Understanding the DEU Activity Report

The **DEU Activity Report** provides information about recruitment and appointment actions submitted to the CSD's Delegated Examining Unit (DEU) for announcement review/approval, certificate issuance and selection approval. This report excludes all activities related to non-DEU announcements. *Note: This report only displays actions initiated on or after August 1, 2011.*

Report Parameters

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active Actions Only or Completed Actions Only) or if you wish to view actions of all status types.
- **Generate Report By:** Select a date field to filter the report.
- **Start and End Dates:** Enter a date range to filter the report. Note: The 'Start Date' cannot be earlier than 08/01/2011.
- **Generate Report Using:** Indicate whether you would like the metrics in your report calculated using Calendar Days (includes weekends and Federal holidays) or Working Days (excludes weekends and Federal holidays).
- **IC:** Indicate if you wish to filter actions by a specific Institute or Center (IC) or if you wish to view actions for all ICs. Note: Your access/permission level will dictate the IC(s) you may view.

- **Search Admin Code:** Indicate whether you would like to view actions for a specific admin code, a root admin code, or 'All.' By choosing 'By Exact Match' you can enter a specific admin code and the report will only return actions for that admin code. By choosing 'Begins With,' you can enter the root admin code for an organization. *For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.).*
- **Branch:** Select whether you would like to filter the report by a specific branch or if you would like the report to return all actions.
- **Include GRU Data?:** Indicate whether you would like to include GRU data.
- **Pay Plan:** Indicate if you wish to view actions with a specific pay plan or all pay plans.
- **Grade:** Indicate whether you would like to view actions with a specific grade or all grades.
- **Full Performance Level:** Indicate whether you would like to view actions with a specific full-performance level or all full-performance levels.
- **Series:** Indicate if you wish to view Most Commonly Filled (MCF) positions, Mission Critical Occupations (MCO), a specific series, or all series.
    - *MCF Series = 0080, 0201, 0203, 0303, 0318, 0326 0343, 0401, 0501, 0510, 0560, 1102, 2210*
    - *MCO Series = 0107, 0201, 0301, 0303, 0343, 0601, 0602, 0610, 0640, 0685, 0696, 0701, 1001, 1101, 1109, 1102, 2210*
    - *STEM Series (Scientific, Technology, Engineering, Mathematics):*
      http://intrahr.od.nih.gov/staffing/title5/documents/STEMpositions.pdf
- *WiTS#: Enter a WiTS number if you wish to view a specific action. Leave this filter blank if you wish to view all actions.*
- **DE HR Specialist:** You can choose to display actions assigned to a specific DE HR Specialist or all DE HR Specialists.
- **DE Quality Reviewer:** You can choose to display actions assigned to a specific DE Quality Reviewer or all DE Quality Reviewers.
- **DE Approver:** You can choose to display actions assigned to a specific DE Approver or all DE Approvers.

The Report View

Basic Action Information

WiTS Recr Trans # / [Appt. Trans #]	IC Admin Code Org Initials	Action Type	Branch HR Specialist	DEU HR Specialist / DEU Quality Reviewer / DEU Approver	Position Title -Pay plan -Series -Grade FPL
23518 / [23521]	TEST TEST PLAY/TES TING BRANCH	APPT 1st Sel	Verge, Terrye	D'Andrea, Michael / D'Andrea, Michael / D'Andrea, Michael	Lead Administrative Officer GS-0341-14 FPL 14

Selectee (Appts Only): Spacey, Kevin

The report displays basic information related to the action: WiTS Recruitment #, [WiTS Appointment #], IC, Admin, Code, Org Initials, Action Type, Branch HR Specialist, DEU HR Specialist, DEU Quality Reviewer, DEU Approver, Position Title, Pay Plan, Series, Grade, and FPL.

Recruitment and Appointment Information: What Data Is Displayed

1st Selections and Recruitment Actions without a Selection

The report displays all of the related recruitment information for actions where the appointment is a 1st Selection. The report also displays the related recruitment information when there is no appointment information associated with the recruitment action.

The 1st Selection appointment data is displayed below the recruitment action.

Action Type	Branch HR Specialist	DEU HR Specialist / DEU Quality Reviewer / DEU Approver	Position Title -Pay plan -Series -Grade FPL	Date Rec Initiated	Date Rec'd In DEU	Date Ann Approved to Post	Date Ann Posted	Date Ann Opened	Date Ann Closed	Date Cert Issued to Branch	Date Cert Sent to SO	Date Hiring Decision Rec'd in HR	Date Selection Sent to DEU for Approval Decision	Date of DEU Selection Approval Decision	Date Pckg Sent for Final Prcssng	Date Case Returned to DEU for Final Close-Out Audit	Date Case Audit Compltd
APPT 1st Sel	Verge, Terrye	D'Andrea, Michael / D'Andrea, Michael / D'Andrea, Michael	Lead Administrative Officer GS-0341-14 FPL 14	06/01/11	07/15/11	07/18/11	07/26/11	07/27/11	08/05/11	08/13/11	08/19/11	09/18/11	09/21/11	09/26/11	10/01/11	10/12/11	10/16/11

Additional Selections and Shared Certificates

The report only displays appointment information for Shared Certificates and Additional Selections.

Action Type	Branch HR Specialist	DEU HR Specialist / DEU Quality Reviewer / DEU Approver	Position Title Pay plan -Series -Grade FPL	Date Rec Initiated	Date Rec'd in DEU	Date Ann Approved to Post	Date Ann Posted	Date Ann Opened	Date Ann Closed	Date Cert Issued to Branch	Date Cert Sent to SO	Date Hiring Decision Recd in HR	Date Selection Sent to DEU for Approval Decision	Date of DEU Selection Approval Decision	Date Pckg Sent for Final Prcssng	Date Case Returned to DEU for Final Close-Out Audit
APPT Shared Sel	Verge, Terrye	D'Andrea, Michael / D'Andrea, Michael / D'Andrea, Michael	Lead Administrative Officer GS-0341-14 FPL 14								05/01/11	07/01/11	07/28/11	07/30/11	08/01/11	
												61 IC	27 App Prep (Other)	2 DEU	2 Proc Prep (Other)	

Report Columns

Date Rec Initiated	Date Rec'd In DEU	Date Ann Approved to Post	Date Ann Posted	Date Ann Opened	Date Ann Closed	Date Cert Issued to Branch	Date Cert Sent to SO	Date Hiring Decision Recd In HR	Date Selection Sent to DEU for Approval Decision	Date of DEU Selection Approval Decision	Date Pckg Sent for Final Prcssng	Date Case Returned to DEU for Final Close-Out Audit	Date Case Audit Compltd
06/01/11	07/15/11	07/18/11	07/26/11	07/27/11	08/05/11	08/13/11	08/19/11	09/18/11	09/21/11	09/26/11	10/01/11	10/12/11	10/16/11
	44 Ann Prep (Other)	3 DEU	8 Branch	11 Ann Period (Other)		8 DEU	6 Branch	30 IC		24 Hiring Decision to Audit (Other)			4 DEU
									3 App Prep (Other)	5 DEU	5 Proc Prep (Other)		

- ***Date Rec Initiated*** – the date the Recruitment action was entered in WiTS *(Auto-generated Date—Not Editable)*
- ***Date Rec'd in DEU*** – the date the WiTS Recruitment action was sent to the DEU for review/approval of the announcement *(Auto-generated Date—Not Editable)*
- ***Date Ann Approved to Post*** – the date the vacancy announcement was approved to post and the DEU returned the WiTS Recruitment action to the Branch HRS *(Auto-generated Date—Not Editable)*
- ***Date Ann Posted*** – the date the announcement posted
- ***Date Ann Opened*** – the date the announcement opened
- ***Date Ann Closed*** – the date the announcement closed
- ***Date Cert Issued to Branch*** – the date the DEU issued the cert to the Branch
- ***Date Cert Sent to SO*** – the date the Branch HRS sent the certificate to the Selecting Official
- ***Date Hiring Decision Rec'd in HR*** - the date the Branch HRS received the annotated certificate or hiring decision from the Selecting Official

- ***Date Selection Sent to DEU for Approval Decision*** – the date the Branch HRS sent the WiTS Appointment action to the DEU for selection review and approval *(Auto-generated Date—Not Editable)*
- ***Date of DEU Selection Approval Decision*** – the date the DEU approved the selection and returned the WiTS Appointment action back to the Branch HRS
- ***Date Package Sent for Final Processing*** – the date the Branch HRS/HRA sent the WiTS Appointment action to the Final Authorizer *(Auto-generated Date—Not Editable)*
- ***Date Case Returned to DEU for Final Closeout Audit*** – the date the Branch sent the WiTS Recruitment action to the DEU for Final Audit
- ***Date Case Audit Completed*** – the date the DEU completed their audit of the case of the WiTS Recruitment action.

Important Report Notes:

- WiTS displays the announcement and certificates dates from which the selectee was hired.

- For 1st Selections, the 'Date Cert Sent to SO' and 'Date Hiring Decision Rec'd in HR' values come from the Recruitment form and not the Appointment form.

- For Additional Selections and Shared Certificates, the 'Date Cert Sent to SO' and 'Date Hiring Decision Rec'd in HR' values come from the Appointment form and not the Recruitment form.

About Metrics

WiTS counts the number of days for each step. This information is displayed in the brackets directly below the dates.
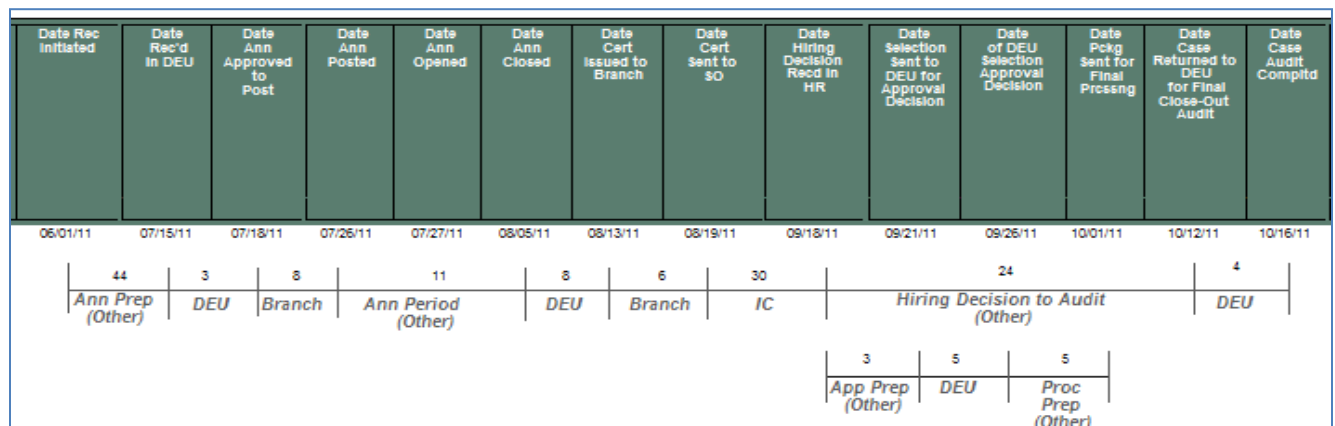
Metrics Associated With Participants and Activities:

WiTS counts the number of days the Recruitment and/or Appointment action was with a particular participant or specific activity as follows:

- ***Total # of Days with IC includes (participant)***
  - Date Cert Sent to SO *to* Date Hiring Decision Rec'd in HR

- ***Total # of Days with Branch includes (participant)***
    - Date Ann Approved to Post   *to*   Date Ann Posted
    - Date Cert Issued to Branch   *to*   Date Cert Sent to SO

- ***Total # of Days with DEU includes (participant)***
    - Date Rec'd in DEU   *to*   Date Ann Approved to Post
    - Date Ann Closed   *to*   Date Cert Issued to Branch
    - Date Selection Sent to DEU for Approval Decision   *to*   Date of DEU Selection Approval Decision
    - Date Case Ret'd to DEU for Final Close-Out Audit   *to*   Date Final Case Audit Completed
- ***Total # of Days with Other activities include***
    - Date Rec Initiated   *to*   Date Rec'd in DEU   *(Announcement Preparation)*
    - Date Ann Posted   *to*   Date Ann Closed   *(Announcement Period)*
    - Date Hiring Decision Rec'd in HR   *to*   Date Selection Sent to DEU for Approval Decision *(Appointment Preparation)*
    - Date of DEU Selection Approval Decision   *to*   Date Package Sent for Final Processing *(Processing Preparation)*
    - Date Hiring Decision Rec'd in HR   *to*   Date Case Returned to DEU for Final Close-Out Audit *(Hiring Decision to Audit)*

"Other Activities" are defined as shared processes that are not exclusive to one particular participant.

WiTS also counts the total number of days the Recruitment and/or Appointment action was with a particular participant or specific activity as well as the total time the case took to run though the entire process.

Total # of Days with IC / Program	Total # of Days with Branch	Total # of Days with DEU	Total # of Days with Other Activities	Total Elapsed Time
30	14	20	79	83

- ***Total # of Days (Elapsed Time) for 1ˢᵗ Selections*** is the difference between the 'Date Rec Initiated' and the 'Date Final Case Audit Completed.' If the audit has not yet been completed, the report will display the elapsed time from the 'Date Rec Initiated' to the date that the report was generated.

- ***Total # of Days (Elapsed Time) for Additional Selections and Shared Certificates*** is the difference between the 'Date Cert Sent to SO' and the 'Date Package Sent for Final Processing.' If the package has not yet been sent for final processing, the report will display the elapsed time from the 'Date Cert Sent to SO' to the date that the report was generated.

Exporting and Printing

This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:
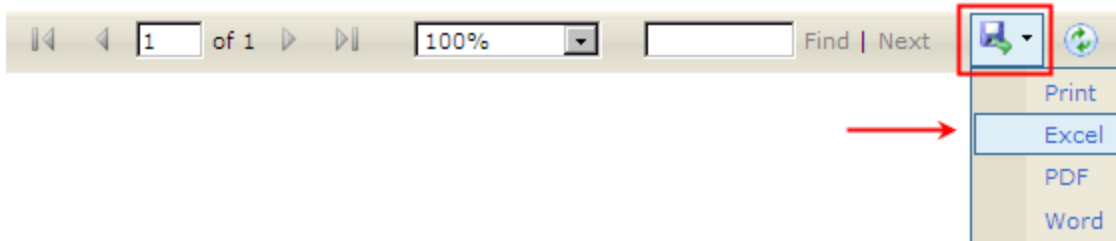
Summary Metrics Drill-Down

As well as transactional information, the DEU Activity Report contains summary metrics. To access the summary metrics, click on the summary metrics link on the last page of the report. *Note: the summary metrics may take several minutes to generate.*

Click to view Summary Metrics ◄

510 # of DE Recruitments

421 # of DE Related Appointments

Summary Metrics Table

The DEU Activity Report contains a table that lists the average, median, minimum, and maximum number of days each step in the review and approval process has taken. It also includes a comparison to the Service Level Agreements (SLAs) that are currently in place, where applicable. This table is a summary of all the actions contained in the report.

Summary Metrics												
	# Days from Date Rec Initiated to Date Rec'd in DEU	# Days from Date Rec'd in DEU to Date Ann Approved to Post	# Days from Date Ann Approved to Post to Date Ann Posted	# Days from Date Ann Posted to Date Ann Closed	# Days from Date Ann Closed to Date Ann Closed	# Days from Date Cert Issued to Branch to Date Cert Issued to Branch	# Days from Date Cert Sent to SO to Date Cert Sent to SO	# Days from Date of Hiring Decision Rec'd in HR to Date Hiring Decision Rec'd in HR	# Days from Date Selection Sent to DEU for Approval Decision to Date Selection Sent to DEU for Approval Decision	# Days from Date of DEU Selection Approval Decision to Date of DEU Selection Approval Decision	# Days from Date Hiring Decision Rec'd in HR to Date Case Returned to DEU for Final Close-Out Audit	# Days from Case Ret'd to DEU for Final Close-Out Audit to Date Final Case Audit Completed
Category / Participant	Ann Prep (Other)	DEU	Branch	Ann Period (Other)	DEU	Branch	IC	App Prep (Other)	DEU	Proc Prep (Other)	Hiring Decision to Audit (Other)	DEU
Avg	25	1	3	10	7	3	25	13	1	24	50	6
Median	17	1	0	8	7	1	21	6	0	17	40	0
Min	0	0	0	5	1	0	0	0	0	0	0	0
Max	186	22	730	385	64	738	381	182	41	146	272	184
DEU SLA	-	3	-	-	11	-	-	-	2	-	-	-

Comparative Metrics Data Table

The DEU Activity Report contains a table that lists the average, median, minimum, and maximum number of days an action was with a particular participant or specific activity and the total elapsed time the action took. This table is a summary of all the actions contained in the report.

COMPARATIVE METRICS DATA					
Contributing Actions	# Days Action with IC/Program	# Days Action with Branch	# Days Action with DEU	# Days Action in Other Activities	Total Elapsed Time
Avg	25	6	8	54	121
Median	21	1	7	38	94
Min	0	0	0	0	0
Max	381	739	192	407	483

Notes:
- Negative metrics are not included in the Comparative Metrics Data grid.
- The Summary Metrics cannot be exported to Excel.