

Top Ten Reports for the Defense Agencies

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1. DAU Open Seat Report

Report Description:

The DAU Open Seat Report summarizes enrollment information for all DAU resident offerings for the fiscal year. This information can be used to determine which class offerings still have seats available in them. For convenience, this report is organized into tabs to view classes at start within 30, 60, 90, or 90+ days from the start date. This report is distributed via email on a recurring basis as specified by the user. To subscribe to this report please follow the instructions on the right.

Report Source: ATRRS – EPM² *

Report Format: Microsoft Excel

Report Type: Subscription

Key Metrics:

- # of Seats Available in a Class (Column O)

How to subscribe:

- Go to: <https://www.atrrs.army.mil/channels/epm2>
- Click on 'DAU Open Seat' which appears in the listing of Predefined Reports
- Fill in the information requested for the subscription profile
- Next you will need to set up a schedule upon which you would like to report to be delivered to you. A listing of possible delivery days is posted in the center of the screen. Check off the days upon which you would like the report to be delivered to you.
- Click 'Add Subscription' to complete the process

* EPM² - Efficiency Performance Management Module

2. Non-CEL Report (Reservations)

Report Description:

This report provides a listing of students approved as reservations whose travel was identified as not being the cost effective location (CEL).

How to use the report:

- Identify which students work for your organization by sorting the table based on Subquota Source (Column W labeled 'Current SQS). For a listing of subquota sources please refer to Appendix A.
- Next determine which students have the highest excess travel costs by looking in Column X 'Excess Travel Costs'
- In cases where excess travel cost is high, alternate training options such as class moves or substitutions should be considered.

Report Source: ATRRS – EPM²

Report Format: Microsoft Excel

Report Type: Subscription

Key Information on the Report:

- Component Subquota Source (Col. W)
- Student Selected City (Col H.)
- System Selected City (Col. AC)
- Excess travel cost - the difference in cost between the student selected city and the system selected city (Col. Z)
- Site Justification/Description (Col. AJ and AK)

How to subscribe:

- Go to: <https://www.atrrs.army.mil/channels/epm2>
- Click on 'DAU Non CEL Listing' which appears in the listing of Predefined Reports
- Fill in the information requested for the subscription profile
- Next you will need to set up a schedule upon which you would like to report to be delivered to you. A listing of possible delivery days is posted in the center of the screen. Check off the days upon which you would like the report to be delivered to you.
- In Step 3 Select 'Reservations Only'
- Click 'Add Subscription' to complete the process

3. Non-CEL Report (Waits)

Report Description:

This report provides a listing of students approved as waits whose travel was identified as not being the cost effective location (CEL).

How to use the report:

- Identify which students work for your organization by sorting the table based on Subquota Source (Column W labeled 'Current SQS). For a listing of subquota sources please refer to Appendix A.
- Next determine which students have the highest potential excess travel costs by looking in Column X 'Excess Travel Costs'
- In cases where excess travel cost is high, alternate training options such as class moves, substitutions, or cancellations should be considered.

Report Source: ATRRS – EPM²

Report Format: Microsoft Excel

Report Type: Subscription

Key Information on the Report:

- Component Subquota Source (Col. W)
- Student Selected City (Col H.)
- System Selected City (Col. AC)
- Excess travel cost - the difference in cost between the student selected city and the system selected city (Col. Z)
- Site Justification/Description (Col. AJ and AK)

How to subscribe:

- Go to: <https://www.atrrs.army.mil/channels/epm2>
- Click on 'DAU Non CEL Listing' which appears in the listing of Predefined Reports
- Fill in the information requested for the subscription profile
- Next you will need to set up a schedule upon which you would like to report to be delivered to you. A listing of possible delivery days is posted in the center of the screen. Check off the days upon which you would like the report to be delivered to you.
- In Step 3 Select 'Waits Only'
- Click 'Add Subscription' to complete the process

5. Travel Report

Report Description:

This report provides Travelers and Non-Travelers for DAU Training Locations broken down by Local and Resident Sites, Fiscal Quarter, and DAU Region.

Report Source: ATRRS – EPM²

Report Format: Microsoft Excel

Report Type: Subscription

How to subscribe:

- Go to: <https://www.atrrs.army.mil/channels/epm2>
Click on 'DAU Travel Report' which appears in the listing of Predefined Reports
- Fill in the information requested for the subscription profile
- Next you will need to set up a schedule upon which you would like to report to be delivered to you. A listing of possible delivery days is posted in the center of the screen. Check off the days upon which you would like the report to be delivered to you.
- Click 'Add Subscription' to complete the process

4. Cost Effective Location Tool

Report Description:

This tool allows Quota Managers to identify the most cost effective location for a student to attend training. Student must already have a reservation or wait in the course to use this tool.

Key Information on the Report:

- Estimated Total Cost (as calculated by the CEL module)
- Cost breakdown feature which shows how CEL calculation was derived
- Seats Available (Yes/No)

Report Source: ATRRS

Report Type: On Demand

How to obtain this report:

- Go to:
<https://www.atrrs.army.mil/channels/daucel>
- Enter SSN of a Student
- Select a course from the from down listing

Recommended Uses for this tool:

- Use this tool in conjunction with the information contained in the non-CEL reports (see reports #2 and #3 on in this listing) to determine potential cost savings
- If the column labeled 'Seats' is marked 'Yes' then the Open Seats Report (see report #1) can be used to identify specific classes at the cost effective location

6. Low Fill Report

Report Description:

The low fill report shows all DAU courses that take place within the next 90 days that do not meet class enrollment minimums (usually set at 24 students)

Report Source: Provided by DAU (PRM)

Report Format: Microsoft Excel

Report Type: Subscription

How to subscribe:

- Contact dacmqm@dau.mil and request to be put onto her distribution listing

Key Information on the Report:

- Capacity for the course
- # of reservations for the course
- Difference between numbers above which represents seat availability

7. Historic Quota Utilization Report

Report Description:

This report shows historic quota utilization by course over a 4 year period. For each fiscal year the number of reservations, inputs, and graduates is broken out by course.

Key Information on the Report:

- Overall utilization statistics for each fiscal year
- Quota Utilization statistics for high demand courses

Report Source: DAU Data Mart (Informatica)

Report Format: Microsoft Excel

Report Type: Subscription

How to subscribe:

- Send an email to dacmgm@dau.mil requesting this report and identify the schedule upon which you would like to have it emailed to you.
- Report will be customized to your agency

8. Defense Agency Course Statistics Report

Report Description:

This report shows a breakout of reservations, waits, inputs, no-shows, and graduates. This report can be customized to show data from any timeframe.

Key Information on the Report:

- Quota utilization statistics for each fiscal year
- Quota Utilization statistics for high demand courses
- Number of no-shows

Report Source:

- Data-on-Demand

Report Type: On Demand

How to obtain this report:

- Go to:
<https://www.atrrs.army.mil/channels/dataondemand/>
- Click the gold tab labeled 'DoD' near the top of the screen
- Click on the link 'Dept. of Defense Agency Course Stats'
- On next screen complete step 1 by choosing between viewing an interactive report or requesting the report in Microsoft Excel format by email; then click Submit
- Follow the prompts in Step 1-4 to obtain the customized report that you would like.
 - For example, to view a report that showed all of the DCMA course statistics in 4th Quarter FY05 go through the steps as follows:
 - Step 1: Choose to create a report with a Custom Date Period (left side of screen) or Prebuilt Date Period (right side of screen).
 - Steps 2 (and 3):
 - For Custom Date Period (left side)
 - Select July 1, 2005 for the start date in step 2
 - Select Sept 30, 2005 for the start date in step 3
 - For Prebuilt Date Period
 - Select 'Fiscal 4th Quarter' for the time period and '2005' for the fiscal year
 - Step 4 – Select your component from the drop down listing
 - Click 'Submit' button at the bottom of the screen

9. Department of Defense Application Statistics

Report Description:

This report shows the number of applications processed by an agency over a specified period of time.

Purpose of Report:

- Provides useful metrics for creating briefings for management or estimating agency workload

Key Information on the Report:

- Number of applications approved
- Number of applications disapproved
- Number of cancellations
- Number of waits

Report Source:

Data-on-Demand

Report Type: On Demand

How to obtain this report:

- Go to:
<https://www.atrrs.army.mil/channels/dataondemand/>
- Click the gold tab labeled 'DoD' near the top of the screen
- Click on the link 'Dept. of Defense Application Stats'
- On next screen complete step 1 by choosing between viewing an interactive report (recommended) or requesting the report in Microsoft Excel format by email; then click Submit
- Follow the prompts in Step 1-4 to obtain the customized report that you would like.
 - For example, If I wanted to view a report that showed all of the DCMA course statistics in 4th Quarter FY05 I would go through the steps as follows:
 - Step 1: Choose to create a report with a Custom Date Period (left side of screen) or Prebuilt Date Period (right side of screen).
 - Steps 2 (and 3):
 - For Custom Date Period (left side)
 - Select July 1, 2005 for the start date in step 2
 - Select Sept 30, 2005 for the start date in step 3
 - For Prebuilt Date Period
 - Select 'Fiscal 4th Quarter' for the time period and '2005' for the fiscal year
 - Step 4 – Select to view the stats by agency by clicking 'Agency'
 - Click 'Submit' button at the bottom of the screen
 - If desired, click on courses to see a breakdown of applications processed for each course

10. View Supervisor / Training Coordinator Pending Applications

Report Description:

This report shows a listing of applications that are pending approval from supervisors or training coordinators.

Key Information on the Report:

- Application information (name, course, class)
- POC Email – shows email of POC that needs to approve application
- Number of days pending

Report Source:

ACQTAS

Report Type: On Demand

How to obtain this report:

- Go to ACQTAS as a Quota Manager:
<https://www.atrrs.army.mil/channels/acqtas/qmdefault.asp>
- Log into the system and Click on the link 'View Supervisor/Training Coordinator Pending Applications' on the left hand side of the screen

Recommended Uses of this Report:

- Check to see if there are visible errors in supervisor email address
- In cases where approval has been significantly delayed click on the green 'R' that appears to the left of the student's name to take action on the application
 - Click on 'Send Message' in the pop-up window to resend the email to the approving official
 - See instruction in the left hand side of the pop-up window and approve on the behalf of the supervisor/training coordinator
 - The text in this window will contain step-by-step instructions for approving the students application

Appendix A – Listing of ATRRS Subquota Sources

COMPONENT	ATRRS Subquota Source
DeCA	GR
SOCOM	HN
NGA	KL
MDA	6C
DISA	KP
DITCO	KW
DoDEA	KY
DIA	KQ
NDU	KS
DCAA	KK
DTRA	KG
DAU	K8
DFAS	KZ
NSA	LS
DODIG	KC
WHS	6A – 6W
DLA	5A-5R
DCMA	7E-7W