

# OCHR FACTSHEET

## Operation Hiring Solutions: HRLink Reports

Issued: February 2015

### OPERATION HIRING SOLUTIONS

This Fact Sheet:

- Introduces a new suite of reports available in HRLink
- Describes what data is in each report and what they can be used for
- Provides information on where users can find more information on how to use HRLink products.

### Background

Operation Hiring Solutions is a unified, enterprise-wide Department of the Navy (DON) solution to build its critical civilian talent and meets its FY15 targets. To assist in this project, the HR Analytics Division has created a suite of reports in HRLink that will allow commands, Human Resources Offices (HROs), and OCHR Operation Centers to track progress of open hiring actions through the hiring process. This is a key resource for Commands in monitoring execution of their FY15 hiring plans.

### HRLink Reports

There are seven new reports available in HRLink under the Personnel Reports module under Standard Reports. They can be found in the Operation Hiring Solutions folder. All reports have the same four standard HRLink filters, where users can limit their results to certain categories: OCHR Operations Center, HRO, BSO (Major Command) and UIC. Some reports also require the input of a date range.

Report Name	Description	Can be used for:
PER-164: Accessions, Separations, and Onboard	List of gains and losses to the DON, with totals and on-board counts	Tracking attrition as well as on-board levels
PER-165: Open Actions at Activity	List of all open recruit actions that are at the Activity/HRO level	Determine what actions need action to move to the Operations Center; delete actions no longer needed
PER-166: Open Actions Certificates and Offers	List of all open actions showing what stage they are in, along with totals by UIC and Major Command	Tracking open actions through the hiring process; determining which RPAs need more attention
PER-167: Open Action Metrics	Raw Metrics report for open recruit actions that shows DoD segment times and end-to-end times	Tracking time for various portions of the hiring process; determining which RPAs need more attention
PER-168: Positions Filled – All	List of RPAs filled during specified date range; includes type of action and location	Determining which actions are internal and external
PER-169: Positions Filled – Location	Same as PER-168, but with totals by location	Determining where hiring is taking place
PER-170: Positions Filled – Pay Plan/Series/ Grade	Same as PER-168, but with totals by pay plan, series and grade	Determining what grade positions are being hired

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## Frequently Asked Questions

### Q. How do I get access to the Operation Hiring Solutions Reports?

A. Access is available to all users of HRLink with Personnel Reports access. See the "Getting Started" section below for more information on how to obtain a HRLink account.

### Q. Are these the only reports we can use for Operation Hiring Solutions?

A. There are a number of other reports available in HRLink that allow you to track your workforce and hiring. Consult the Standard Reports Reference Guide (link below) for information on all reports available.

### Q. Who do I ask if I have questions on the reports or suggestions for future reports?

A. If you have questions on reports, please contact your servicing OCHR Operations Center, who can assist you with the current reports, and pass along suggestions for future reports.

## Getting Started & Additional Information

Your one-stop shop for all HRLink data and forms is on the OCHR Portal at:

<https://www.portal.navy.mil/donhr/HRAnalyticsDivision/Pages/HRLink.aspx>

To request a HRLink account, complete the HR Systems Access Request Form (HR-SARF) and submit it to your servicing Operations Center. The form is available at:

<https://www.portal.navy.mil/donhr/HRAnalyticsDivision/Documents/Systems%20Access%20Request%20Form.pdf>

Instructions on the HR-SARF are available at:

<https://www.portal.navy.mil/donhr/HRAnalyticsDivision/Documents/Systems%20Access%20Request%20Form%20INSTRUCTIONS.pdf>

Please review the instructions carefully to ensure you have the proper authorizing signatures on the form for your level of access requested. The help desk e-mails for the Operations Centers are included in the form instructions.

Once you get your account set up, an online HRLink 101 course is available via pre-recorded DCO. You can sign in using your DCO account at:

<https://connectcol.dco.dod.mil/p4tpen7tjuc/>

Finally, the Standard Report Reference Guide has detailed information on all other standard reports available in the Personnel Reports application. This guide is in the process of being updated to include the Operation Hiring Solution Reports. Please check the portal site above where the most up-to-date version is always available.

## Still Need Assistance?

For additional questions on HRLink reports, contact your servicing OCHR Operations Center, or email the DON HR FAQ box at [DONhrFAQ@navy.mil](mailto:DONhrFAQ@navy.mil).

