

AD-HOC REPORT REQUEST TEMPLATE

This format can be used to request one-time reports from the Human Resources Services- Information Systems division. Submit requests to hr.reports@dla.mil. The information required for a report request includes the following:

1. CONTACT INFORMATION:

NAME:
EMAIL ADDRESS:
PHONE NUMBER:
ORGANIZATION:

2. DATE OF REPORT REQUEST:

3. **REQUIRED BY DATE:** Reports are completed within two business days in most cases, but the timeframe for report production is impacted by workload and priorities. The reports team will notify you of the anticipated completion date if it is not within the requested timeframe)

4. **ORGANIZATION, EMPLOYEE, OR GROUP OF EMPLOYEES COVERED IN REPORT REQUEST:** Identify the organization(s) or the employees to be included in the report request. This can equate to the Employing Activity and Organization codes, but can also be stated in organization names. The reports team may contact you to ensure they have the correct grouping.

5. **MANAGER AUTHORIZING REQUEST:** If the requestor is not a supervisor or manager, provide the name of the manager responsible for generating the report request. The reports team cannot respond to individual employee data requests not sponsored by a management official.

6. **SUMMARY:** Write a brief summary of the data required and the intent of the report. The information can be used to assist you in obtaining the results you require and the data specialists may contact you about adding or changing data or time periods to better meet your intent.

7. **TIME PERIOD FOR DATA:** Indicate whether current or specify a date/date range if historical information is required.

8. **DATA REQUIRED:** Generally, there are three types of requests.

- a) **Employee Listings:** ex.: listing of all people in an organization
- b) **Summary/Count Reports:** ex.: count of people in an organization by grade; how many awards were processed in FY10 for an organization, etc.
- c) **Transactional Reports:** ex.: awards or promotions issued during a specific time period for an organization.

Identify the fields required in the report. There are hundreds of data fields available in the system, and if you don't know the fields required, a thorough description in the summary section above will assist DLA Human Resources Services with identifying your requirement. Information falling under the Privacy Act or Personally Identifiable Information (PII) rules will not be released without a full justification and proper authorization (common PII fields include date of birth, address data, ethnicity information, etc)

Common report fields include:

- Name**
- Employing Activity**
- Organization Code**
- Organization Name**
- Pay Plan/Series/Grade**
- Position Title**
- Salary Information**
- Supervisory Indicator**
- Tenure**
- Probationary Period Dates**

9. **SORT FIELDS:** Ad-hoc requests will be returned in MS Excel format and can be reformatted by the receiver. If a specific sort order is requested, indicate the preference here.
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SAMPLE AD-HOC REPORT REQUEST:

CONTACT INFORMATION:

NAME: Todd Jones
EMAIL ADDRESS: todd.jones@aaa.bbb
PHONE NUMBER: (614) XXX-XXXX
ORGANIZATION: DLA

REQUEST DATE: Jan 7, 2011

REQUIRED BY DATE: Jan 12, 2011

ORGANIZATION, EMPLOYEE, OR GROUP OF EMPLOYEES COVERED IN REPORT

REQUEST: Include all employees that worked in the XXX organization in FY10.

MANAGER AUTHORIZING REQUEST: Ms. Smith, Chief of XXX

SUMMARY: I need a listing of all employees in DLA XXX organization that received cash awards during FY10, including the type of award, when they received it, and how much they received. I also need the positions they occupy and salary information.

TIME PERIOD FOR DATA: FY10

DATA REQUIRED: For each person on the list:

Name
Employing Activity
Organization Code
Organization Name
Pay Plan/Series/Grade
Position Title
Salary Information
Award Type
Date of Award
Award Amount

SORT FIELDS: Sort by award amount, then by name.