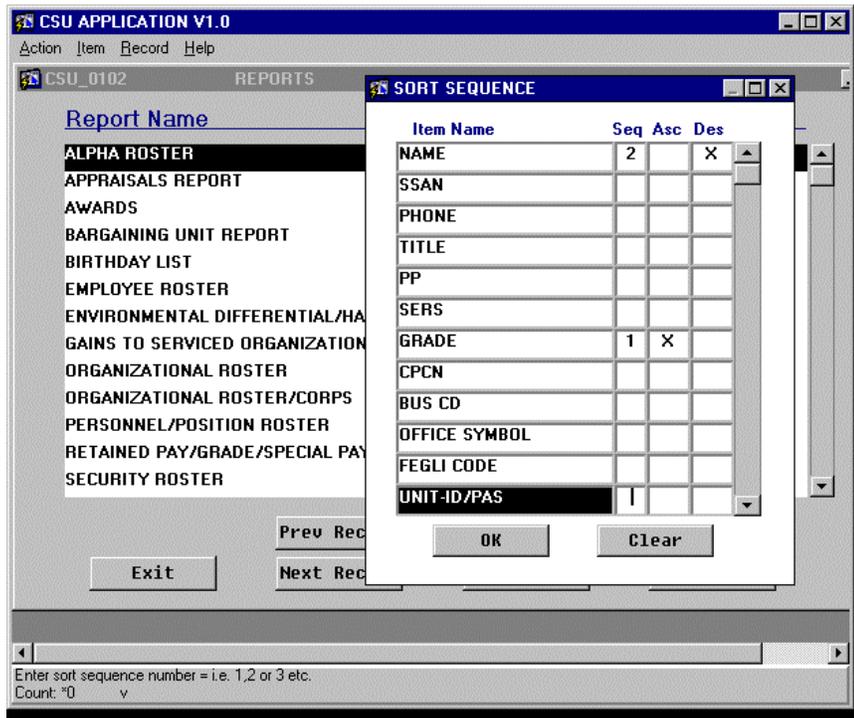


Figure 3

Once you have made your selection, press the "OK" button to accept the sort options. At this point, the program is returned to the Reports screen.

Selection of the **Items** button from the Menu allows filtering of the selected report on various criteria. Enter the preferred filters either by specific entries or by a range.

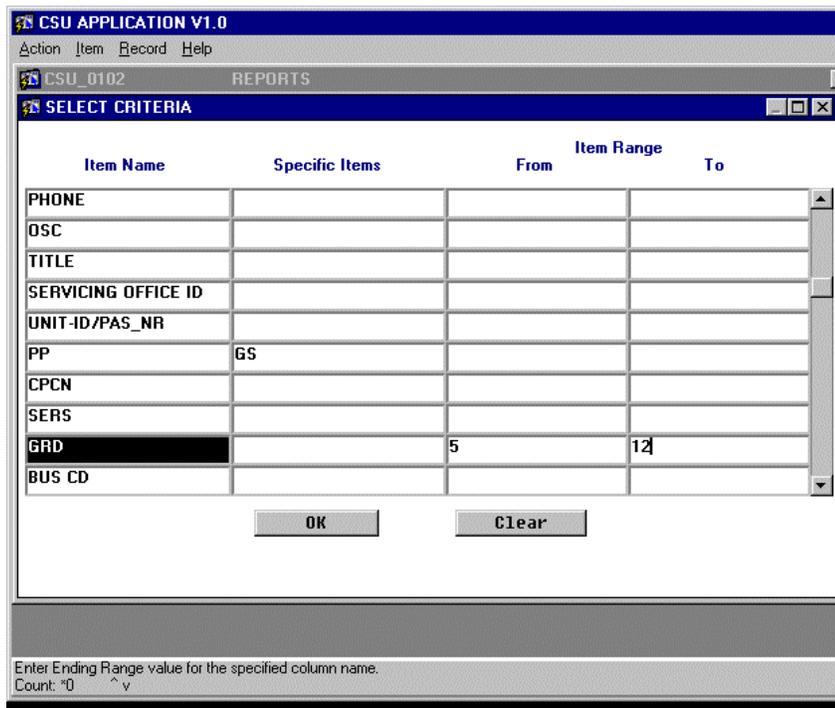


Figure 4

Once you have made your selection, press the "OK" button to accept the filter options. At this point, the program is returned to the Reports screen.

Once all modifications are completed, click the **Process** button to process the request. An informational window will appear stating that the report process has started.

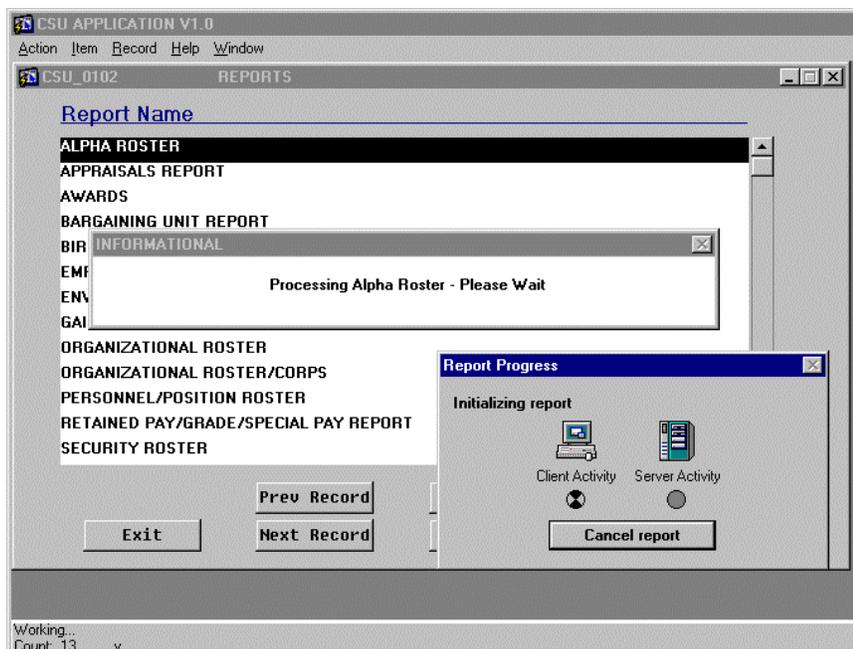
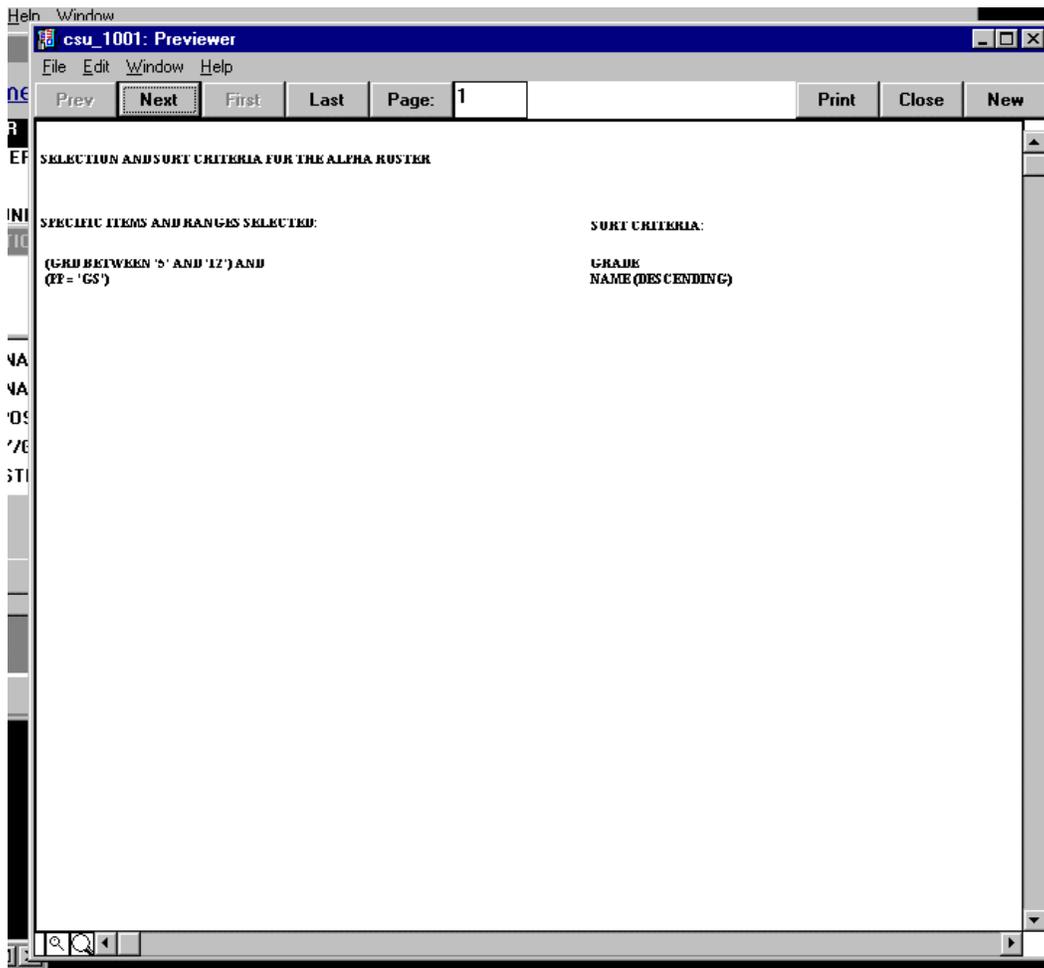


Figure 5

Next will appear the report. This is the cover sheet and first page of the report listing the criteria used in processing the report. The cover sheet lists the report name, and the filter and sort criteria selected by the user.



- Click "Close" to exit this screen.
- Click "Print" to print this report.
- Click "Next/Prev/First/Last" to navigate throughout the report.

Once you are back at the main **Reports** screen, click **Exit** to end the Reports portion of the program and return to the Regional Application Main Menu screen.