

WARRIOR PRESERVATION STATUS REPORT WALK THROUGH

The following instructions are for the completion of the Warrior Preservation Status Report (WPSR), which is transferred to the USMC SharePoint structure as of 1 January 2016. Commands were contacted in early 2015 to provide a listing of the appropriate Safety Personnel and those individuals were granted unique permissions by CMC(SD) Staff based on that list. If you are a Safety Manager who cannot access the WPSR SharePoint environment, or if you are gaining access to an incorrect Command, please contact the WPSR Help Desk at WPSRHelpDesk@gmail.com or 865-272-6543.

For reference, Lowest-Level Commands refers to those commands/units which are only responsible for themselves, in terms of reporting and completing the questionnaire. Any command/unit which oversees and approves commands is not considered Lowest-Level.

LOWEST-LEVEL COMMANDS

1. Visit <https://ehqmc.usmc.mil/org/cmcsd/wpsr/> to access WPSR. You will be prompted to input your CAC PIN in order to gain access to the site.
2. After entering your PIN, you should be directed to your Command's Selection page. It will look similar to the screenshot below:

WPSR > Command Selection

WPSR Search this site...

For assistance with this site please contact WPSRHelpDesk@gmail.com or (865) 272-6543.

Announcements

Announcement

There are no items to show in this view of the "Announcements" list. To add a new item, click "New".

Command Hierarchy

Cmd 1	Cmd 2	Cmd 3	Cmd 4	Cmd 5	Cmd 6	URL
MARSOC						View
MARSOC	MSOR HQ					View
MARSOC	MSOR HQ	1st MSOB				View
MARSOC	MSOR HQ	2nd MSOB				View
MARSOC	MSOR HQ	3rd MSOB				View
MARSOC	MSOR HQ	MSOR HQBN				View
MARSOC	MSOSG					View
MARSOC	MSOSG	1st MSOSB				View
MARSOC	MSOSG	2nd MSOSB				View
MARSOC	MSOSG	3rd MSOSB				View
MARSOC	MSOSG	MSOSG HQ				View

The Selection page features an "Announcements" section -- providing users with recent updates and notifications relevant to WPSR and Force Preservation -- and a listing of the "Command Hierarchy." As a lowest-level command you will likely only see your one command listed under this section.

- To complete your Command's questionnaire, click on the "View" hyperlink (circled above), which will direct you to the below page. Please note that only individual, lowest-level commands will be directed to the questionnaire. Higher-level/approving commands will be taken elsewhere.

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Cmd 1 MARSOC
 Cmd 2 MSOR HQ
 Cmd 3 1st MSOB
 Cmd 4
 Cmd 5
 Cmd 6

Quarter 4 2015 Requirements

Status & Command		Training	
Deployed	<input checked="" type="checkbox"/>	RM Training	100 OK
Change of Command	3/1/2013	Supervisor Safety Training	100 OK
Commander's Rank	O-5 <input type="button" value="v"/>	Active Motorcycle Riders	39 OK
Command Type	Active Component <input type="button" value="v"/>	Appropriately Trained Motorcycle Riders	91 OK
Safety Climate Survey	6/11/2015 OK	Motorcycle Mentors Assigned and Trained	>=2 <input type="button" value="v"/> OK
Operational Pause	6/19/2015 1	Driver Awareness Trained	100 OK
Councils		Unit Marine Awareness and Prevention Integrated Training (UMAPIT)	85 -
Command Safety Council	8/20/2015 X	Ground Safety Manager or Officer Assigned	1/1/2015 OK
DRIVESAFE Council	8/20/2015 X	Ground Safety Manager Trained	1/1/2015 OK
Force Preservation Council	3 OK	Oscar Teams Trained	100 OK
Inspection & Safety Status		Comments	
Unit Workplace Safety Inspection	100 OK	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
Facility Safety Inspection	<input type="text"/>		
DART	<input type="text"/>		
TCIR	<input type="text"/>		
Safety Personnel Strength	100 OK		

Here, you will see a series of fields which allow you to input information based on your Command's safety statuses, training, and programs. For more information on each field, and the requirements expected for each item, click on the "Requirements" hyperlink, circled above.

As you can see, the Command is identified at the top of the page (in this example, it shows 1st MSOB), and it's worth confirming that your questionnaire corresponds with your appropriate/anticipated Command.

- Complete all of the fields available, provide any comments necessary for your records, and then click the "Save" button at the bottom of the questionnaire. This will successfully submit your WPSR questionnaire.

HIGHER-LEVEL/APPROVING COMMANDS

1. Visit <https://ehqmc.usmc.mil/org/cmcsd/wpsr/> to access WPSR. You will be prompted to input your CAC PIN in order to gain access to the site.
2. After entering your PIN, you should be directed to your command's Selection page. It will look similar to the screenshot below:

WPSR Command Selection

For assistance with this site please contact WPSRHelpDesk@gmail.com or (865) 272-6543.

Announcements

Announcement

There are no items to show in this view of the "Announcements" list. To add a new item, click "New".

Command Hierarchy

Cmd 1	Cmd 2	Cmd 3	Cmd 4	Cmd 5	Cmd 6	URL
MARSOC						View
MARSOC	MSOR HQ					View
MARSOC	MSOR HQ	1st MSOB				View
MARSOC	MSOR HQ	2nd MSOB				View
MARSOC	MSOR HQ	3rd MSOB				View
MARSOC	MSOR HQ	MSOR HQBN				View
MARSOC	MSOSG					View
MARSOC	MSOSG	1st MSOSB				View
MARSOC	MSOSG	2nd MSOSB				View
MARSOC	MSOSG	3rd MSOSB				View
MARSOC	MSOSG	MSOSG HQ				View

You can note the “Announcements” section at the top, which provides users with recent updates and notifications relevant to WPSR and Force Preservation. Additionally, higher-level command users will see all commands with which they’ve been associated.

3. If you click on "View" for a higher-level supervising (i.e. *not* lowest-level), you will be directed to the Dashboard:

The screenshot shows the WPSR Dashboard interface. At the top, there is a navigation bar with the WPSR logo and the text "WPSR Dashboard". On the right side of the navigation bar, there are icons for "I Like It" and "Tags & Notes". Below the navigation bar, there is a search bar with the text "Search this site...".

The main content area is divided into several sections:

- Back to Selection Page**: A link at the top left of the main content area.
- For assistance with this site please contact WPSRHelpDesk@gmail.com or (865) 272-6543.**: A contact information line.
- Command Hierarchy**: A section with a header "Command Hierarchy" and a sub-header "MARSOC". Below this, there are six columns labeled "Cmd 1" through "Cmd 6".
- Filters**: A section with two dropdown menus: "Quarter" (set to "4") and "Year" (set to "2015 (CY)"). There is also a link for "Overall Summary".
- Lowest Level Incomplete**: A table with six columns labeled "Cmd 1" through "Cmd 6". The data rows are:

Cmd 1	Cmd 2	Cmd 3	Cmd 4	Cmd 5	Cmd 6
MARSOC	MSOR HQ	1st MSOB			
MARSOC	MSOR HQ	2nd MSOB			
MARSOC	MSOR HQ	3rd MSOB			
MARSOC	MSOR HQ	MSOR HQBN			
MARSOC	MSOS				
MARSOC	MSOSG	1st MSOSB			
MARSOC	MSOSG	2nd MSOSB			
MARSOC	MSOSG	3rd MSOSB			
MARSOC	MSOSG	MSOSG HQ			
- Awaiting Approval**: A section with a header "Awaiting Approval" and a sub-header "MARSOC". Below this, there are six columns labeled "Cmd 1" through "Cmd 6". There is a message: "There are no items to show in this view of the 'Score' list. To add a new item, click 'New'." and a link "Add new item".

Here, you will see numerous elements. At the top of the page, the Command Hierarchy confirms which command is being viewed. Immediately below the Command Hierarchy, you can note fields which allow you to navigate to previous reporting quarters to review prior data at your discretion.

- In the “Lowest Level Incomplete” section (circled below), a list will detail those subordinate commands that have not completed their questionnaire. This allows you to track which commands have yet to perform that task.

WPSR Dashboard

Back to Selection Page

For assistance with this site please contact WPSRHelpDesk@gmail.com or (865) 272-6543.

Command Hierarchy

Cmd 1 Cmd 2 Cmd 3 Cmd 4 Cmd 5 Cmd 6
 MARSOC

Quarter: 4 Year: 2015 (CY) Overall Summary

Lowest Level Incomplete

Cmd 1	Cmd 2	Cmd 3	Cmd 4	Cmd 5	Cmd 6
MARSOC	MSOR HQ	1st MSOB			
MARSOC	MSOR HQ	2nd MSOB			
MARSOC	MSOR HQ	3rd MSOB			
MARSOC	MSOR HQ	MSOR HQBN			
MARSOC	MSOS				
MARSOC	MSOSG	1st MSOSB			
MARSOC	MSOSG	2nd MSOSB			
MARSOC	MSOSG	3rd MSOSB			
MARSOC	MSOSG	MSOSG HQ			

[Add new item](#)

Awaiting Approval

Cmd 1 Cmd 2 Cmd 3 Cmd 4 Cmd 5 Cmd 6

There are no items to show in this view of the "Score" list. To add a new item, click "New".

[Add new item](#)

- The “Awaiting Approval” section is shown on the right side of the page (and circled below). This section of the page lists commands that fall below you and require review and approval. Commands will fall under the “Awaiting Approval” section once all of their lower-level questionnaires are submitted or the Commands below them are approved.

WPSR Dashboard

Back to Selection Page

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Command Hierarchy

Cmd 1 Cmd 2 Cmd 3 **Cmd 4** Cmd 5 Cmd 6
 MARSOC

Quarter: 4 Year: 2015 (CY) Overall Summary

Lowest Level Incomplete

Cmd 1	Cmd 2	Cmd 3	Cmd 4	Cmd 5	Cmd 6
MARSOC	MSOR HQ	1st MSOB			
MARSOC	MSOR HQ	2nd MSOB			
MARSOC	MSOR HQ	3rd MSOB			

[Add new item](#)

Awaiting Approval

Cmd 1 Cmd 2 Cmd 3 Cmd 4 Cmd 5 Cmd 6

There are no items to show in this view of the "Scores" list. To add a new item, click "New".

- To approve commands, you should click on the hyperlink for "Overall Summary," beside the Quarter/Year indications at the top of the Dashboard page (circled below). *Note: depending on your browser settings, this link may appear immediately to the right of the Quarter/Year indicators (as shown below), or at a similar point on the page further toward the right side.*

WPSR Dashboard

Back to Selection Page

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Command Hierarchy

Cmd 1 Cmd 2 Cmd 3 Cmd 4 Cmd 5 Cmd 6
 MARSOC

Quarter: 4 Year: 2015 (CY) [Overall Summary](#)

Lowest Level Incomplete

Cmd 1	Cmd 2	Cmd 3	Cmd 4	Cmd 5	Cmd 6
MARSOC	MSOR HQ	1st MSOB			
MARSOC	MSOR HQ	2nd MSOB			
MARSOC	MSOR HQ	3rd MSOB			
MARSOC	MSOR HQ	MSOR HQBN			
MARSOC	MSOS				

Awaiting Approval

There are no items to show in this view of the "Scores" list. To add a new item, click "New".

- You will be directed to the below summary page:

WPSR Overall Summary

Back to Dashboard

For assistance with this site please contact WPSRHelpDesk@gmail.com or (865) 272-6543.

Quarter: 4 Year: 2015 (CY)

Click edit () beside the command you wish to Approve it. Check the approved checkbox and click Save. It can take 5-10 minutes for the data to roll up and you will need to refresh the page to view it. Click [Refresh Page](#)

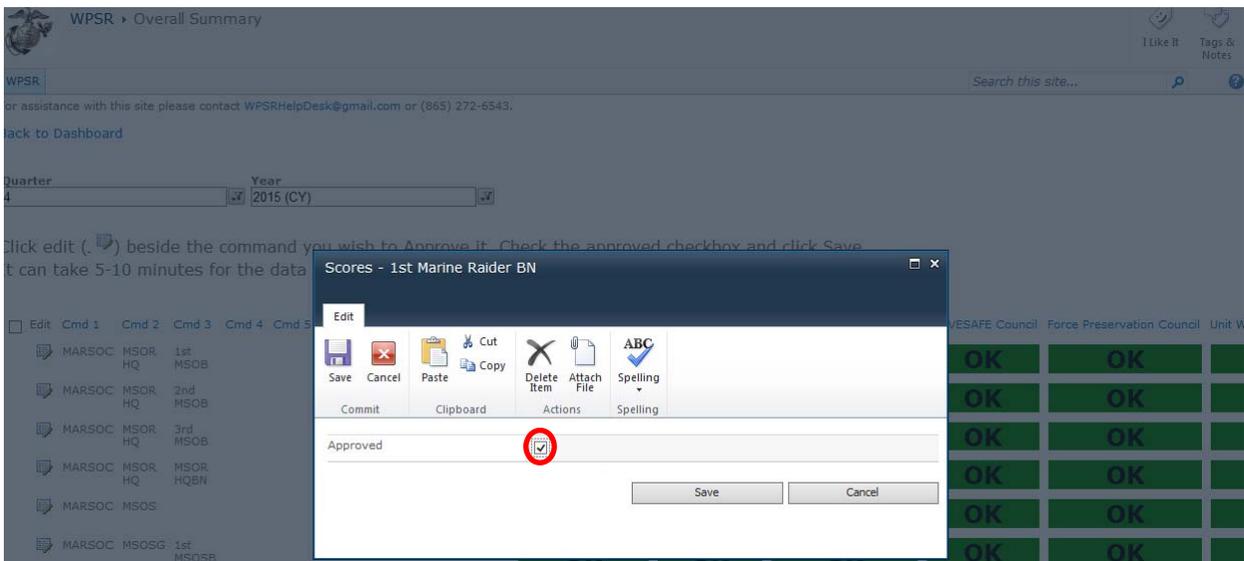
Cmd 1	Cmd 2	Cmd 3	Cmd 4	Cmd 5	Cmd 6	Quarter	Fiscal Year	Safety Climate Survey	Operational Pause	Command Safety Council	DRIVESAFE Council	Force Preservation Council	Unit W
<input checked="" type="checkbox"/>	MARSOC	MSOR HQ	1st MSOB			4	2015	OK	OK	OK	OK	OK	
<input type="checkbox"/>	MARSOC	MSOR HQ	2nd MSOB			4	2015	OK	OK	OK	OK	OK	
<input type="checkbox"/>	MARSOC	MSOR HQ	3rd MSOB			4	2015	OK	OK	OK	OK	OK	
<input type="checkbox"/>	MARSOC	MSOR HQ	MSOR HQBN			4	2015	OK	OK	OK	OK	OK	

er Awareness Trained	Unit Marine Awareness and Prevention Integrated Training (UMAPIT)	Ground Safety Manager or Officer Assigned	Ground Safety Manager Trained	Oscar Teams Trained	Approved
OK	OK	OK	OK	OK	Yes
OK	-	OK	OK	-	Yes
OK	X	OK	OK	OK	Yes
OK	-	OK	OK	OK	Yes
OK	X	OK	OK	OK	Yes
OK	-	OK	OK	OK	Yes
OK	-	OK	OK	OK	Yes
OK	-	OK	OK	OK	Yes
OK	-	OK	OK	OK	Yes

In the second screenshot above, you can note whether a command has been approved by scrolling to the right and reviewing the Approved column.

To approve a Command’s questionnaire, click on the Edit icon (✎) next to the command you wish to approve.

- At this point, a Scores window will pop up, and there will be an “Approved” checkbox. The user can click on that checkbox to select it, and press “Save” to complete the approval.



- Repeat this process as necessary to approve all of the Commands under your supervision. Once you’ve approved Commands, it’s important to note that a processing period of 5-10 minutes occurs before units successfully appear as “rolled up.” You are encouraged to refresh the page after this point to see the reflected changes.