



Appendix C - Gatekeeper Checklist Handbook for Resource Managers



CHRMA, Modified 25 September 2003

Purpose: To assist Resource Management (RM) Personnel in reviewing existing information essential to RM and in completing the Gatekeeper (GK) Checklist. This document supplements the ART Handbook that is available on the CHRMA Home Page at <http://www.chrma.hqusareur.army.mil/> under DCPDS, Army Regional Toolset Information.

Topic	See Page
US and LN RPAs & Gatekeeper Checklist Table	2
Accessing Gatekeeper	3 - 5
On the CHRMA Home Page	3
On the Initial ART Login	3
On Successful Login	3
On the ART Main Menu	4
On the Gatekeeper Menu	4
Gatekeeper Inbox	5
Access the Gatekeeper Checklist, e.g. for a Recruit/Fill	5
Completing the Gatekeeper Checklist	6 - 12
How to complete a Checklist	6-7
Available Position Link Information	8
Sample of a LN Awards RPA	9 - 10
Accessing Position Information without Position Link available	11 - 12
Review of RM Gatekeeper Checklist for Completion	13
Copying and Printing the Gatekeeper Checklist(s)	14
How to Copy the Checklist(s) to Microsoft Word	14
How to Print the Checklist(s) from Gatekeeper	14
How to Print the Checklist(s) from ART	14
RPA Routing	15-18
To route the RPA	15-16
US RPA Routing Inbox Table for CPOC Inboxes	17
LN RPA Routing Inbox Table for CPOC Inboxes	18

US and LN RPAs & Gatekeeper Checklist Table

This table lists all RPA types that can be initiated by managers and whether the completion of a Gatekeeper Checklist by managers and/or RMOs is required.

Attention: Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

US RPA Type	GK MGR	GK RM
Award / One-time Payment	Yes	Yes
Change Actions		
Change in Hours	No	No
Change in Work Schedule	No	No
Name Change	Yes	No
Details	Yes	Yes
Extension of NTE	Yes	Yes
Non Pay / Non Duty Status	Yes	No
Position Abolish	No	No
Position Establish	Yes	Yes
Position Review	Yes	Yes
Realignment	Yes	Yes
Reassignment	Yes	Yes
Recruit/Fill	Yes	Yes
Return to Duty	Yes	Yes
Salary Change		
Change to Lower Grade	Yes	Yes
Denial of Within-grade Increase	Yes	No
Other Pay	Yes	No
Promotion	Yes	Yes
Quality Increase (QI)	No	No
Exemplary Performance Award	No	No
Separation	Yes	No
LN RPA Type	GK MGR	GK RM
LN Award / One-time Payment	Yes	Yes
LN Change Actions		
Change in Hours	Yes	Yes
Change in Work Schedule	Yes	No
Name Change	Yes	No
Change in Data Element	Yes	No
**Change from NAF to AF		
**Change from AF to NAF		
**Change in Duty Station		
Note: The change actions with two ** are not used by Army		
LN Extension of NTE	Yes	Yes
LN Non Pay / Non Duty Status	Yes	No
LN Other Pay	Yes	No
LN Realignment	Yes	Yes
LN Reassignment	Yes	Yes
LN Return to Duty	Yes	Yes
LN Salary Change	Yes	Yes
LN Separation and Retirement	Yes	Yes
LN Conversion to Appointment	Yes	No
Recruit/Fill	Yes	Yes
Position Abolish	No	No
Position Establish	Yes	Yes
Position Review	Yes	Yes

Accessing Gatekeeper

You will need your CSU/ART user id and password to access the Army Regional Tool (ART) Gatekeeper program through CHRMA Home Page <http://www.chrma.hqusareur.army.mil/>.

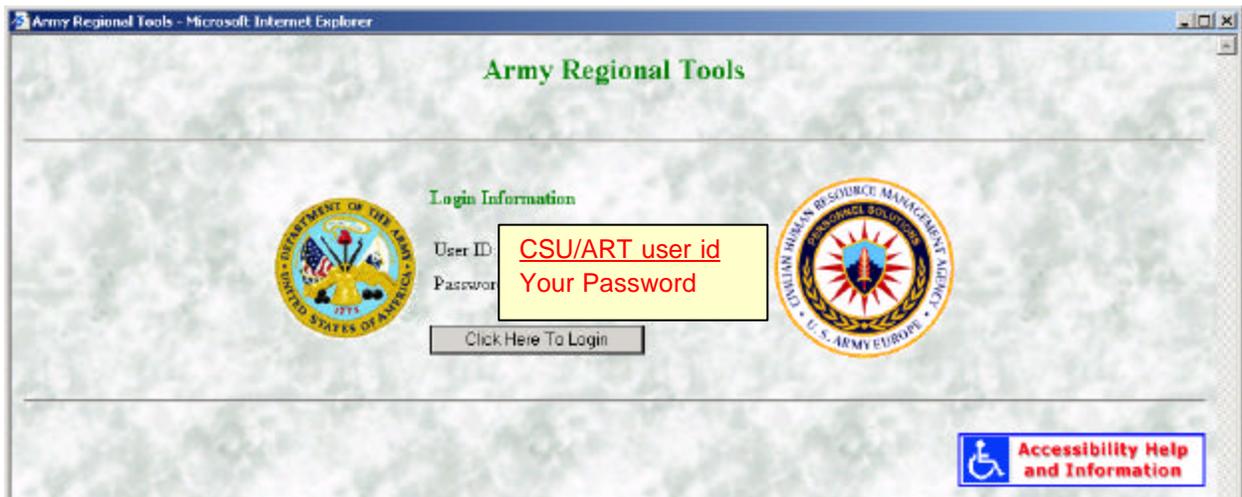
On the CHRMA Home Page

- <Click> on DCPDS.
- <Click> on Army Regional Toolset Information.
- <Click> on Click here to access ART.

On the initial ART Login

- <Enter> your CSU/ART user id.
- <Enter> your password.
- <Click> on Click Here To Login.

Note: Your CSU and ART user id and password are identical.



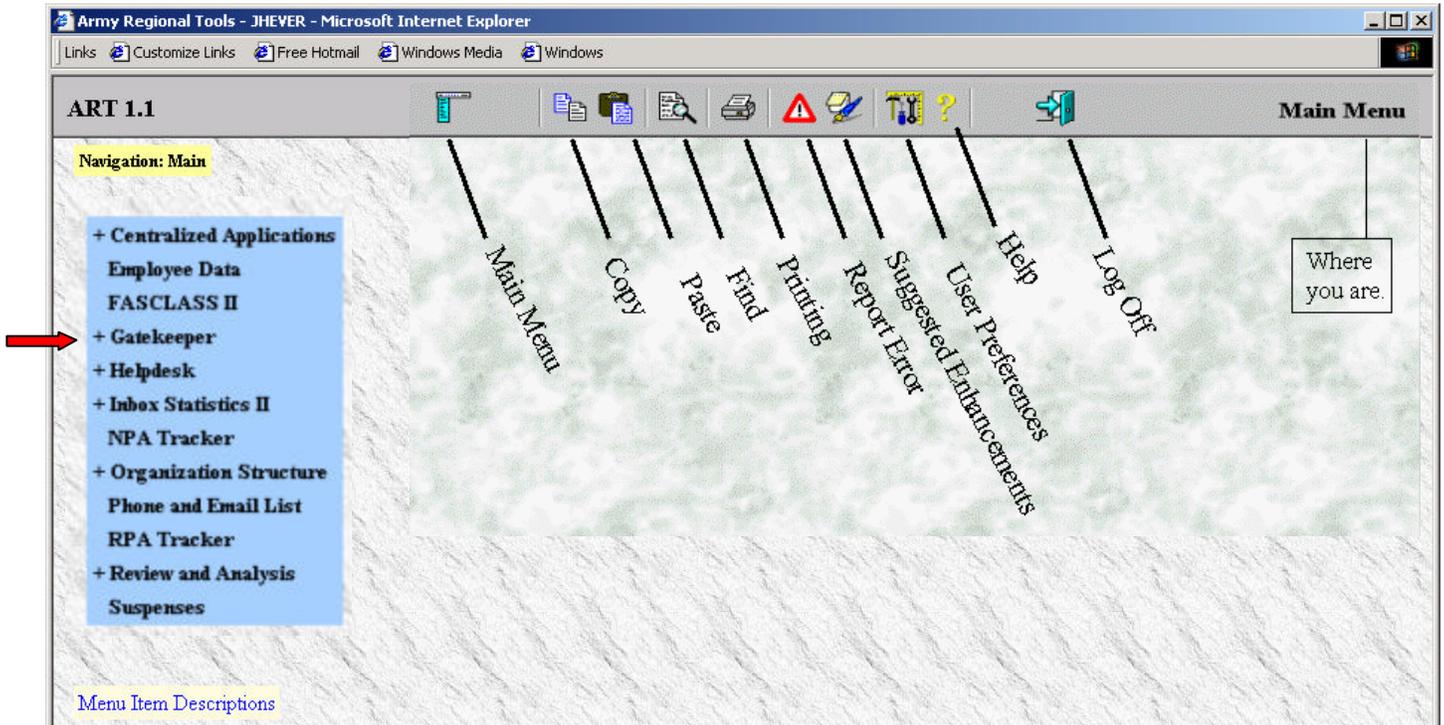
On Successful Login

- <Click> on Proceed Into System.



On the ART Main Menu

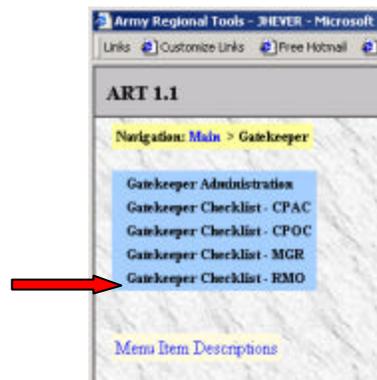
- <Click> on +Gatekeeper.



On the Gatekeeper Menu

- <Click> on Gatekeeper Checklist – RMO.

Note: You may have permissions for multiple roles like the user in this sample.



Gatekeeper Inbox

When the Inbox opens it reflects the RPAs that are currently open in your DCPDS Workflow Inbox.

- RPAs that have the word <Status> in the status column are RPAs with Gatekeeper Checklists that you received from management or another user. The word "Status" provides a link to a table showing what sections of the Checklist have been worked and their status (completed, not complete, not applicable, etc.).
- RPAs that do not have a radio button in the Checklist column do not require a Gatekeeper Checklist and may be coordinated through RM for info only.
- If you receive RPAs that require a Gatekeeper Checklist and lack the work <Status>, please return the RPA to management for Gatekeeper Checklist completion.
- The functions in the Gatekeeper are the same for US and LN actions. The variation is in the specific questions that are asked.
- Once you have routed an RPA to another user, you will no longer have access to its corresponding Checklist through the Gatekeeper Inbox.

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	EffDt	NOA	P-EffDt
<input type="radio"/>	Status	02AUG0HMHO7A003304	RECRUIT_FILL							
<input type="radio"/>		02AUG0HMHO7A003306	RECRUIT_FILL							
<input type="radio"/>		02AUG0HMHO7A003305	LN_AWD_PM							2002-10-01
<input type="radio"/>		02AUG0HMHO7A003302	RECRUIT_FILL							

Access the Gatekeeper Checklist, e.g. for a Recruit/Fill

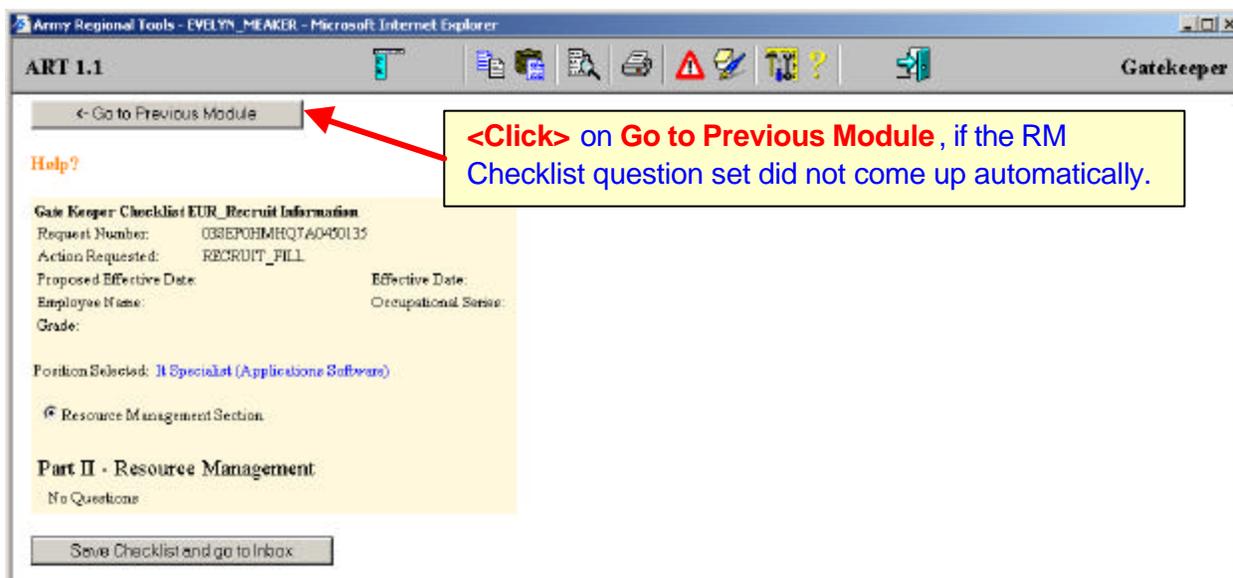
- <Click> on the radio button in the Checklist column.
- Then <Click> on Fill-out Checklist.

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	EffDt	NOA	P-EffDt
<input type="radio"/>	Status	02AUG0HMHO7A0053004	RECRUIT_FILL							
<input type="radio"/>	Status	02AUG0HMHO7A0053309	RECRUIT_FILL							
<input type="radio"/>	Status	02AUG0HMHO7A0053958	SALARY_CHG		GS	0301	14		892	
<input checked="" type="radio"/>	Status	02AUG0HMHO7A0053306	RECRUIT_FILL							
<input type="radio"/>	Status	02AUG0HMHO7A0053305	LN_AWD_PM							2002-10-01

Completing the Gatekeeper Checklist

How to complete a Checklist

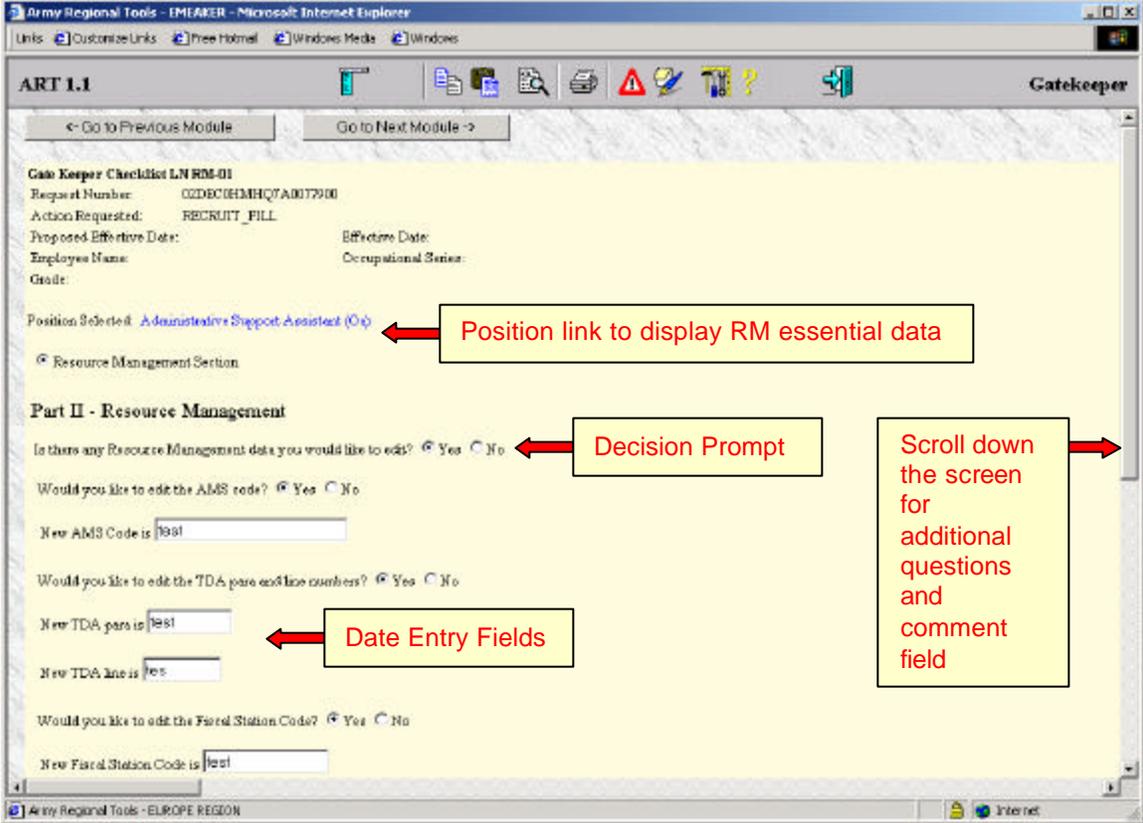
- You will be started at the Resource Management Module – Part II.
- A Checklist consists of a series of questions, often yes-or-no questions.
- For some RPAs the RM Gatekeeper Checklist question set comes up automatically. If it doesn't come up automatically, you'll be prompted by the screen below. Please note the 'No Questions' statement under Part II, please disregard.
 - <Click> on Go to Previous Module to get to the RM Checklist question set.



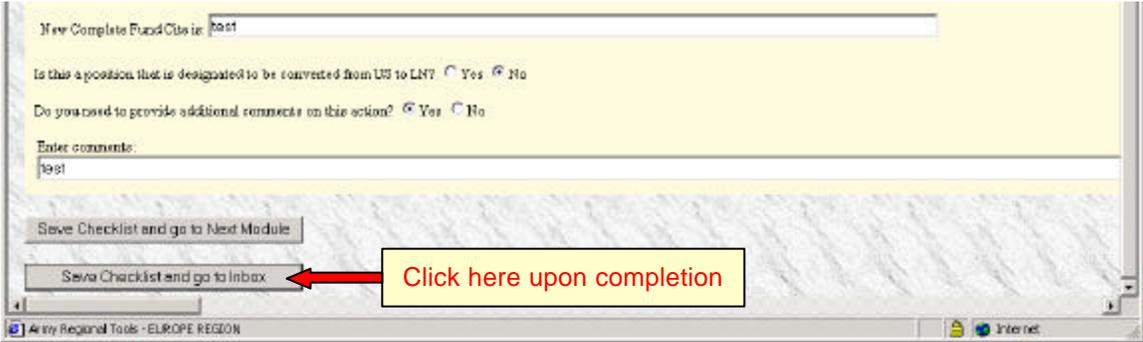
- Respond to all questions by either <Select> the decision prompt or <Type> appropriate data in the data entry field.
- The Checklist will use your response to determine if you need to provide more information.
- At the end is a field for additional comments where you can address information not included in the Gatekeeper Checklist - Do not use the RPA notepad or comments.
- Questions preceded by two ** must be completed - RPAs missing this information will be returned without action.
- Once you are finished <Click> on Save Checklist and go to Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete - Review the data and make edits as necessary (*see Review of Gatekeeper Checklist(s) for Completion for instructions*).

Recommendation: Before you complete the Gatekeeper Checklist review the position and any existing RM data available in DCPDS as it might be very helpful, simply <Click> on the position link (*see the screen shots in Available Position Link Information*). For RPAs, such as Awards, that do not provide a position link in the Gatekeeper module please see *Accessing Position Information without Position Link available for instructions*.

Here's is a sample of part of a Checklist for a Recruit/Fill action:



Here's is a sample of the bottom part of a Checklist for a Recruit/Fill action:



Available Position Link Information

Once you click on the position link, the below Position Information opens displaying <General> data. You can review and print any data preceded by a radio button, simply <click> on the radio button and the information display will change.

Position Information - Microsoft Internet Explorer

Close Window

Position Information

CPCN: 2F19F.18446 Title: IT SPECIALIST (INTERNET)
SSN: [REDACTED] Name: [REDACTED]
Pay Plan: GS Series: 2210
Grade: 12 Target Grade: 12

General Organization Resource Mangement Career Program Acquisition Dates Obligation

General Data

Comp Level: 0000
PAS:
PAS Auth:
BUS code: 7777
Pay Table: 999A
Payroll Office ID: FA
Supervisory Status: 8
Work Schedule: F
Security Clearance: 0
Position Sensitivity: 0
Premium Pay Indicator:
Key/Emergency Essential Ind: N

Position Information - Microsoft Internet Explorer

Close Window

Position Information

CPCN: 2F19F.18446 Title: IT SPECIALIST (INTERNET)
SSN: [REDACTED] Name: [REDACTED]
Pay Plan: GS Series: 2210
Grade: 12 Target Grade: 12

General Organization Resource Mangement Career Program Acquisition Dates Obligation

RMO Data

Para: 101
Line: 15
AMS Code: 43370900000
APC Code: X7NQ
Bargaining Unit Status: 7777
Cost Center Code:
SWC Code: YZZ

Radio Button Choices

Sample of existing RM data

Sample of a LN Award RPA:

Recommendation: Before you complete the Gatekeeper Checklist review the position and any existing RM data available in DCPDS as it might be very helpful, simply <Click> on the position link (see the screen shots in Available Position Link Information). For RPAs, such as Awards, that do not provide a position link in the Gatekeeper module please see Accessing Position Information without Position Link available for instructions.

At the Gatekeeper Inbox

- <Click> on the radio button in the Checklist column of the appropriate RPA.
- Then <Click> on Fill-out Checklist.

Respond to all questions

- <Click> on the radio button preceding a decision prompt or <Type> information in data entry block (see next page for samples).
- Once you are finished <Click> on Save Checklist and go to Inbox.

From the Gatekeeper Inbox you can review the RM information to determine if it is complete and correct (see Review of Gatekeeper Checklist(s) for Completion for instructions).

- <Click> on the Status link in the Status column for the Checklist you wish to review.
- <Click> on the RM-01 (or RM-02 whichever is applicable) link in the Checklist status window to view your entries.

NOTE: To edit your entries or add missing information you must <Click> on the radio button in the Checklist column of the appropriate RPA and then <Click> on Fill-out Checklist.

Army Regional Tools - EMEAKER - Microsoft Internet Explorer

Army Regional Tools **Gatekeeper**

[Gatekeeper Main Menu](#) [Logoff](#)
[ART Main Menu](#)

Your information has been saved.

User Name [REDACTED]

Choose which RPA to complete a Checklist

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	Eff Dt	NOA	P-Eff Dt
<input type="radio"/>	Status	02AUG0HMHO7A0053004	RECRUIT_FILL	[REDACTED]						
<input checked="" type="radio"/>	Status	02AUG0HMHO7A0053305	LN_AWD_PM	[REDACTED]						2002-10-01
<input type="radio"/>	Status	02AUG0HMHO7A0053306	RECRUIT_FILL	[REDACTED]						
<input type="radio"/>	Status	02AUG0HMHO7A0053309	RECRUIT_FILL	[REDACTED]						
<input type="radio"/>	Status	02AUG0HMHO7A0053958	SALARY_CHG	[REDACTED]	GS	0301	14		892	

At the Resource Management Module – Part II

- The RM gatekeeper question set comes up automatically.
- Respond to all questions by either <Select> the decision prompt or <Type> appropriate data in the data entry field. Based on how you answer the questions you are prompted for additional information. At the end is a field for additional comments where you can address information not included in the Gatekeeper Checklist. Do not use the RPA notepad or comments.
- Once you are finished <Click> on Save Checklist and go to Inbox.

Army Regional Tools - EMEAKER - Microsoft Internet Explorer

Army Regional Tools **Gatekeeper**

[Gatekeeper Main Menu](#) [ART Main Menu](#)
[Logout](#)

Gate Keeper Checklist LN Award

Request Number: 02AUG0HMHQ7A0053305
Action Requested: LN_AWD_PM
Proposed Effective Date: 10/1/02 Effective Date:
Employee Name: [REDACTED] Occupational Series:
Grade:

Resource Management Section

Part II - Resource Management

Enter the name and phone number of POC for RM: _____

If this is a monetary award, please enter the U.S. Dollar amount: _____

If this is a monetary award, please enter the Euro amount: _____

Enter the AMS Code: _____

Enter TDA Paragraph: _____

Enter TDA Line Number: _____

Enter the Fiscal Station: _____

Enter the APC: _____

Enter the Payroll Number: _____

Enter the complete Fund Cite: _____

Note: There is no <Position link> for review of the position and any existing RM data available in DCPDS to assist you in completing the Gatekeeper Checklist. Please follow instructions on next page.

Complete all questions or the Checklist status window will reflect "Partially Complete"

Scrollbar

Scroll down for additional questions and comments field

Enter the complete Fund Cite: _____

Do you have any additional comments on this action? Yes No

Save Checklist and go to Inbox Click here upon completion

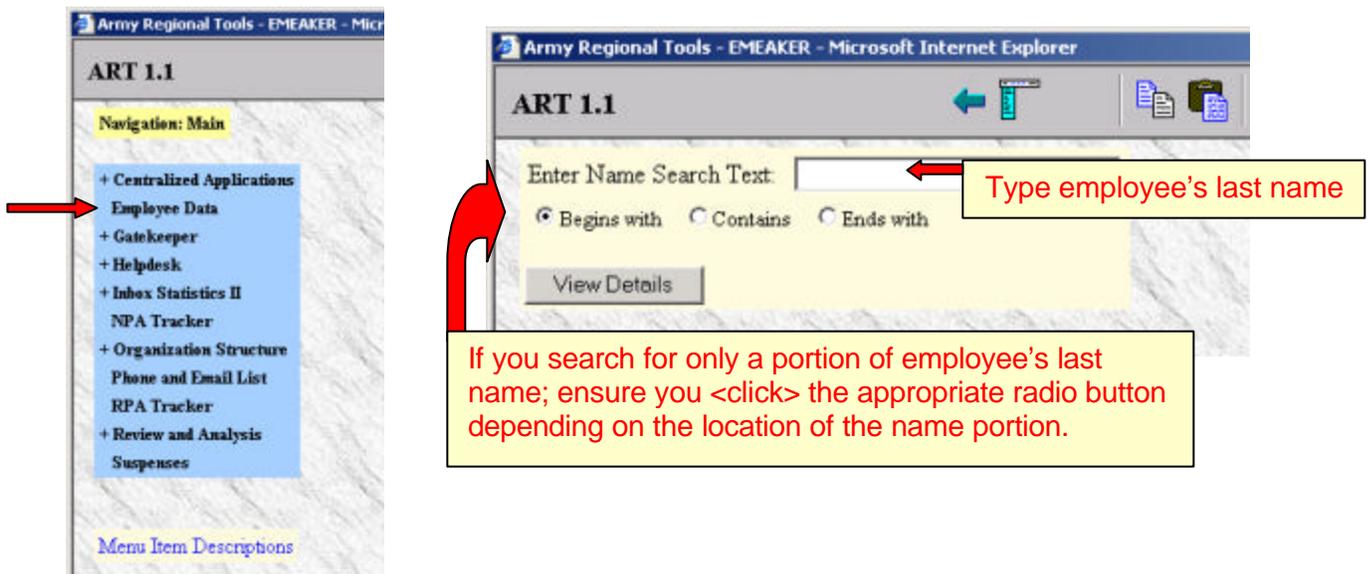
Army Regional Tools - EUROPE REGION

Accessing Position Information without Position Link available

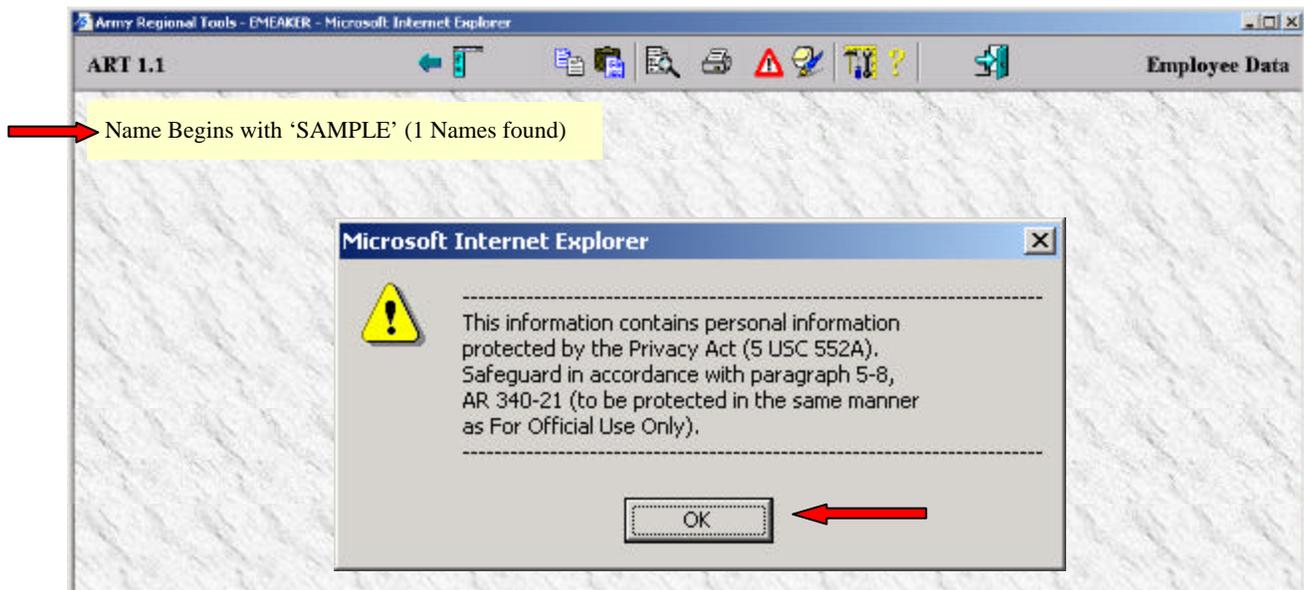
How to view the position and any existing RM data available in DCPDS if there is no <Position link> available in the Gatekeeper module, e.g. Award RPAs.

At the ART Main Menu

- <Click> on Employee Data.
- Then <Type> employee's last name or a portion thereof in the text search block, e.g. Sample.
- Then <Click> on View Details.
- When the Privacy Act window appears <Click> on OK.

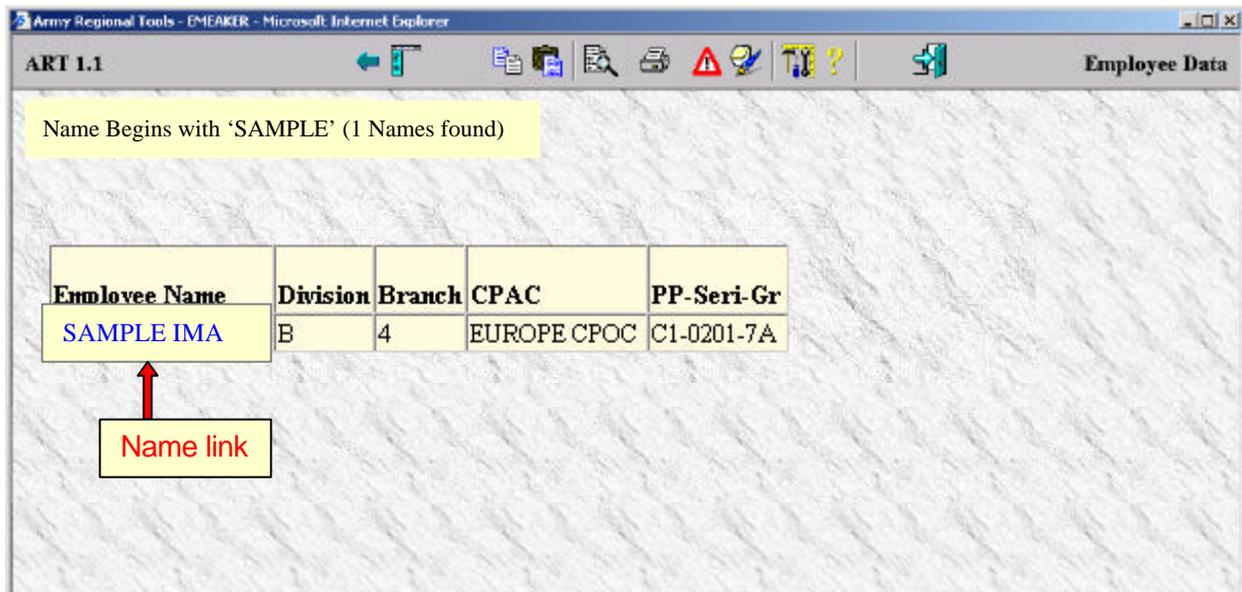


Note that ART will display the below Privacy Act notification as well as your search criteria and how many names found, e.g.

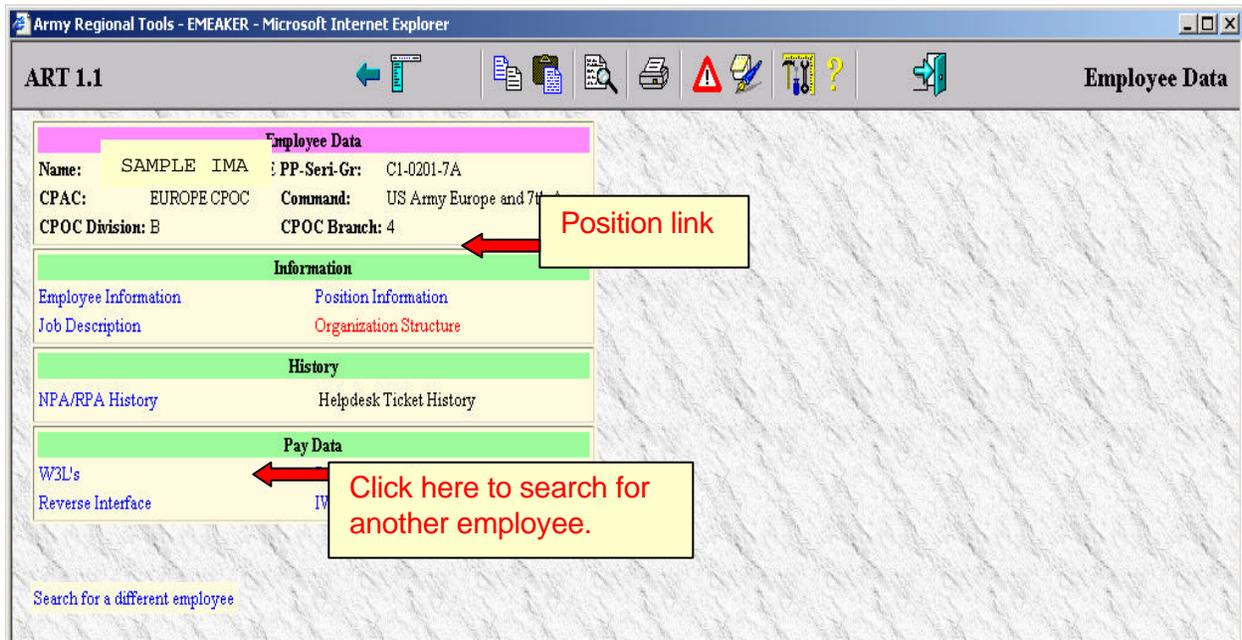


At the search result(s)

- <Click> on the appropriate name link, this brings up the employee data window.



- Then <Click> on the position link (*see Available Position Link Information for instructions*).
- Or <Click> on search for a different employee to lookup another employee.



Review of RM Gatekeeper Checklist for Completion

From the Gatekeeper Inbox you can review the RM information to determine if it is complete and correct.

- <Click> on the Status link in the Status column for the Checklist you wish to review.
- <Click> on the RM-01 (or RM-02 whichever is applicable) link in the Checklist status window to view your entries.

NOTE: To edit your entries or add missing information you must <Click> on the radio button in the Checklist column of the appropriate RPA and then <Click> on Fill-out Checklist.

The screenshot shows the 'Army Regional Tools - Gatekeeper' web application. At the top, there are navigation links for 'Gatekeeper Main Menu' and 'ART Main Menu', and a 'Logoff' link. A message states 'Your information has been saved.' Below this, the user's name is displayed as a redacted box. The main section is titled 'Choose which RPA to complete a Checklist' and contains a table with columns: Checklist, Status, Request Nr, Action Requested, Employee Name, PP, Seri, Gr, EffDt, NOA, and P-Eff-Dt. A yellow callout box labeled 'Status link' points to the 'Status' column of the first row.

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	EffDt	NOA	P-Eff-Dt
<input type="radio"/>	Status	02AUG0HMHQ7A0053004	RECRUIT_FILL							
<input type="radio"/>	Status	02AUG0HMHQ7A0053305	LN_AWD_PM							2002-10-01
<input type="radio"/>	Status	02AUG0HMHQ7A0053306	RECRUIT_FILL							
<input type="radio"/>	Status									
<input type="radio"/>	Status									

Below the table is a 'Fill-out Checklist' button. A second window titled 'Gate Keeper Checklist - Microsoft Internet Explorer' is open, showing details for the selected RPA. It includes fields for 'User Name' (redacted), 'Request Nr: 02AUG0HMHQ7A0053306', and 'Action Requested: RECRUIT_FILL'. A table titled 'Current' shows the status of various checklist items:

Checklist	MGR	RMO	CPAC
Position Decision 4	Complete	Not Applicable	Not Applicable
Encumbered 1	Complete	Not Applicable	Not Applicable
POSITION-3	Complete	Not Applicable	Not Applicable
RM-01	Not Applicable	Complete	Not Applicable
Recruit Information	Partially Complete	Not Applicable	Not Applicable

A yellow callout box labeled 'RM link' points to the 'RM-01' link in the table. A larger yellow callout box at the bottom right contains the following text:

If this states <Partially Complete> not all questions are answered. You should not route the RPA to the CPOC or the next person in the chain prior to completing the entire Gatekeeper Checklist. If you don't know the answer, contact your servicing CPAC Advisor.

Copying and Printing the Gatekeeper Checklist(s)

How to Copy the Checklist(s) to Microsoft Word – RPA must be located in your DCPDS Workflow Inbox

- Open the Gatekeeper Checklist.
- <Select> the RPA in you Gatekeeper Inbox.
- <Click> on <Fill-out Checklist>.
- <Click> the All Modules radio button.
- <Press> simultaneously 'Ctrl A' on your keyboard to highlight the entire Checklist.
- <Press> simultaneously 'Ctrl C' on your keyboard to copy the Checklist.
- Go to Word and <Press> simultaneously 'Ctrl V' on your keyboard to paste the Checklist in a document.

Note: All Gatekeeper Checklist questions will copy over, even questions that did not show up or you did not complete.

How to Print the Checklist(s) from Gatekeeper – RPA must be located in your DCPDS Workflow Inbox

- Access ART.
- <Click> on +Gatekeeper.
- <Click> on Status.
- <Click> on one of the Checklists; e.g. Recruit Information.

To only print the selected Gatekeeper Checklist; e.g. Recruit Information:

- <Click> the 'Print' icon in the toolbar.

To print all completed Gatekeeper Checklist modules:

- <Click> on 'View All Modules' in the top of the Gatekeeper Checklist window.
- <Click> the 'Print' icon in the toolbar.

How to Print the Checklist(s) from ART – RPA is/is not located in your DCPDS Workflow Inbox

- Access ART.
- <Click> on RPA Tracker.
- <Enter> the last five digits of the RPA number in the ...search text field.
- <Select> ends with and <Click> on Begin Search button; on the next screen <Click> on the Submit button.
- <Click> on Y in the GK column.

To only print the auto displayed Gatekeeper Checklist module:

- <Click> the 'Print' icon located in the top of the Gatekeeper Checklist window.

To print all completed Gatekeeper Checklist modules, if applicable:

- <Click> on 'View All Modules' in the top of the Gatekeeper Checklist window.
- <Click> the 'Print' icon in the top of the Gatekeeper Checklist window.

RPA Routing

To route the RPA

- Access DCPDS; ensure you are using your US 'responsibility hat'.
- <Open> your Workflow or Civilian Inbox.
- Select and <Open> the RPA you wish to route by either:

Workflow Inbox:

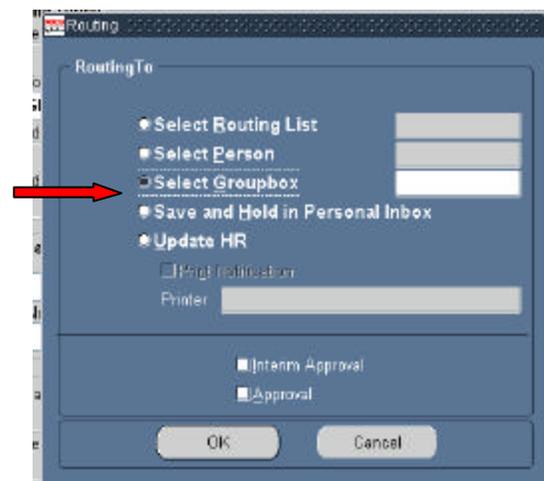
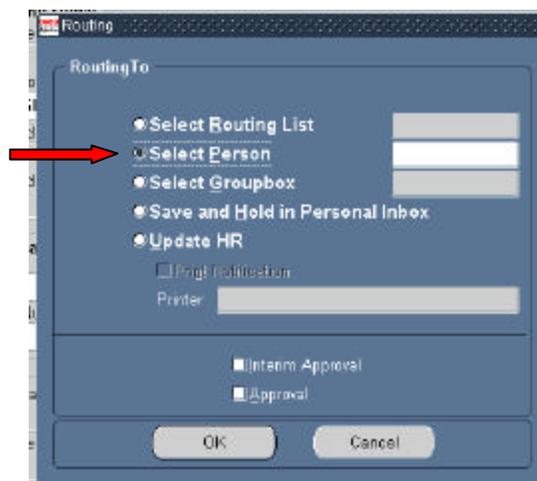
- <Click> on the RPA hyperlink, OR
- <Select> the RPA and <Click> on Open.
- Then <Respond> to display the RPA you wish to route.

Civilian Inbox:

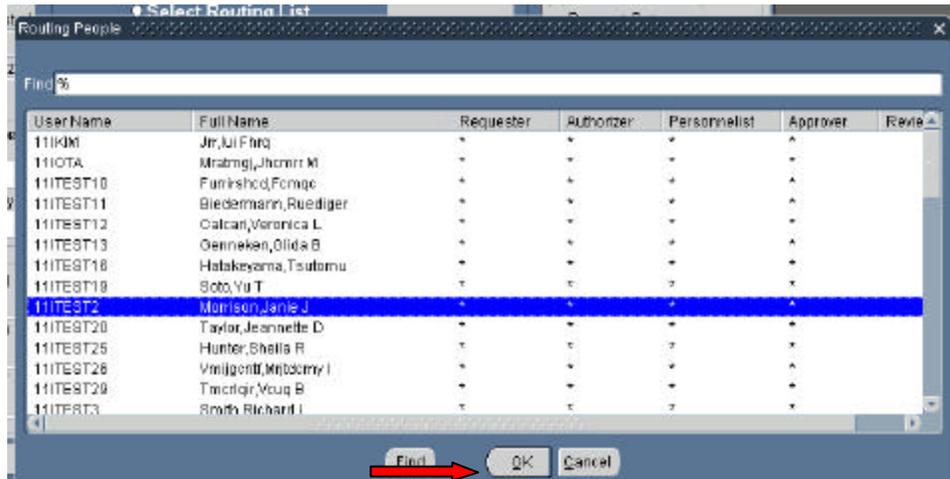
- <Click> on Respond to display the RPA you wish to route.
- <Click> on the yellow disc icon in the toolbar.
- <Click> on Yes in the decision window.



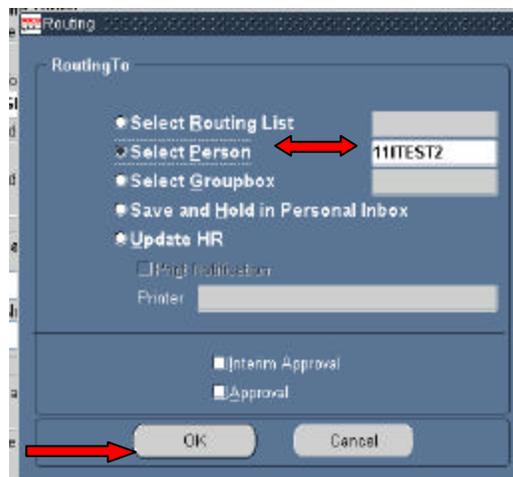
- <Click> on Select Person to route the RPA to a person OR Select Groupbox to route to a groupbox depending on your command chain (if routing directly to the CPOC, please see US RPA Routing Inbox Table for appropriate Inbox).



- Find and <highlight> the appropriate person or groupbox, e.g. Morrison, Janie J.
 - Then <Click> on OK.



- Ensure the correct Inbox is listed, then <Click> on OK.



US RPA Routing Inbox Table for CPOC Inboxes

Attention: Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

This table lists all US RPA types and appropriate CPOC Inboxes to which approved RPAs have to be routed upon completion of all Gatekeeper Checklist modules.

Use only if the CPOC is the next Destination in your Routing Chain

If US RPA Type is...	and your servicing CPAC is ...	then route the RPA to this Inbox	Inbox Type
Death Retirement	Applies to all, regardless of servicing CPAC	ABC-C-0/COPD	Group
Award / One-time Payment	Belgium Grafenwoehr Hanau Heidelberg Italy Kaiserslautern Saudi Arabia Stuttgart <ul style="list-style-type: none"> • Bad Aibling <i>United Kingdom</i> • Hythe • Menwith Hill • Molesworth Wuerzburg	XYZ-0AWDIVA/COPD XYZ-0AWDIVA/COPD XYZ-0AWDIVA/COPD XYZ-0AWDIVB/COPD XYZ-0AWDIVB/COPD XYZ-0AWDIVB/COPD XYZ-0AWDIVB/COPD XYZ-0AWDIVA/COPD XYZ-0AWDIVB/COPD XYZ-0AWDIVA/COPD XYZ-0AWDIVB/COPD XYZ-0AWDIVB/COPD XYZ-0AWDIVA/COPD	Group
All other actions	Belgium Grafenwoehr Hanau Heidelberg Italy Kaiserslautern Saudi Arabia Stuttgart <ul style="list-style-type: none"> • Bad Aibling <i>United Kingdom</i> • Hythe • Menwith Hill • Molesworth Wuerzburg	XYZ-0RPABEL/COCD XYZ-0RPAGRF/COCD XYZ-0RPAHAN/COCD XYZ-0RPAHEI/COCD XYZ-0RPAVIC/COCD XYZ-0RPAKIS/COCD XYZ-0RPASAU/COCD XYZ-0RPAKIS/COCD XYZ-0RPAGRF/COCD XYZ-0RPAKISCOCD XYZ-0RPAKIS/COCD XYZ-0RPAWUE/COCD	Group

LN RPA Routing Inbox Table for CPOC Inboxes

Attention: Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

This table lists all LN RPA types and appropriate CPOC Inboxes to which approved RPAs have to be routed upon completion of all Gatekeeper Checklist modules.

Use only if the CPOC is the next Destination in your Routing Chain

If LN RPA Type is...	and your servicing CPAC is ...	then route the RPA to this Inbox	Inbox Type
LN Award / One-time Payment	Belgium Grafenwoehr Hanau Heidelberg Italy Kaiserslautern Saudi Arabia Stuttgart <ul style="list-style-type: none"> • Bad Aibling <i>United Kingdom</i> <ul style="list-style-type: none"> • Hythe • Menwith Hill • Molesworth Wuerzburg	XYZ-0JU/CPGD XYZ-0AWDESD/COPD XYZ-0AWDESD/COPD XYZ-0AWDESD/COPD XYZ-0JN/CPGD XYZ-0AWDESD/COPD XYZ-0FH/CPGD XYZ-0AWDESD/COPD XYZ-0JV/CPGD XYZ-0JM/CPGD Not applicable XYZ-0AWDESD/COPD	Group
All other Actions	Belgium Grafenwoehr Hanau Heidelberg Italy Kaiserslautern Saudi Arabia Stuttgart <ul style="list-style-type: none"> • Bad Aibling <i>United Kingdom</i> <ul style="list-style-type: none"> • Hythe • Menwith Hill • Molesworth Wuerzburg	XYZ-0RPABEL/COCD XYZ-0RPAGRF/COCD XYZ-0RPAHAN/COCD XYZ-0RPAHEI/COCD XYZ-0RPAVIC/COCD XYZ-0RPAKIS/COCD XYZ-0RPASAU/COCD XYZ-0RPAKIS/COCD XYZ-0RPAGRF/COCD XYZ-0RPAKISCOCD XYZ-0RPAKIS/COCD XYZ-0RPAWUE/COCD	Group