

## Direct Access Billet Transformation

### Frequently Asked Questions

1. How can I find information about my position?
  - a. Navigate to your electronic Official Personnel Folder (eOPF) and log in to the secure area
  - b. Find the Official Personnel Order titled "DA BILLET SYSTEM POSITION ASSIGNMENT"
  - c. Note your Direct Access Billet System (DABS) number
  - d. Navigate to the CCMIS website
  - e. Select "Billet/Position Information" under "Services"
  - f. Select "Query Positions"
  - g. Type in your complete DABS number (include leading zeros) into the "Positions Number" field  
Click "Retrieve" and note your position title and grade.
  
2. I queried position as directed above and there was no information on my position. What should I do?

Immediately contact your Commissioned Corps Liaison. Your Liaison will be able to research the issue and take the appropriate actions to correct the problem. Since any corrections relevant to promotion must be forwarded to Commissioned Corps Headquarters prior to November 13, 2012, it is important that you contact your Liaison immediately.

3. I was told my position grade was increasing, but I just checked my PIR and it hasn't changed. I am up for promotion this coming cycle. How can I get my position grade increased?

Immediately contact your Commissioned Corps Liaison. You may be one of the officers whose positions are still in the process of being corrected, and your Liaison will be able to tell you that. Otherwise, your Liaison will be able to research your position and determine if requesting a change is in order or not. Since any corrections relevant to promotion must be forwarded to Commissioned Corps Headquarters prior to November 13, 2012, it is important that you contact your Liaison immediately to determine if a correction is appropriate in your circumstances.

4. I am up for promotion this cycle. When will the corrections submitted by my Liaison be reflected in my PIR? How long should I wait before checking to see why the correction/s have not been made?

We don't currently have an answer to that question. Return to the CCMIS website and these FAQs after November 13, 2012. Sometime after that point we will have an estimate that will be based on workload.

5. I was told my position grade was increasing, but I just checked my PIR and it hasn't changed. I am **not** up for promotion this coming cycle. How can I get my position grade increased?

Contact your agency Commissioned Corps Liaison, but realize that, if warranted, any change requests for officers not currently up for promotion will be held until 1 March 2013.

6. I just checked my PIR and it says my position grade is unchanged, but I think I remember an email telling me that it would go down. Does this mean my position did not decrease?

Not necessarily. If there is a difference between the legacy and DABS position grades, your PIR will show the higher of the two grades for two years following the personnel order placing you in your DABS position, as long as you do not transfer during the course of the two years. Follow the above instructions to look up your position and determine your actual DABS position grade.

7. My position grade decreased in the new system, but the PIR shows it as unchanged. I am up for promotion in the spring. Will the board see my new or old billet grade?

The board will see your PIR, which will show the higher of the two.

8. How long will my PIR show the higher of the two grades?

Two years from the personnel order placing you in the new position, provided you do not transfer into another position. This will affect the 2013 and 2014 promotion boards.

9. Why does my new position grade seem not to represent the individual knowledge, skills, and abilities that I bring to the job?

The position does not reflect officer characteristics. Rather it is a description of the agency requirements for a position. It is entirely possible that an officer could exceed the requirements of a position, particularly if they remain in a given position for a prolonged period of time while experiencing personal growth and development.

10. Where can I find information about my job description/standard duties of my job?

We are currently working on providing this information on the CCMIS website. In the interim, review the final Billet Collection System (BCS) document that you were emailed at the end of the BCS process.

11. I have entered my DABS # into the field in "Query Positions". The Position Grade and Title are correct, but the other fields are not accurate. How can I get this corrected?

The focus of this phase of the implementation is on Position Title and Grade. We will address changes to other fields at a later date.

12. Where can I find additional information:

- a. As more information is available, Corps headquarters will periodically update these questions.
- b. [Personnel Operations Memorandum \(POM\) 12-004](#)