Master Schedule Usage Tutorial – including Periodic Shop Survey Tasks
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 DOEHS-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  - Close Dating Master Schedule tasks that are out of date including Reason Task Not Completed and Comments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
- DOEHS-IH Deletion Roles
- DOEHS-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 |

<table>
<thead>
<tr>
<th>Priority 1 - Annual</th>
<th>Priority 2 - Every two years</th>
<th>Priority 3 – Every 4 yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL DESCRIPTION* - Shops requiring complex IH assessment or significant monitoring</td>
<td>GENERAL DESCRIPTION* - Shops where work is of moderate hazard</td>
<td>GENERAL DESCRIPTION* - Shops where work is low hazard and primarily in an administrative environment</td>
</tr>
</tbody>
</table>

Hazardous 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))

| 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 |

\*The required routine assessment frequency establish a minimum requirement. Shops should be assessed as frequently as necessary to adequately identify, evaluate, and control the occupational health hazards present.

\* Shop Complexity Categories (A, B, C) established for the 2009 NMAT IH staffing study in Data Cell1A may be used as a starting point for revalidating Shop Priority (1, 2, 3) codes as outlined in this appendix for DOEHS-IH.


\* 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

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

- Commands of a particular category can have shops of various priorities in DOEHSRS-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 DOEHSRS-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

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

Search: Select “Shop Priority”
Enter “1”

Task Type: Select “Periodic Survey”
Completing Existing Master Schedule Tasks - Example - Periodic Surveys for Priority 1 Shops

Choose the particular Master Schedule task you want to complete
Projected Start Date: Should already be set, generally 2 months before Projected Due Date (survey due date).

Example: Projected Due Date/Survey Due Date: March 2014 – Projected Start Date: January 2014

Ensure Task Frequency appropriate for Shop and Master Schedule task.

Example: Since Priority 1 shop, Task Frequency set to “Yearly” to auto-generate Master Schedule task for the next year.

Enter Actual Start Date

Enter Close Date

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.

Save record
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.

**Enter Actual Start Date**

**Enter Close Date**

**Enter Reason Task not Completed**

**Enter Comments (if needed)**

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](image)

<table>
<thead>
<tr>
<th>Select</th>
<th>Task ID</th>
<th>Task Type</th>
<th>Assigned Program Office Personnel</th>
<th>Location</th>
<th>Shop</th>
<th>Shop Priority</th>
<th>Start Date-Projected</th>
<th>Due Date-Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>91151</td>
<td>Periodic Survey</td>
<td></td>
<td></td>
<td>Welding Waterfront Submarines (N00181)</td>
<td>1</td>
<td>2013/08/23</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>91720</td>
<td>Periodic Survey</td>
<td></td>
<td></td>
<td>SASEBO JA (N46518)</td>
<td>1</td>
<td>2013/02/28</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>104145</td>
<td>Periodic Survey</td>
<td></td>
<td></td>
<td>Welding Waterfront Surface Ships (N00181)</td>
<td>1</td>
<td>2014/06/14</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>93392</td>
<td>Periodic Survey</td>
<td></td>
<td></td>
<td>Foundry (N00181)</td>
<td>1</td>
<td>2013/11/21</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>104071</td>
<td>Periodic Survey</td>
<td></td>
<td></td>
<td>Painting Shop Shop 71 (N00181)</td>
<td>1</td>
<td>2013/07/11</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>91719</td>
<td>Periodic Survey</td>
<td></td>
<td></td>
<td>Shop X (FFHVWV)</td>
<td>1</td>
<td>2013/04/01</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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.
Select “Master Schedule”
Select “Add Master Schedule Task”
Select "Periodic Survey"
Select magnifying glass to search for Shop
Search for Shop
You can Search by Shop Name or other options (e.g. Building, Organization, Installation)

Select Shop and “Add to Form”
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.
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.

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

<table>
<thead>
<tr>
<th>Shop*</th>
<th>Painting Shop Shop Tl (No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop Priority</td>
<td>1</td>
</tr>
<tr>
<td>Task Frequency*</td>
<td>Yearly</td>
</tr>
<tr>
<td>Projected Start Date*</td>
<td>2013/05/11</td>
</tr>
<tr>
<td>Previous Close Date</td>
<td></td>
</tr>
<tr>
<td>Projected Due Date</td>
<td>2013/07/11</td>
</tr>
<tr>
<td>Required by Federal Standard</td>
<td></td>
</tr>
</tbody>
</table>

Enter Projected Start Date
Enter Projected Due Date

Save record

DOEHR-III Master Schedule Usage
When work is completed, **re-enter Master Schedule task** previously created.
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”.

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”.

DOEHRIS-IH Master Schedule Usage
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-occuring task
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.
  
  o 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.
  
  o 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.
  
  o 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.

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.
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
DOEHS-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 DOEHS-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:
  o 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.
  o 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.

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.

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”.
A pop-up window will verify that you want to delete the Master Schedule tasks.
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.
If the task does meet the deletion rules, it will be deleted from the Master Schedule.
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® document.
  - Attach document to email.
  - Email Helpdesk: dhagsc@mail.mil
Helpdesk: dhagsc@mail.mil

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

<table>
<thead>
<tr>
<th>Help Desk Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information</strong></td>
<td></td>
</tr>
<tr>
<td>Phone #</td>
<td>1-800-600-9332 (Option 4,4)</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:dhagsc@mail.mil">dhagsc@mail.mil</a></td>
</tr>
<tr>
<td>Additional Resources</td>
<td><a href="https://support-gsc.health.mil">https://support-gsc.health.mil</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Defense Manpower Data Center (DMDC) Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overview</strong></td>
<td>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.</td>
</tr>
<tr>
<td>DMDC Support Office (DSO) Phone #</td>
<td>1-800-538-9552</td>
</tr>
<tr>
<td>Military Personnel Centers (RAPIDS Site Locator)</td>
<td><a href="http://www.dmdc.osd.mil/rsl/">www.dmdc.osd.mil/rsl/</a></td>
</tr>
</tbody>
</table>
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.

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.

<table>
<thead>
<tr>
<th>Shop Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop Priority</td>
</tr>
<tr>
<td>Shop Frequency</td>
</tr>
<tr>
<td>Projected Start Date</td>
</tr>
<tr>
<td>Previous Close Date</td>
</tr>
<tr>
<td>Projected Due Date</td>
</tr>
</tbody>
</table>

- **Change Task Frequency to “One Time”**
- **Enter Actual Start Date**
- **Enter Close Date**
- **Enter Reason Task not Completed**
- **Enter Comments**

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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Task ID</th>
<th>Task Type</th>
<th>Assigned Program Office Personnel</th>
<th>Location</th>
<th>Sampling Location</th>
<th>Shop Priority</th>
<th>Shop Priority</th>
<th>Start Date-Projected</th>
<th>Start Date-Projected</th>
<th>Due Date-Projected</th>
<th>Due Date-External</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>93392</td>
<td>Periodic Survey</td>
<td></td>
<td>Foundry (N00181)</td>
<td></td>
<td>1</td>
<td></td>
<td>2013/11/21</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>104071</td>
<td>Periodic Survey</td>
<td></td>
<td>Painting Shop Shop 71 (N00181)</td>
<td></td>
<td>1</td>
<td></td>
<td>2013/07/11</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>91720</td>
<td>Periodic Survey</td>
<td></td>
<td>SASEBO JA (N46518)</td>
<td></td>
<td>1</td>
<td></td>
<td>2013/02/28</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>91719</td>
<td>Periodic Survey</td>
<td></td>
<td>Shop X (FFHVW)</td>
<td></td>
<td>1</td>
<td></td>
<td>2013/04/01</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>91151</td>
<td>Periodic Survey</td>
<td></td>
<td>Welding Waterfront Submarines (1) (N00181)</td>
<td></td>
<td>1</td>
<td></td>
<td>2013/08/23</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>104145</td>
<td>Periodic Survey</td>
<td></td>
<td>Welding Waterfront Surface Ships (N00181)</td>
<td></td>
<td>1</td>
<td></td>
<td>2014/06/14</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Contact Information

Nicole DuBeck (NMPCHC)
DOEHRIS-IH Trainer
757-953-0723
DSN 377-0723
Nicole.s.dubeck.ctr@mail.mil

Kori Jowhar (NAVMEDDEAST)
DOEHRIS-IH Support
757-953-1904
DSN 377-1904
Kori.j.jowhar.ctr@mail.mil

Glorille Jackson (NAVMEDWEST)
DOEHRIS-IH Support
619-556-0141
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

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