



# Master Schedule Usage Tutorial – including Periodic Shop Survey Tasks

**DOEHRS-IH**



Protecting personnel in support of military operations  
worldwide through the identification, evaluation, and control of  
occupational and environmental health stressors



**NAVY AND MARINE CORPS PUBLIC HEALTH CENTER**  
PREVENTION AND PROTECTION START HERE

[WWW.NMCPHC.MED.NAVY.MIL](http://WWW.NMCPHC.MED.NAVY.MIL)

# Background

- During the process of creating a report that listed shops that had not yet completed their Master Schedule Periodic Survey tasks in the Defense Occupational and Environmental Health Readiness System – Industrial Hygiene (DOEHRS-IH), several issues were found in various IH program offices (IHPO).
- Upon investigation, it was determined that the issues could be traced back to three common problems.



# Common Problems Encountered When Verifying Shop Survey Completion Metric Data in DOEHRS-IH

## 1. Incorrect use of Master Schedule

- Incorrect Master Schedule tasks entered
- One time Task Frequency used instead of correct periodicity to create re-occurring Master Schedule tasks
- Input of Projected Start Date, Actual Start Date, and Close Date all at one time does not create re-occurring Master Schedule tasks even if correct Task Frequency being used.
- Not Close Dating existing Master Schedule tasks

## 2. IHPO not using the Master Schedule

- e.g. - No Master Schedule Periodic Survey tasks created

## 3. Duplicates in the Master Schedule

- e.g. - Multiple Master Schedule Periodic Survey tasks mistakenly created for a Shop



# Recommendations to Fix

- Use guidelines in this Master Schedule PowerPoint® presentation.
- Contact your DOEHRS-IH support staff with questions.
- Clean up IHPO Master Schedule by:
  - Editing incorrect Master Schedule tasks to reflect current data
  - Entering/Editing the correct Task Frequency for Master Schedule tasks
  - Ensuring Master Schedule tasks are Close Dated once completed
  - Close Dating Master Schedule tasks that are out of date including Reason Task Not Completed and Comments
  - Not creating and Close Dating new Master Schedule tasks all in one step.
  - Deleting or removing incorrect or duplicate Master Schedule tasks



# Training Agenda\*

- Understanding How To Assign Shop Priority, Shop Visit Frequency And Master Schedule Task Frequency
- Viewing Current Master Schedule Tasks
- Completing Existing Master Schedule Tasks
- Creating And Completing New Master Schedule Tasks
- Viewing All Master Schedule Tasks – Past And Current
- DOEHRS-IH Deletion Roles
- DOEHRS-IH Deletion Functionality
- Deleting Or Removing Master Schedule Tasks (Including Duplicate Tasks)

\* Note – Though geared to Master Schedule Periodic Survey tasks, much of the information can be applied to any type of Master Schedule task



**Assigning Shop Priorities in DOEHS-IH for Shore Activities**

**NOTE: Shop Priorities for all Afloat activities are considered to be Priority 2 \***

Minimum Assessment Frequency <sup>1</sup>		
Priority 1 - Annual	Priority 2 – Every two years	Priority 3 – Every four yrs
<b>GENERAL DESCRIPTION<sup>2</sup></b> - Shops requiring complex IH assessment or significant monitoring	<b>GENERAL DESCRIPTION<sup>2</sup></b> – Shops where work is of moderate hazard	<b>GENERAL DESCRIPTION<sup>2</sup></b> - Shops where work is low hazard and primarily in an administrative environment
Hazards are poorly defined or controlled – work environment or processes unstable (e.g., exposure assessment acceptable but has high level of uncertainty, 95th percentile < OEL but UTL 95,95 >>> OEL (100 times greater than OEL))	Hazards well defined and controlled. Work environment and processes stable	No hazards, work environment and processes stable
Except as noted below, a requirement for exposure-based occupational health exams for all chemical and physical stressors, all mixed exposures and when IH recommends respirator use. <u>Exceptions:</u> Noise 503 or 512; Blood and/or Body Fluids – 178 Radiation-Ionizing 505; Radiation - Laser 506; Animal Associated Disease 207; Hazardous Drugs 110; and Specialty exams <sup>3</sup>	No exposure-driven occupational health exam requirements, other than annual audiograms	No occupational health exam requirements
SEG(s) in shop have a Health Risk Rating (HRR) of 10 or greater or there are unacceptable exposures (e.g., 95th percentile > OEL), other than noise.	SEG(s) in shop have an HRR less than 10 and exposure assessment is acceptable with moderate uncertainty (e.g., 95th percentile < OEL but UTL 95,95 > OEL)	Exposure assessment is acceptable with low uncertainty (e.g., 95th percentile & UTL 95, 95 < OEL, or no measurements made because exposures judged to be < 10% of the 95th percentile.)
OSHA regulatory exposure assessment or monitoring requirements (OSH Act Section 6b rulemaking)	Minimal potential for hazards to go out of control or create significant risk	
<sup>1</sup> The required routine assessment frequency establishes a minimum requirement. Shops should be assessed as frequently as necessary to adequately identify, evaluate, and control the occupational health hazards present. <sup>2</sup> Shop Complexity Categories (A, B, C) established for the 2009 NMAT IH staffing study in Data Call1A may be used as a starting point for revalidating Shop Priority (1, 2, 3) codes as outlined in this appendix for DOEHS-IH. <sup>3</sup> Per Navy and Marine Corps Public Health Center Technical Manual NMCPHC-TM OM 6260 Medical Surveillance Procedures Manual and Medical Matrix (Edition 11) <sup>4</sup> HRR for a SEG is calculated by multiplying the Exposure Rating (ER) by times the Health Effects Rating (HER), as noted in Table 1. The ERs are determined quantitatively or qualitatively per Table 2. The HERs are determined per Table 3		

**\*Note – Navy Industrial Hygiene Field Operations Manual (IHFOM) Chapter 2 is being revised to reflect changes in afloat shop IH survey periodicity (now 3 years).**



# Assigning Shop Priority, Shop Visit Frequency and Master Schedule Task Frequency

<b>OPNAVINST 5100.23 Series – Command Categories and Survey Periodicities</b>	<b>DOEJRS-IH and Bureau of Medicine and Surgery (BUMED) – Shop Priorities and Survey Periodicities</b>
Category 1, High Hazard Activities Periodic IH Surveys - Annually	Priority 1 Shops Periodic IH Surveys – Annually
Category II Activities, Moderate Hazard Periodic IH Surveys - 2 year cycle for shore based & 3 year cycle for afloat commands	Priority 2 Shops Periodic IH Surveys - 2 year cycle for shore based & 3 year cycle for afloat shops
Category III Activities, Low Hazard Periodic IH Surveys - 4 year cycle	Priority 3 Shops Periodic IH Surveys - 4 year cycle

- Commands of a particular category can have shops of various priorities in DOEHRS-IH. (e.g.- Priority 2 and 3 shops can exist within a Category 1 command).
- Shop Priority and Shop Visit Frequency are assigned on the Shop Detail screen in DOEHRS-IH
- Task Frequency is assigned on the Master Schedule Detail screen for the task. (For Master Schedule Periodic Survey tasks, this should generally match Shop Visit Frequency. There can be exceptions to this, but Task Frequency would not be less frequent than Shop Visit Frequency.)
- The next periodic IH survey is due based on Shop Priority and Shop Visit Frequency. Once set up, the next re-occurring Master Schedule Periodic Survey task is generated automatically based on Task Frequency and the entered Close Date on the previous Master Schedule Task.
- Close Date a shop’s Master Schedule Periodic Survey task in conjunction with the actual completion of the shop’s periodic IH survey. (i.e. – Do not wait to close them later.)



# Viewing Current Master Schedule Tasks – Example - Periodic Surveys for Priority 1 Shops

Welcome, Alvena LARGO

You are here: [Home](#) > [Work Basket](#)

Current Program Office: [NAVR00CPUBLINCEM Portsmouth VA](#)

**Work Plan**

[Work Basket](#)  
[Master Schedule](#)

**Industrial Hygiene**

[Sample Log](#)  
[Shop](#)  
[SEI](#)  
[Ventilation System](#)  
[Respiratory Protection Program Reporting](#)  
[Personal Stop Dates](#)

**Environmental Health**

**Radiation**

**Incident Reporting**

**Administration**

[Supported Organizations](#)  
[Locations](#)  
[Program Office Personnel](#)  
[Pending Account Requests](#)  
[Vendors](#)  
[Program Office Equipment](#)  
[Labs](#)  
[Notifications](#)  
[Pick Lists](#)  
[Pending Pick List Approvals](#)  
[Import Personnel](#)  
[Reports](#)

**Resources**

[Help Desk Contact Information](#)  
[Alerts](#)  
[Reference Material](#)  
[Tablet Synchronization Status](#)  
[My Profile](#)  
[Discoverer Viewer](#)  
[DOEHR Data Warehouse](#)

**DOEHR Documentation**

[Computer-Based Training](#)  
[Monthly Web-Based Training](#)  
[Student Guides](#)  
[Classroom Training Presentations](#)  
[Release Information](#)  
[System Documentation](#)

Click Subject link for details.

**Assignments, Tasks, and Notifications**

Subject	Description	From	Received	Due Date
No matching records were found.				

**Work Plan**

[Work Basket](#)  
[Master Schedule](#)

Select "Master Schedule"



Welcome, Alvena LARGO

Current Program Office: NAVMCPUBHLHCEN Portsmouth VA

You are here: [Home](#) > Master Schedule

- Work Plan
- Work Basket
- Master Schedule
- Industrial Hygiene
- Sample Log
- Shop
- SEG
- Ventilation System
- Respiratory Protection Program
- Reporting
- Personnel Stop Dates
- Environmental Health
- Radiation
- Incident Reporting

### Master Schedule - Search

Please select one of the options below.

Search: Shop Priority

Task Type: All

Assigned Program Office Personnel: All

Between: Projected Start Date  (yyyy/mm/dd) / Close Date  (yyyy/mm/dd)

Include Archived Records

[Add Master Schedule Task](#)  
[WMP View \(Sampling Tasks\)](#)

Master Schedule tasks can be searched using various criteria. However, at least one search criteria is required.

### Master Schedule - Search

Please select one of the options below.

Search: Shop Priority

Task Type: Periodic Survey

Assigned Program Office Personnel: All

Between: Projected Start Date  (yyyy/mm/dd) / Close Date  (yyyy/mm/dd)

Include Archived Records

[Add Master Schedule Task](#)  
[WMP View \(Sampling Tasks\)](#)

Search: Select "Shop Priority"  
Enter "1"

Task Type: Select "Periodic Survey"

Search



# Completing Existing Master Schedule Tasks - Example - Periodic Surveys for Priority 1 Shops

## Master Schedule

Results 1-6 of 6 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions

-Master Schedule-

### Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type▲	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	91151	<a href="#">Periodic Survey</a>			Welding Waterfront Submarines(1) (N00181)	1	2013/08/23 N/A	N/A N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>			SASEBO JA (N46518)	1	2013/02/28 N/A	N/A N/A
<input type="checkbox"/>	104144	<a href="#">Periodic Survey</a>			Welding Waterfront Surface Ships (N00181)	1	2013/03/16 N/A	N/A N/A
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>			Foundry (N00181)	1	2013/11/21 N/A	N/A N/A
<input type="checkbox"/>	104071	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2013/07/11 N/A	N/A N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>			Shop X (FFHVW)	1	2013/04/01 N/A	N/A N/A

Choose the particular Master Schedule task you want to complete

Select All De-Select All Delete



Projected Start Date: Should already be set, generally 2 months before Projected Due Date (survey due date).  
e.g. – Projected Due Date/Survey Due Date: March 2014 – Projected Start Date: January 2014

Master Schedule - Detail - Periodic Survey

\* Indicates Required Field Other Actions -Master Schedule-

Ensure Task Frequency appropriate for Shop and Master Schedule task.

Save Cancel e.g. Since Priority 1 shop, Task Frequency set to "Yearly" to auto-generate Master Schedule task for the next year.

Schedule Information			
Shop*	Welding Waterfront Surface		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly	Skill Level	
Projected Start Date*	2014/01/05 (yyyy/mm/dd)	Actual Start Date	2014/01/15 (yyyy/mm/dd)
Previous Close Date	2013/06/14	Close Date	2014/02/20 (yyyy/mm/dd)
Projected Due Date	2014/03/05 (yyyy/mm/dd)	External Due Date	(yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments			

Enter Actual Start Date

Enter Close Date

Regulation Information
Personnel Assignments
Task Equipment Information
Task Resource and Cost Information
Program Office Information

Save Cancel  
Save record

Close Date: e.g. - Date on signature page of periodic IH survey. Close Date can be entered on an already existing Master Schedule task at same time as Actual Start Date, or separately later.  
Actual Start Date: Will not allow Actual Start Date to be empty when Close Date is provided.



If the work for a Master Schedule task cannot be completed, the task can and should still be closed.  
e.g. – If the Shop closed and scheduled periodic IH survey cannot be done

Master Schedule - Detail - Periodic Survey

\* Indicates Required Field

Other Actions -Master Schedule-

Save Cancel

Schedule Information			
Shop*	Welding Waterfront Surface		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly	Skill Level	
Projected Start Date*	2014/01/05 (yyyy/mm/dd)	Actual Start Date	2014/01/15 (yyyy/mm/dd)
Previous Close Date	2013/06/14	Close Date	2014/02/20 (yyyy/mm/dd)
Projected Due Date	2014/03/05 (yyyy/mm/dd)	External Due Date	(yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments			
Regulation Information			
Personnel Assignments			
Task Equipment Information			
Task Resource and Cost Information			
Program Office Information			

Enter Actual Start Date

Enter Reason Task not Completed

Enter Close Date

Enter Comments (if needed)

Save Cancel

Save record

Close Date and Actual Start Date must both be entered, and can be the same in this case and entered at the same time.



When Close Date is entered on a Master Schedule task, that task is archived and no longer appears on the Master Schedule current task search results screen. However, the next re-occurring Master Schedule task auto-generates, based on Task Frequency (if not set to One-Time).

e.g. – For Priority 1 Shops, Master Schedule task auto-generates for the next year, when closing previous task, since Task Frequency on previous task was set to “Yearly”.

**Master Schedule**

Results 1-6 of 6 records found. To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions: -Master Schedule-

Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type▲	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	91151	<a href="#">Periodic Survey</a>			Welding Waterfront Submarines(1) (N00181)	1	2013/08/23 N/A	N/A N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>			SASEBO JA (N46518)	1	2013/02/28 N/A	N/A N/A
<input type="checkbox"/>	104145	<a href="#">Periodic Survey</a>			Welding Waterfront Surface Ships (N00181)	1	2014/06/14 N/A	N/A N/A
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>			Foundry (N00181)	1	2013/11/21 N/A	N/A N/A
<input type="checkbox"/>	104071	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2013/07/11 N/A	N/A N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>			Shop X (FFHVW)	1	2013/04/01 N/A	N/A N/A

Select All De-Select All Delete



# Creating and Completing New Master Schedule Tasks - Example - Periodic Surveys for Priority 1 Shops

- When creating a new Master Schedule task, enter the required fields – Shop, Task Frequency, and Projected Start Date. Projected Due Date can also be entered.
  - Ensure Task Frequency appropriate for Shop and Master Schedule task. (i.e. - For Master Schedule Periodic Survey tasks, ensure Task Frequency is appropriate to the shop and Shop Priority, and generally matches the shop's Shop Visit Frequency. There can be exceptions to this, but Task Frequency would not be less frequent than Shop Visit Frequency.)
    - e.g. - For Priority 1 Shops, Task Frequency would be set to "Yearly".
  - If the Task Frequency is something other than One Time, it will be a re-occurring task
- Once the work is actually started, enter the Actual Start Date, and enter Close Date when the work is actually completed. (These entries can also be done at the same time after the work is completed.)
  - Entering the Close Date auto-generates the next re-occurring Master Schedule task.
  - In this example, enter the Actual Start Date of the periodic IH survey and the Close Date when that periodic IH survey is completed and signed.
- **Do not enter Projected Start Date, Actual Start Date and Close Date, at the same time when creating a new Master Schedule task. Doing so will not create a re-occurring task, and will not auto-generate the next task, regardless if the Task Frequency is set properly.**



Welcome, Alvena LARGO

Current Program Office: NAVDCPUBHLHCEN Portsmouth VA

You are here: Home > Work Basket

Work Plan

- [Work Basket](#)
- [Master Schedule](#)

Industrial Hygiene

- [Sample Log](#)
- [Shop](#)
- [SEQ](#)
- [Ventilation System](#)
- [Respiratory Protection](#)
- [Reporting](#)
- [Personnel Stop Dates](#)



Environmental Health

Radiation

Incident Reporting

Administration

- [Supported Organizations](#)
- [Locations](#)
- [Program Office Personnel](#)
- [Pending Account Requests](#)
- [Vendors](#)
- [Program Office Equipment](#)
- [Labs](#)
- [Notifications](#)
- [Pick Lists](#)
- [Pending Pick List Approvals](#)
- [Import Personnel](#)
- [Reports](#)

Resources

- [Help Desk Contact Information](#)
- [Alerts](#)
- [Reference Material](#)
- [Tablet Synchronization Status](#)
- [My Profile](#)
- [Discoverer Viewer](#)
- [DOEHS Data Warehouse](#)

DOEHS Documentation

- [Computer-Based Training](#)
- [Monthly Web-Based Training](#)
- [Student Guides](#)
- [Classroom Training Presentations](#)
- [Release Information](#)
- [System Documentation](#)

Work Basket

Click Subject link for details.

Assignments, Tasks, and Notifications

Subject	Description	From	Received	Due Date
No matching records were found.				

### Work Plan

- [Work Basket](#)
- [Master Schedule](#)



Select "Master Schedule"



You are here: [Home](#) > Master Schedule

Work Plan

- [Work Basket](#)
- [Master Schedule](#)

Industrial Hygiene

- [Sample Log](#)
- [Shop](#)
- [SEG](#)
- [Ventilation System](#)
- [Respiratory Protection Program Reporting](#)
- [Personnel Stop Dates](#)

Environmental Health

- [Location](#)
- [Facilities](#)
- [Samples](#)
- [Surveys](#)
- [POEMS](#)
- [Reports](#)
- [Lab Import](#)

Master Schedule - Search

Please select one of the options below.

Search

Task Type

Assigned Program Office Personnel

Between   (yyyy/mm/dd)

(yyyy/mm/dd)

Include Archived Records

- [Add Master Schedule Task](#)
- [WMP View \(Sampling Tasks\)](#)

Select "Add Master Schedule Task"



Welcome, Alvena LARGO

Current Program Office: NAVMCPUBHLTHCEN Portsmouth VA

You are here: [Home](#) > Master Schedule

- Work Plan
- Work Basket
- Master Schedule
- Industrial Hygiene
  - Sample Log
  - Shop
  - SEG
  - Ventilation System
  - Respiratory Protection Program
  - Reporting
  - Personnel Stop Dates
- Environmental Health
  - Location
  - Facilities
  - Samples
  - Surveys
  - POEMS
  - Reports
  - Lab Import
- Radiation
  - Location
  - Samples
  - Surveys
  - Equipment
  - Dosimetry Report
- Incident Reporting
  - Location/Shop
  - Reports
- Administration
  - Supported Organizations
  - Locations

### Master Schedule - Add Task

\* Indicates Required Field

Other Actions -Master Schedule-

Add Task

Task Type *	Baseline Survey
<input type="button" value="Continue"/>	Food Service Facility Survey - Routine General Sanitation - Barber/Beauty Shop Survey (EH) General Sanitation - EPW Detention Facility Survey (EH) General Sanitation - Field Shower Point Survey (EH) General Sanitation - Gym/Fitness Center Survey (EH) General Sanitation - Habitability Survey (EH) General Sanitation - Laundry/Dry Cleaning Survey (EH) General Sanitation - Mobile Homes and R/V Parks Survey (EH) General Sanitation - Public Facility Survey (EH) General Sanitation - Recreational Waters Survey (EH) HACCP Survey HAZCOM Inspection HVAC Inspection Incident Reporting - Incident Report Incident Reporting - Initial Field Account Indoor Air Quality Assessment Injury & Illness Investigation (EH) Injury & Illness Investigation (IH) Installation Food Vulnerability Assessment (FP) OEHSA Survey (EH) <b>Periodic Survey</b> Radiation - Administrative Data Survey Radiation - Exposure Investigation Survey Radiation - Injury & Illness Investigation Radiation - Laser Hazard Survey Radiation - Laser Inventory Survey Radiation - Radiation Survey Radiation - Radioactive Material Inventory Survey Radiation - RF Emitter Inventory Survey Radiation - RF Hazard Survey

Select "Periodic Survey"



# Select magnifying glass to search for Shop

**Master Schedule - Detail - Periodic Survey**

\* Indicates Required Field

Other Actions: -Master Schedule-

**Schedule Information**

Shop*	<input type="text"/>		
Shop Priority	0	POC/Contact Type	
Task Frequency*	One Time <input type="button" value="v"/>	Skill Level	<input type="text"/>
Projected Start Date*	2013/07/11  (yyyy/mm/dd)	Actual Start Date	<input type="text"/>  (yyyy/mm/dd)
Previous Close Date		Close Date	<input type="text"/>  (yyyy/mm/dd)
Projected Due Date	<input type="text"/>  (yyyy/mm/dd)	External Due Date	<input type="text"/>  (yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	<input type="button" value="v"/>
Comments	<input type="text"/>		

**Regulation Information**

**Personnel Assignments**

**Task Equipment Information**

**Task Resource and Cost Information**

**Program Office Information**



**Find Shop**

Find Shop for Survey.

Search

[Browse by Organization Tree](#)  
[Browse by Location Tree](#)

Pop-Up Windows

**Search for Shop**  
 You can Search by Shop Name or other options (e.g. –Building, Organization, Installation)

**Select Shop and "Add to Form"**

https://doehrs-ih-demo.csd.disa.mil/ - DOEHRs Find Shop Results - Windows Int...

**Find Shop Results**

Select shop for Survey and click Add to Form button.

Select	Shop Name	UIC	UIC Name	Location
<input type="radio"/>	Admin	N68546	NAVY&MARINE CORPS PUB HLTH CEN	
<input type="radio"/>	BVD Medical Treatment Facility	N3298A	AMMO NAVORDCEN IND HD	BVD 200
<input type="radio"/>	BVD Radiology	N3298A	AMMO NAVORDCEN IND HD	BVD 200
<input type="radio"/>	BVD Welding	N3298A	AMMO NAVORDCEN IND HD	BVD 100
<input type="radio"/>	CLF Medical Treatment Facility	N00231	NHLTHCLINIC QUANTICO VA	CLF 200
<input type="radio"/>	CLF Radiology	N00231	NHLTHCLINIC QUANTICO VA	CLF 200
<input type="radio"/>	CLF Welding	N00231	NHLTHCLINIC QUANTICO VA	CLF 100
<input type="radio"/>	Foundry	N00181	NORFOLK NSYD PORTSMOUTH VA	
<input type="radio"/>	Housing 123	N00181	NORFOLK NSYD PORTSMOUTH VA	
<input type="radio"/>	IH	N68546	NAVY&MARINE CORPS PUB HLTH CEN	
<input type="radio"/>	Industrial Hygiene Department Lab	N68546	NAVY&MARINE CORPS PUB HLTH CEN	3
<input type="radio"/>	Painting Shop Shop 71	N00181	NORFOLK NSYD PORTSMOUTH VA	Waterfront
<input type="radio"/>	Research Department	Not Otherwise Identified		



Select Task Frequency appropriate for Shop and Master Schedule task.  
e.g. - Since Priority 1 shop, Task Frequency set to "Yearly" to auto-generate Master Schedule task for the next year.

### Master Schedule - Detail - Periodic Survey

\* Indicates Required Field

Other Actions -Master Schedule-

#### Schedule Information

Shop*	Painting Shop Shop 71 (NO)		
Shop Priority	1	POC/Contact Type	
Task Frequency*	<div style="border: 1px solid black; padding: 2px;">Yearly</div>	Skill Level	<input type="text"/>
Projected Start Date*	<input type="text" value="mm/dd"/>	Actual Start Date	<input type="text" value="(yyyy/mm/dd)"/>
Previous Close Date		Close Date	<input type="text" value="(yyyy/mm/dd)"/>
Projected Due Date	<input type="text" value="mm/dd"/>	External Due Date	<input type="text" value="(yyyy/mm/dd)"/>
Required by Federal Standard		Reason Task not Completed	<input type="text" value=""/>
Comments	<div style="border: 1px solid gray; height: 40px;"></div>		

#### Regulation Information

#### Personnel Assignments

#### Task Equipment Information

#### Task Resource and Cost Information

#### Program Office Information



\* Indicates Required Field

Other Actions -Master Schedule-

Projected Start Date: Generally set 2 months before Projected Due Date (survey due date).  
 e.g. – Projected Due Date/Survey Due Date: July 2013 – Projected Start Date: May 2013

Save Cancel

Schedule Information			
Shop*	Painting Shop Shop 71 (NOG)		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly	Skill Level	
Projected Start Date*	2013/05/11 (yyyy/mm/dd)	Actual Start Date	
Previous Close Date		Close Date	
Projected Due Date	2013/07/11 (yyyy/mm/dd)	External Due Date	
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments			
Regulation Information			
Personnel Assignments			
Task Equipment Information			
Task Resource and Cost Information			
Program Office Information			

Enter Projected Start Date

Enter Projected Due Date

Save Cancel

**Do not enter Projected Start Date, Actual Start Date and Close Date, at the same time when creating a new Master Schedule task. Doing so will not create a re-occurring task, and will not auto-generate the next task, regardless if the Task Frequency is set properly.**  
 Must enter Projected Start Date, select "Save" and then finish filling in other dates.

Save record



When work is completed, re-enter Master Schedule task previously created

**Master Schedule**

Results 1-6 of 6 records found.  
To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information + ▲

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop▲	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>				Foundry (N00181)	1	2013/11/21 N/A	N/A N/A
<input type="checkbox"/>	104071	<a href="#">Periodic Survey</a>				Painting Shop Shop 71 (N00181)	1	2013/05/11 N/A	2013/07/11 N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>				SASEBO JA (N46518)	1	2013/02/28 N/A	N/A N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>				Shop X (FFHVW)	1	2013/04/01 N/A	N/A N/A
<input type="checkbox"/>	91151	<a href="#">Periodic Survey</a>				Welding Waterfront Submarines (1) (N00181)	1	2013/08/23 N/A	N/A N/A
<input type="checkbox"/>	104145	<a href="#">Periodic Survey</a>				Welding Waterfront Surface Ships (N00181)	1	2014/06/14 N/A	N/A N/A

Select All De-Select All Delete



\* Indicates Required Field

Other Actions -Master Schedule-

Schedule Information			
Shop*	Painting Shop Shop 71 (NOI)		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly	Skill Level	
Projected Start Date*	2013/05/11 (yyyy/mm/dd)	Actual Start Date	2013/07/20 (yyyy/mm/dd)
Previous Close Date		Close Date	2013/07/31 (yyyy/mm/dd)
Projected Due Date	2013/07/11 (yyyy/mm/dd)	External Due Date	
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments			

Enter Actual Start Date

Enter Close Date

Regulation Information	+
Personnel Assignments	+
Task Equipment Information	+
Task Resource and Cost Information	v
Program Office Information	v

Save record

Close Date: e.g. - Date on signature page of periodic IH survey. Close Date can be entered on an already existing Master Schedule task at same time as Actual Start Date, or separately later.  
 Actual Start Date: Will not allow Actual Start Date to be empty when Close Date is provided.



When Close Date is entered on a Master Schedule task, that task is archived and no longer appears on the Master Schedule current task search results screen. However, the next re-occurring Master Schedule task auto-generates, based on Task Frequency (if not set to One-Time).

e.g. – For Priority 1 Shops, Master Schedule task auto-generates for the next year, when closing previous task, since Task Frequency on previous task was set to “Yearly”.

## Master Schedule

Results 1-6 of 6 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

### Master Schedule Information

<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>									
Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop▲	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>				Foundry (N00181)	1	2013/11/21	N/A
<input type="checkbox"/>	106691	<a href="#">Periodic Survey</a>				Painting Shop Shop 71 (N00181)	1	N/A	N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>				SASEBO JA (N46518)	1	2013/02/28	N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>				Shop X (FFHVW)	1	N/A	N/A
<input type="checkbox"/>	91151	<a href="#">Periodic Survey</a>				Welding Waterfront Submarines (1) (N00181)	1	2013/08/23	N/A
<input type="checkbox"/>	104145	<a href="#">Periodic Survey</a>				Welding Waterfront Submarines (1) (N00181)	1	2014/05/14	N/A

**Please remember, if Projected Start Date, AND Actual Start Date AND Close Date are entered all at once during the initial Master Schedule task creation step, a re-occurring task will NOT be created.**



# Completing and Creating Priority 2 and 3 Shop Master Schedule Periodic Survey Tasks

- Steps demonstrated earlier on how to complete or create new Periodic Survey tasks for Priority 1 shops in the Master Schedule can be followed for Priority 2 and 3 shops as well.
  - For Master Schedule Periodic Survey tasks, ensure Task Frequency is appropriate to the shop and Shop Priority, and generally matches the shop's Shop Visit Frequency. (There can be exceptions to this, but Task Frequency would not be less frequent than Shop Visit Frequency.)
    - For Priority 2 shore based shops, Task Frequency would usually be set to "Every 2 Years".
    - For Priority 2 afloat shops, Task Frequency would usually be set to "Every 3 Years".
    - For Priority 3 shops, Task Frequency would usually be set to "Every 4 Years".



# Other Master Schedule Task Types

- Steps demonstrated earlier on how to complete or create new Periodic Survey tasks for Priority 1 shops in the Master Schedule can generally be followed for other Master Schedule tasks as well.
  - Keep in mind to change the Task Frequency accordingly and appropriate for Shop and/or Master Schedule task. (e.g. – For a Sampling-IH task where quarterly sampling is required, the Task Frequency would be set to Quarterly.)
  - If the Task Frequency is something other than One Time, it will be a re-occurring task
  - Some Master Schedule Task Types will have other differences. The DOEHRS-IH Student Guides and the NMCPHC DOEHRS FAQ document [http://www.med.navy.mil/sites/nmcphc/Documents/industrial-hygiene/FAQs\\_DOEHRS.pdf](http://www.med.navy.mil/sites/nmcphc/Documents/industrial-hygiene/FAQs_DOEHRS.pdf) list some details.



- Some particular notes regarding Master Schedule Sampling-IH tasks:
  - Master Schedule Sampling-IH tasks can be one time or reoccurring.
  - Sampling-IH tasks can be entered into Master Schedule in a few ways.
    - Can be entered directly into Master Schedule in advance
    - Are automatically created when sampling is entered into DOEHRS-IH (as a One-Time Task Frequency)
    - Are automatically created when workplace monitoring (WPM)/exposure monitoring is designated in the IH Assessment section (Create WPM Sampling Task)
  - Sampling-IH tasks can be closed in Master Schedule in a couple ways.
    - Are automatically closed only when the actual sampling has been Approved by QA
    - Can be closed manually in Master Schedule. However, please keep in mind that manually closing a Master Schedule Sampling-IH task does not mark the actual sampling as Ready for QA or Approved by QA.
  - Closing Master Schedule Sampling-IH tasks (either automatically or manually) archives those completed Master Schedule task entries but DOES NOT archive or outdate the completed samples or results that were part of the actual sampling data.



- For reoccurring (scheduled manually or created automatically via Create WPM Sampling Task) Master Schedule Sampling-IH tasks, the next Sampling-IH task entry should be triggered and generated automatically when the sampling is marked Ready for QA or when the previous Sampling-IH tasks are closed manually.
  - **However, there is a known defect that has been reported to the developer for correction - where marking sampling Ready for QA or even Approved by QA (which will close the current Master Schedule Sampling-IH task) does not generate the next reoccurring Sampling-IH task in Master Schedule .**
- It is best to keep up with closing Master Schedule Sampling-IH tasks on a regular basis when sampling is completed.
  - Currently, for One-Time Task Frequency Master Schedule Sampling-IH tasks (whether created automatically when the sample is input, scheduled manually in Master Schedule, or created automatically via Create WPM Sampling Task), it is suggested you close out the Sampling-IH tasks in Master Schedule automatically using the QA approval process on the actual sampling.
  - However, for reoccurring Master Schedule Sampling Tasks (scheduled manually in Master Schedule or created automatically via Create WPM Sampling Task), Sampling-IH tasks should be closed manually in Master Schedule (before the actual sampling is “Approved by QA”), so that the next reoccurring Sampling-IH task is properly generated in Master Schedule.



# Viewing All Master Schedule Tasks – Past and Current

Master Schedule tasks can be searched using various criteria. However, at least one search criteria is required.

## Master Schedule - Search

Please select one of the options below.

Search

Shop Priority

Task Type

Assigned Program Office Personnel

Between

Projected Start Date  (yyyy/mm/dd)

Close Date  (yyyy/mm/dd)

Include Archived Records

[Add Master Schedule Task](#)  
[WMP View \(Sampling Tasks\)](#)

Search

Check "Include Archived Records"

Checking "Include Archived Records" includes past (Close Dated) Master Schedule tasks as well as current open tasks.



All Master Schedule tasks that have been Close Dated will appear, along with open tasks.

**Master Schedule**

Results 1-41 of 41 records found.  
To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information + ▲

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Shop▲	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	81544	<a href="#">Periodic Survey</a>			Foundry (N00181)	1	2012/03/05	N/A
<input type="checkbox"/>	81549	<a href="#">Periodic Survey</a>			Foundry (N00181)	1	2012/03/05	N/A
<input type="checkbox"/>	81549	<a href="#">Periodic Survey</a>			Foundry (N00181)	1	2013/03/05	N/A
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>			Foundry (N00181)	1	2012/11/21	N/A
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>			Foundry (N00181)	1	2013/11/21	N/A
<input type="checkbox"/>	9478	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	N/A	N/A
<input type="checkbox"/>	9478	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2007/11/08	2008/05/28
<input type="checkbox"/>	9478	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2008/05/28	2008/05/28
<input type="checkbox"/>	91132	<a href="#">Periodic Survey</a>	Bishop, John E		Painting Shop Shop 71 (N00181)	1	2009/08/22	N/A
<input type="checkbox"/>	91132	<a href="#">Periodic Survey</a>	Bishop, John E		Painting Shop Shop 71 (N00181)	1	2009/09/11	N/A
<input type="checkbox"/>	91131	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2010/08/22	N/A
<input type="checkbox"/>	91131	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2010/09/11	N/A
<input type="checkbox"/>	104071	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2013/07/11	N/A
<input type="checkbox"/>	104071	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2013/07/23	N/A
<input type="checkbox"/>	104072	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	2014/09/11	N/A
<input type="checkbox"/>	104072	<a href="#">Periodic Survey</a>			Painting Shop Shop 71 (N00181)	1	N/A	N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>			SASEBO JA (N46518)	1	2013/02/28	N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>			SASEBO JA (N46518)	1	N/A	N/A
<input type="checkbox"/>	71124	<a href="#">Periodic Survey</a>			Shop X (FFHVW)	1	2012/03/28	N/A
<input type="checkbox"/>	71124	<a href="#">Periodic Survey</a>			Shop X (FFHVW)	1	2012/03/01	N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>			Shop X (FFHVW)	1	2013/04/01	N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>			Shop X (FFHVW)	1	N/A	N/A
<input type="checkbox"/>	70083	<a href="#">Periodic Survey</a>			Welding Waterfront Submarines(1) (N00181)	1	2007/02/08	N/A
<input type="checkbox"/>	70083	<a href="#">Periodic Survey</a>			Welding Waterfront Submarines(1) (N00181)	1	N/A	N/A
<input type="checkbox"/>	11015	<a href="#">Periodic Survey</a>			Welding Waterfront Submarines(1) (N00181)	1	2007/11/29	2008/05/28
<input type="checkbox"/>	11015	<a href="#">Periodic Survey</a>			Welding Waterfront Submarines(1) (N00181)	1	2008/05/31	2008/05/28



# DOEHRS-IH Deletion Roles

- Users that can perform deletions:
  - Service Level Administrators (SLAs) may delete Master Schedule tasks created by any user within a program office owned by their service.
  - User Security Administrators (USAs) may delete Master Schedule tasks created by any user within a program office they administer.
  - The user who created a Master Schedule task may delete it.
  - Existing Master Schedule tasks that did not capture the creating user can only be deleted by a user with the USA or SLA role or appropriate deletion role.
  - Users with a deletion role (e.g. – “Delete IH Data”) in the program office may delete actual data within a program office matching their deletion role.



# New Delete Data User Roles

- The Delete IH Data role allows for deletion of:
  - IH Surveys
  - Shop Personnel
  - Process Personnel
  - Process Hazards
  - Process Controls
  - IH Sampling Tasks
  - IH Individual Samples
  - Ventilation Surveys
  - Ventilation Systems and Components
- There are also other data deletion roles. (e.g. - Delete PO Equipment Data, Delete Radiation Data, Delete Incident Reporting Data, etc...)



# My Profile

New Delete Permissions typically used by IH

- IH
- Program Office Equipment

Northrop Grumman Permissions	
Industrial Hygiene Permissions	<input type="checkbox"/> Create/edit IH samples and surveys; Manage IH data <span style="float:right"><input type="checkbox"/> QA IH samples and surveys</span> <input type="checkbox"/> Create/edit SEG Analysis <input type="checkbox"/> Delete IH Data <input type="checkbox"/> Import IH Lab Data <input type="checkbox"/> Export IH Lab Data
Environmental Health Permissions	<input type="checkbox"/> Create/edit EH samples; View EH surveys; Import EH lab data <span style="float:right"><input type="checkbox"/> QA EH samples</span> <input type="checkbox"/> Create/edit Water surveys <span style="float:right"><input type="checkbox"/> QA Water surveys; Create/edit Water Systems</span> <input type="checkbox"/> Create/edit Waste surveys <span style="float:right"><input type="checkbox"/> QA Waste surveys</span> <input type="checkbox"/> Create/edit OEHSAs surveys <span style="float:right"><input type="checkbox"/> QA OEHSAs surveys</span> <input type="checkbox"/> Create/edit Entomology surveys <span style="float:right"><input type="checkbox"/> QA Entomology surveys</span> <input type="checkbox"/> Create/edit Food Sanitation surveys <span style="float:right"><input type="checkbox"/> QA Food Sanitation surveys</span> <input type="checkbox"/> Create/edit General Sanitation surveys <input type="checkbox"/> Create / edit personnel associations (Locations and Exposure Pathways) <input type="checkbox"/> Delete EH Data <input type="checkbox"/> Import EH lab data without full EH access (for Lab Personnel)
Food Protection Permissions	<input type="checkbox"/> View Food Protection Information <input type="checkbox"/> Create/edit Food Sanitation surveys <span style="float:right"><input type="checkbox"/> QA Food Sanitation surveys</span> <input type="checkbox"/> Create/edit Installation Food Vulnerability Assessment (IFVA) surveys <span style="float:right"><input type="checkbox"/> QA IFVA Surveys</span> <input type="checkbox"/> Create/edit Non-Approved Sources <input type="checkbox"/> Create/edit PV Destination Audit reports <span style="float:right"><input type="checkbox"/> QA PV Destination Audit reports</span> <input type="checkbox"/> Create/edit PV Destination Audit Summary Reports <input type="checkbox"/> Create/edit Food Protection samples <span style="float:right"><input type="checkbox"/> QA Food Protection samples</span> <input type="checkbox"/> Delete Food Protection Data
Facilities Permissions	<p><b>Note:</b> You must request at least one of the following permissions in order to request this permission: Environmental Health 'Create/edit EH samples; View EH surveys; Import EH lab data', and/or Food Protection 'View Food Protection Information'.</p> <input type="checkbox"/> Create/edit Facilities
Incident Reporting Permissions	<input type="checkbox"/> Create/edit Incident Reports <span style="float:right"><input type="checkbox"/> QA Incident Reports</span> <input type="checkbox"/> Delete Incident Reporting Data
Radiation Permissions	<input type="checkbox"/> Create/edit Radiation samples, surveys and equipment <span style="float:right"><input type="checkbox"/> QA Radiation samples and surveys</span> <input type="checkbox"/> Delete Radiation Data
Program Office Permissions	<input type="checkbox"/> Maintain data, lab information and notifications <input type="checkbox"/> Maintain PO Equipment and Equipment vendors <input type="checkbox"/> Delete PO Equipment Data <input type="checkbox"/> Administer shops



# DOEHRS-IH Deletion Functionality

- Master Schedule tasks when deleted are “logically deleted”. (i.e. - It will no longer appear in the IHPO user interface, but will remain behind the scenes in the database, marked as deleted, for historical purposes.
- Deletion of an incorrect or duplicate Master Schedule task is allowed with the following restrictions:
  - If there are no subordinate data records attached
    - e.g. – If there are no samples attached to a Master Schedule Sampling-IH task
  - If subordinate data records are attached, but all are marked as invalid AND not used elsewhere in DOEHRS-IH
    - e.g. - For a Master Schedule Sampling-IH task, all individual samples marked as invalid AND not used in an IH Assessment or Time Weighted Average (TWA)



- For certain survey types, creating a Master Schedule survey task will auto-generate a subordinate survey data record. However sometimes these Master Schedule survey tasks can still be deleted:
  - If the actual survey data record status still says "New"
    - ❖ e.g. – Creating a Master Schedule Respiratory Protection Survey task auto-generates an actual Respiratory Protection Survey (which is initially listed as "New") data record under the Shop . At that point the Master Schedule Respiratory Protection Survey task can still be deleted, but the associated Respiratory Protection Survey data record will also be deleted.
  - If it is a Master Schedule Baseline or Periodic Survey type
    - ❖ e.g. – Creating a Master Schedule Baseline or Periodic Survey task auto-generates an actual Baseline or Periodic Survey data record under the Shop. Even though the actual Baseline or Periodic Survey is not listed as "New" and automatically gets a Survey ID, the Master Schedule Baseline or Periodic Survey task can still be deleted, but the associated actual Baseline or Periodic Survey data record will also be deleted.



- Incorrect or Duplicate Master Schedule tasks CANNOT be deleted:
  - If there are valid subordinate data records attached
  - If invalid subordinate data records are attached, that were used elsewhere in DOEHRS-IH
  - For certain Master Schedule survey task types, if a survey report has been imported to the associated actual survey data record.
  - For certain Master Schedule survey task types, if the associated actual survey data record is associated with one or more other actual surveys or subordinate data records
  - For certain Master Schedule survey task types, if the associated actual survey data record is associated with one or more Registry Exposure Profiles.

**If a Master Schedule task cannot be deleted due to its association to any of the items above, an error message is displayed along with an explanation and the IDs of the subordinate data records preventing the deletion.**



- When actual data records are deleted using the data deletion roles, the data is completely and permanently removed from the database.
- Incorrect or duplicate subordinate data records can often be deleted (as well as outdated or invalidated), which in turn would allow the associated Master Schedule task to be deleted
  - However, some subordinate data records have their own data associations and subordinate records that can prevent deletion unless their associated or subordinate records are invalidated or deleted first.
    - e.g. – Deletion of sampling data (Sampling Tasks under Shop/Process or SEG) can be prevented by associations with IH Assessments, TWAs, Consecutive Sample Groups, Exposure Pathways, Surveys, Models, or another Sampling Task (in the Associated Samples tile).
  - However, some subordinate data records with their own associated or subordinate records can be deleted directly and will automatically delete their subordinate or associated records.
    - e.g. - When deleting sampling (Sampling Tasks under Shop/Process or SEG), the subordinate Individual Samples and associated Master Schedule task are also deleted.



# Deleting Master Schedule Tasks

This functionality allows users to delete incorrect or duplicate Master Schedule Tasks

**Work Plan**

- [Work Basket](#)
- [Pending QA](#)
- [Master Schedule](#)

**Industrial Hygiene**

- [Sample Log](#)
- [Shop](#)
- [SEG](#)
- [Ventilation System](#)
- [Respiratory Protection Program](#)
- [Reporting](#)
- [Personnel Stop Dates](#)

**Environmental Health**

- [Location](#)
- [Facilities](#)
- [Samples](#)
- [Surveys](#)
- [POEMS](#)
- [Reports](#)
- [Lab Import](#)

**Master Schedule - Search**

Please select one of the options below.

Search: Shop [ ]

Task Type: Sampling - IH [ ]

Assigned Program Office Personnel: All [ ]

Between: Projected Start Date [ ] (yyyy/mm/dd) Close Date [ ] (yyyy/mm/dd)

Include Archived Records

**Search**

[Add Master Schedule Task](#)  
[WMP View \(Sampling Tasks\)](#)

Master Schedule tasks can be searched using various criteria. However, at least one search criteria is required.



Based on the search parameters, a list of tasks in the Master Schedule will appear.

### Master Schedule

Results 1-20 of 2717 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

#### Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input checked="" type="checkbox"/>	74804	<a href="#">Sampling - IH (Air Breathing Zone)</a>			TP Shop 1 (FF21S)	2	2011/08/29 N/A	N/A N/A
<input checked="" type="checkbox"/>	73185	<a href="#">Sampling - IH (Air Breathing Zone)</a>			Corrosion Control_5th floor (M14123SXD)	1	2011/06/17 N/A	N/A N/A
<input checked="" type="checkbox"/>	80668	<a href="#">Sampling - IH (Air Breathing Zone)</a>			1080 Test (ZNNSA)	3	2012/02/06 N/A	N/A N/A
<input type="checkbox"/>		<a href="#">Sampling - IH (Air Breathing Zone)</a>			Test Cabin		2009/05/29	N/A

Select particular Master Schedule tasks you want to delete

If tasks were created by mistake, they can be deleted by selecting the records and then "Delete".





If you are not an SLA, USA or the Creating User (listed on the task), the Master Schedule Task will not delete.

If the tasks do not meet the rules for deletion, DOEHS-IH will display the reasons at the top of the page.

### Master Schedule

- Master Schedule Entry with Task ID = 74804 cannot be deleted as it has samples with valid Analyte Record Results attached.
- Master Schedule Entry with Task ID = 80668 cannot be deleted as it has samples with valid Analyte Record Results attached.

Results 1-20 of 2717 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

#### Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type▲	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	74804	<a href="#">Sampling - IH (Air Breathing Zone)</a>			TP Shop 1 (FF21S)	2	2011/08/29 N/A	N/A N/A
<input type="checkbox"/>	73185	<a href="#">Sampling - IH (Air Breathing Zone)</a>			Corrosion Control_5th floor (M14123SXD)	1	2011/06/17 N/A	N/A N/A
<input type="checkbox"/>	80668	<a href="#">Sampling - IH (Air Breathing Zone)</a>			1080 Test (ZNNSA)	3	2012/02/06 ....	N/A ....



If the task does meet the deletion rules, it will be deleted from the Master Schedule.

**Master Schedule**

Results 1-20 of 31 records found. Other Actions -Master Schedule-

To edit/view Master Schedule Entry details, click the Task Type link.

Master Schedule Information + ▲

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected▼	Due Date-Projected
							Start Date-Actual	Due Date-External
<input checked="" type="checkbox"/>	101650	<a href="#">Sampling - IH (Air Breathing Zone)</a>			Aircraft Maintenance (C9805206)	3	2013/05/13 N/A	N/A N/A
<input type="checkbox"/>	100737	<a href="#">Sampling - IH (Air Breathing Zone)</a>			Aircraft Maintenance (C9805206)	3	2013/04/12 N/A	N/A N/A

**Master Schedule**

Results 1-20 of 30 records found. Other Actions -Master Schedule-

To edit/view Master Schedule Entry details, click the Task Type link.

Master Schedule Information + ▲

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected▼	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	100737	<a href="#">Sampling - IH (Air Breathing Zone)</a>			Aircraft Maintenance (C9805206)	3	2013/04/12 N/A	N/A N/A
<input type="checkbox"/>	100735	<a href="#">Sampling - IH (Air Breathing Zone)</a>			Aircraft Maintenance (C9805206)	3	2013/04/12 N/A	N/A N/A



# Submitting Maintenance Change Request (MCR)/Trouble Ticket to Delete Incorrect or Duplicate Master Schedule Tasks that Cannot be Deleted through DOEHRS-IH

- Submit MCR to delete Master Schedule tasks if the tasks do not meet the rules for deletion.
  - Explain problems in email.
  - Clarify Master Schedule tasks to delete by Task ID numbers to avoid confusion.
  - Include screenshot (simultaneously hit Ctrl + Print Screen) of Master Schedule tasks to delete.
  - Paste screenshot into a Microsoft Word<sup>®</sup> document.
  - Attach document to email.
  - Email Helpdesk: [dhagsc@mail.mil](mailto:dhagsc@mail.mil).



Helpdesk: [dhagsc@mail.mil](mailto:dhagsc@mail.mil)

Email address found in DOEHRs-IH on left navigation menu.



Help Desk Contact Information	
Contact Information	
Phone #	1-800-600-9332 (Option 4,4)
Email	<a href="mailto:dhagsc@mail.mil">dhagsc@mail.mil</a>
Additional Resources	<a href="https://support-gsc.health.mil">https://support-gsc.health.mil</a>
Defense Manpower Data Center (DMDC) Contact Information	
Overview	DMDC is the authoritative data source for personnel information within DOEHRs. Please direct questions regarding personnel information to the DMDC Support Office or the appropriate Military Personnel Center.
DMDC Support Office (DSO) Phone #	1-800-538-9552
Military Personnel Centers (RAPIDS Site Locator)	<a href="http://www.dmdc.osd.mil/rsl/">www.dmdc.osd.mil/rsl/</a>



Another, less desirable, option to remove duplicate tasks from the Master Schedule is Close Dating the tasks. Please note that it is preferred to Delete incorrect or duplicate Master Schedule tasks or submit an MCR for deletion.

**Master Schedule**

Results 1-7 of 7 records found. To edit/view Master Schedule Entry details, click the Task Type link. Other Actions -Master Schedule-

Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>				Foundry (N00181)	1	2013/11/21	N/A
<input type="checkbox"/>	105207	<a href="#">Periodic Survey</a>				Foundry (N00181)	1	2013/11/21	N/A
<input type="checkbox"/>	104071	<a href="#">Periodic Survey</a>				Painting Shop Shop 71 (N00181)	1	2013/07/11	N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>				Painting Shop Shop 71 (N00181)	1	2013/02/28	N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>				Shop X (FFHVW)	1	2013/04/01	N/A
<input type="checkbox"/>	91151	<a href="#">Periodic Survey</a>				Welding Waterfront Submarines(1) (N00181)	1	2013/08/23	N/A
<input type="checkbox"/>	104145	<a href="#">Periodic Survey</a>				Welding Waterfront Surface Ships (N00181)	1	2014/06/14	N/A

Select All De-Select All Delete

Page: 1 « Previous | Next »

Choose the particular Master Schedule task you want to Close Date.



For Close Dating duplicate master Schedule tasks, Close Date and Actual Start Date must both be entered. In this case, they can be the same in this case and entered at the same time. You can use the current date.

**Master Schedule - Detail - Periodic Survey**

\* Indicates Required Field

Other Actions: -Master Schedule-

Save Cancel

Schedule Information			
Shop*	Foundry (N00181)		
Shop Priority	1	POC/Contact Type	
Task Frequency*	One Time	Skill Level	
Projected Start Date*	2013/11/20 (yyyy/mm/dd)	Actual Start Date	2013/11/20 (yyyy/mm/dd)
Previous Close Date		Close Date	2013/11/20 (yyyy/mm/dd)
Projected Due Date		External Due Date	
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments	Duplicated Master Schedule Survey Task		

Change Task Frequency to "One Time"

Enter Actual Start Date

Enter Close Date

Enter Reason Task not Completed

Enter Comments

Save Cancel

Save record



When Close Date is entered on a Master Schedule task, that task is archived and no longer appears on the Master Schedule current task search results screen.

**Master Schedule**

Results 1-7 of 7 records found.  
To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information + ▲

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop▲	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	93392	<a href="#">Periodic Survey</a>				Foundry (N00181)	1	2013/11/21 N/A	N/A N/A
<input type="checkbox"/>	104071	<a href="#">Periodic Survey</a>				Painting Shop Shop 71 (N00181)	1	2013/07/11 N/A	N/A N/A
<input type="checkbox"/>	91720	<a href="#">Periodic Survey</a>				SASEBO JA (N46518)	1	2013/02/28 N/A	N/A N/A
<input type="checkbox"/>	91719	<a href="#">Periodic Survey</a>				Shop X (FFHVW)	1	2013/04/01 N/A	N/A N/A
<input type="checkbox"/>	91151	<a href="#">Periodic Survey</a>				Welding Waterfront Submarines(1) (N00181)	1	2013/08/23 N/A	N/A N/A
<input type="checkbox"/>	104145	<a href="#">Periodic Survey</a>				Welding Waterfront Surface Ships (N00181)	1	2014/06/14 N/A	N/A N/A

Select All De-Select All Delete

Page: 1 « Previous | Next »



# Contact Information

Nicole DuBeck (NMPCHC)  
DOEHRS-IH Trainer  
757-953-0723  
DSN 377-0723  
[Nicole.s.dubeck.ctr@mail.mil](mailto:Nicole.s.dubeck.ctr@mail.mil)

Kori Jowhar (NAVMEDEAST)  
DOEHRS-IH Support  
757-953-1904  
DSN 377-1904  
[Kori.j.jowhar.ctr@mail.mil](mailto:Kori.j.jowhar.ctr@mail.mil)

Glorille Jackson (NAVMEDWEST)  
DOEHRS-IH Support  
619-556-0141  
[Glorille.e.jackson.ctr@mail.mil](mailto:Glorille.e.jackson.ctr@mail.mil)



# Contact Information

Leslie Crowder (NMPCHC)  
DOEHRS-IH Navy Service Level Administrator  
757-953-0724  
DSN 377-0724  
[Leslie.d.crowder.civ@mail.mil](mailto:Leslie.d.crowder.civ@mail.mil)

David Koch (NMPCHC)  
DOEHRS-IH Navy Service Level Administrator  
757-953-0752  
DSN 377-0752  
[David.r.koch4.civ@mail.mil](mailto:David.r.koch4.civ@mail.mil)

