Human Resources System

Integrated Personnel and Pay System - Army (IPPS-A) Army National Guard (ARNG) Supplemental User Manual

Version 12 for IPPS-A Release 3

23 December 2023

UNCLASSIFIED

Summary of CHANGE

Integrated Personnel and Pay System – Army (IPPS-A) Army National Guard (ARNG) Supplemental User Manual

System Releases

This administrative revision, dated 23 December 2023 Items in red indicate future change and yellow shows validation is needed.

- Adds Error Reprocessing and Completion/Relevance to para 9-4
- Adds Incentive/Special Pay Hire Date Error and Arrive New perm workaround processes to work around annex

Version Number	Release Date	Remarks
1.0	12 January 2023	Rewrite for IPPS-A R3 – Chapter 1 only
2.0	13 February 2023	Adds Chapter 2 with updates to Chapter 1
3.0	17 March 2023	Adds Chapter 3 and Chapter 4 with administrative updates as noted in the Summary of Change
4.0	17 April 2023	Adds Chapter 5 with administrative updates as noted in the Summary of Change.
5.0	19 May 2023	Renumbers Chapter 2-6, adds new Chapter 1,7 and 8 with administrative updates as noted in the Summary of Change.
6.0	20 June 2023	Administrative changes and adds Chapter 9 and 10
7.0	21 July 2023	Administrative changes and adds SDRM Annex
8.0	18 August 2023	Administrative changes to Chapter 2 and notes on state awards
9.0	15 September 2023	Administrative changes to Chapter 2 and notes on RMS
10.0	24 October 2023	Administrative changes to Chapter 2 and Mass Update Steps
11.0	22 November 2023	Adds ARNG Workaround Annex and administrative changes to Chapter 2 and 9
12.0	23 December 2023	Administrative changes to Chapter 9
13.0	26 January 2023	

Human Resources System

Integrated Personnel and Pay System (IPPS-A) – Army National Guard (ARNG) Supplemental User Manual

History. This User Manual is a rapid action revision. The portions affected by this rapid action revision is listed in the Summary of change.

Summary. This User Manual describes the Integrated Personnel and Pay system – Army (IPPS-A) and how to navigate through it and utilize the functions.

Applicability. This User Manual applies only to the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS).

Proponent and exception authority. The proponent of this reference manual is the Chief, Information Systems Division, (ARNG-HRI), 111 South George Mason Drive, Arlington, VA 22204-1373.

Supplementation. Supplementation of this user manual is prohibited without the approval from the Chief, Information Systems Division, (ARNG-HRI), 111 South George Mason Drive, Arlington, VA 22204-1373.

Suggested improvements. Users are invited to send comments and suggest improvements to the Chief, Information Systems Division, (ARNG-HRI), Senior Personnel Advisor CW4 Bernard Aguon at <u>bernard.l.aguon.mil@army.mil</u>, 703-607-7189, CPT Mark Curry at <u>mark.a.curry4.mil@army.mil</u>, Ms. April Doyley at april.j.doyley.ctr@army.mil

This user manual is available in electronic media only and is intended for distribution to the States, Chief, Information Systems Division (ARNG-HRI), Division (ARNG-HRP), Human Capital Management Division (ARNG-HCM), Personnel Programs, Manpower, and Readiness Division (ARNG-HRM), Personnel Policy Division (ARNG-HRH), Soldier and Family Support Division (ARNG-HRS), Strength Maintenance Division (ARNG-GSS) and U.S. Army Human Resources Command (AHRC) personnel managers at all levels.

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Chapter 1 Introduction

1-1. Purpose

This ARNG Supplemental User Manual describes the Integrated Personnel and Pay System - Army (IPPS-A) and how to navigate through it to utilize the capabilities for updating Personnel records.

1-2. References

a. Required and related publications and prescribed and referenced forms are listed in appendix A.

b. Additional resources:

- (1) Reserve Component Automated System (RCAS): <u>https://www.us.army.mil/suite/designer</u> (close out date for the RCAS system is 2025)
- (2) Total Army Personnel Database Guard (TAPDB-G) TESS values look up: (You must have approved access) https://arngg1.ngb.army.mil/v4/TAPDBViewer

(3) PPOM, ARNG Policies: https://www.milsuite.mil/book/groups/personnel-policy-division-arng-hrh

- (4) SMOM: https://www.milsuite.mil/book/groups/arng-strength-maintenance/projects/smoms
- (5) Director's Personnel Readiness Overview (DPRO): <u>https://arngg1.ngb.army.mil/Portal/Default.aspx</u>.
- (6) DPRO Record Brief Application:

https://arngg1.ngb.army.mil/Portal/Default.aspx?ProviderName=RecordBriefProvider.

- (7) Force Management System Website (FMSWeb): https://fmsweb.army.mil/unprotected/splash/.
- (8) United States Code Search: <u>http://codes.lp.findlaw.com/uscode</u>.
- (9) Department of Defense Manual Website at http://www.dtic.mil/whs/directives.
- (10) Department of the Army Pamphlet DA Pam 611-21 Military Occupational Classification and Structure Army: https://www.milsuite.mil/book/groups/smartbookdapam611-21
- (11) Army Military Human Resources Record Management AR 600-8-104.
- (12) Integrated Personnel and Pay System Army (IPPS- A)
- https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a

(13) Integrated Personnel and Pay System – Army (IPPS-A) Training:

https://optrain-

alpha.ippsa.army.mil/psc/hcotpdc/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL? https://optrain-

bravo.ippsa.army.mil/psc/hcotpdcbravo/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL ?

https://optrain-

charlie.ippsa.army.mil/psc/hcotpdccharlie/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.G BL?

https://optrain-

delta.ippsa.army.mil/psc/hcotpdcdelta/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL? (14) Integrated Personnel and Pay System – Army (IPPS-A) Job Aids:

https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a/content

(15) IPPS-A Resources from the internal HELP page: UPK - EPSS R3 Outline (army.mil)

(16) Integrated Personnel and Pay System (IPPS-A) - CRM Manual can be found on the IPPS-A Resource site. <u>crmuserman.pdf (army.mil)</u>

This page contains the most current reference material and aids available. Below is a listing of the resources and a brief description. Navigation: from the Self Service landing page, select the "Actions List" dropdown on the top right of the toolbar and select the "Help" link. Once on the IPPS-A Help page, select "View All" on the left hand of the page. The "IPPS-A Resources" page should be displayed.

1-3. Responsibilities

- a. The Chief, National Guard Bureau (CNGB) develops and issues guidance, regulations, and publications on ARNG/ARNGUS matters, in accordance with the Department of the Army policies and DODD 5105.77 (National Guard Bureau (NGB)).
- b. The Director, Army National Guard (DARNG), under the authority of, and at the direction of CNGB, supervises the development and execution of plans, policies, and procedures for all matters that affect ARNG/ARNGUS personnel management and sustainment.

c. ARNG G1:

- (1) Provide procedures, policies, resources, and guidelines regarding the use and requirements for utilizing IPPS-A software to execute Human Resources (HR) support of the ARNG/ARNGUS.
- (2) Manage procedural changes to NG regulations and policies that have an impact on actions in IPPS-A, HR functions, and organizational and readiness goals of the ARNG/ARNGUS.

d. ARNG G3:

- (1) Provide procedures, policies, resources, and guidelines regarding the utilization of IPPS-A within G3 software systems.
- (2) While overseeing the training and operations of ARNG/ARNGUS, ensure units are fully capable of mobilizing and/or meet domestic response requirements, utilizing IPPS-A in support of readiness goals of ARNG/ARNGUS.
- e. ARNG Human Capital Management (HCM):
 - (1) Provides management and oversight of all T10 ARNG AGR and One Time Occasional Tour (OTOT) Soldiers participating in the T10 ARNG program.
 - (2) See PPOM 21-003 for management controls and responsibilities between HCM and the Joint Forces Headquarters in each of the 54 States and Territories.
- f. Each State Adjutant General (AG) will:
 - (1) Develop and implement programs to manage and sustain their force that will meet Federal and State objectives and the provisions of this guidance.
 - (2) Provide continuing guidance to subordinate commanders to ensure that all required programs and actions are implemented, supported, and properly conducted within the purview of this guidance.
- *g.* Officers, Warrant Officers and Noncommissioned Officers at every level will train, guide, counsel, and advise their Soldiers, and assist in their military professional development while simultaneously ensuring that the organization attains its readiness goals and objectives.
- h. Soldiers will:
 - (1) complete their IPPS-A required training.
 - (2) have an individual responsibility to ensure their personnel record is up to date in IPPS-A.
 - (3) have access to personnel transactions logged into IPPS-A through either a Personnel Action Request (PAR) or Customer Relationship Management (CRM) Ticket.
 - (4) keep updated on policies and regulations.

1-4. Description of Processes

- a. Definition. A detailed definition for each process to include:
- b. Applicability. Military Personnel Class (MPC) applicability for this pamphlet is separated into four categories:
- (1) Commissioned Officer: Applies to commissioned officers, less commissioned warrant officers.
- (2) Officers: Applies to both commissioned and warrant officers, whether commissioned or not.
- (3) Warrant Officers: Applies to warrant officers only, whether commissioned or not.
- (4) Enlisted: Applies to enlisted personnel only.
- e. Interfaced. The authoritative data source (ADS)
- f. TIN. Military Pay Transaction Identification Numbers
- g. References: document or directive from which the data is obtained, i.e., orders, regulation(s), and/or other applicable form(s)
- h. KSD. Key Supporting Documents (KSD) Supporting documentation needed for personnel action request.
- I. Who Can modify: Which roll can make updates to the system.
- j. Navigation: Steps to take within the system to reach the correct tile for updating.

Chapter 2 **Assignments - Distribute**

2-1. Active Status Program Active Status Program identifies Soldier's on current and past active status within IPPS-A. The Active Status program is automatically updated through assignments. FAB 5/Movement ID

Applicability: OFF, WO, ENL Who can modify: On/Off Boarding Navigation: Workforce Development > Profile Management > Profiles > Person Profiles > Search Empl ID or Name

Active Statu	is Reference	ce Table
MILCOMP Category	TAPDB	DEFINITION
J		State Controlled Tours – Title 32
SG	А	FULL-TIME MANNING STATE
80	E	Includes all AGK personnel in deployable units excluding SIDPERS
50	E	ACTIVE GUARD/RESERVE RECONTINUE STATE
34	1	short bur of 180 days ending prior to 30 Sep of current FY
SA	6	ACTIVE DUTY FOR SPECIAL WORK – DRUG INTERDICTION (TITLE 32) SPANNING FISCAL YEAR
SA	7	ACTIVE DUTY FOR SPECIAL WORK-DRUG INTERDICTION (TITLE 32) SHORT TOUR
		TEMPORARY ACTIVE/GUARD RESERVE STATE
SA/SG	Μ	Mobilization full time duty under Title 32 USC 502(f) Also Used for Mobilization Augmentee to provide manpower during periods of mobilization in the form of ETNGDSW
SG		READINESS SUPPORT MISSION STATE
00	N	AGR including AGR personnel who work in the Office of the USPFO
SG	Q	STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM STATE
	5	AGR personnel serving in support of SIDPERS
SG	T	ARMY MEDICAL DEPARTMENT RECRUITER STATE
SV	5	132 Counterdrug Tour AGR support of counterdrug/drug interdiction activities
SA		ACTIVE-DUTY SPECIAL WORK SUPPORT STATE
0.1	Q	short tour(s) of 179 days or less that will not exceed 179 during same FY
SA	U	ACTIVE-DUTY SPECIAL WORK/TRAINING <i>Title 32</i>
		NONE
SA	Y	NOT ON AN ACTIVE-DUTY PROGRAM 0F 30 CONSECUTIVE DAYS OR MORE includes personnel in active and inactive status (i.e., UDT, 14DT, and URG)
SA	7	Inktown
		NGB Controlled Tours – Title 10
SA	0	ACTIVE DUTY (AD) ACTIVE DUTY FOR PREPLANNED MISSIONS IN SUPPORT OF THE COMBATANT
SG		ADVISOR/I JAISON NATIONAL GUARD BUREAU
	С	AGR Officers assigned Does not include enlisted personnel 10 USC 12301 IAW 10211
		TRAINING/LOGISTICS SUPPORT NGB
		AGR PERSONNEL (OFF/WO/ENL) (O6 OR BELOW) IAW 10 USC 12301(d) / 10 USC 12310(a) AGR PERSONNEL
SG	D	(OFFICER/WARKANI/ENLISTED) (O6 OR BELOW) ASSIGNED TO NGB (T10 TOUR). (DO NOT ACCESS INTO THE STRENGTH OF THE ACTIVE ADMY) (O6 OR BELOW) AOT FOR GENERAL OFFICER OPDERS) This code is
		also used for assignment to MACOMs, Installations, or Field Operating Agencies (FOAs), including the ROTC
		Program, for the purpose of organizing, administering and training the Reserve Components.
SG	н	NATIONAL GUARD BUREAU COMMISSIONED OFFICERS
0)/		SERVING ARMY GENERAL STAFF 10 USC 12301/ 10 USC 12402 Not General Officers
SV	L	UNITED STATES PROPERTY AND FISCAL OFFICER
50	2	110 Support to states Countergrug Programs
54	I	CARE-RETENTION
SA/SG		RECRUITING NATIONAL GUARD BUREAU
	J	AGR Personnel assigned to manage the ARNG recruiting program (10 USC 12301 IAW 12310)
SG	0	RETENTION NATIONAL GUARD BUREAU
86	-	AGK personnel assigned to manage the AKNG retention program (10 USC 12301 IAW 12310)
36	Р	AGR assigned to manage the ARNG medical recruiting program. (10 USC 12301 IAW 12310)
SG	Р	
	к	IEMPORART ACTIVE GUARD/RESERVE NGB (UTUT)(U/W/E) U6 UR BELUW
SA	3	ACTIVE DUTY FOR SPECIAL WORK SPANNING FISCAL YEAR
		Short tour of 100 days of more projected to be on tour as of 30 Sep USE FOR GENERAL OFFICERS ON CO-ADOS ORDERS

Active Statu	Active Status Reference Table Cont'd							
MILCOMP Category	TAPDB	DEFINITION						
SA	8	ACTIVE DUTY FOR SPECIAL WORK INTERDICTION (TITLE 10) SPANNING FISCAL YEAR ACCUMULATE 180 DAYS OR MORE						
SA	9	ACTIVE DUTY FOR SPECIAL WORK-DRUG INTERDICTION (TITLE 10) SHORT TOUR TOUR OF 179 DAYS OR LESS DURING THE SAME FY						
SA	х	ACTIVE-DUTY SPECIAL WORK NGB 180 days or more terminating prior to 30 Sep of current FY to include GENERAL OFFICERS. USE FOR NGB ISSUED ORDERS (ADOS-RC), USE FOR GENERAL OFFICERS ON CO-ADOS ORDERS						
SA	W	FULL TIME TRAINING DUTY OTHER (Annual Training) short tour(s) of 179 days or less or that will not exceed 179 during the same FY						
SA	4	PERSONNEL ORDERED TO ACTIVE DUTY under 10 USC 12304 or as volunteers serving on Active Duty 10 USC 12301						
SG/SA	F	ORDERED ACTIVE DUTY WITH UNIT FR FULL-TIME TITLE 32 AGRs (T10 or T32) Involuntary ordered into a Mobilization Status						

Interfaced: None TIN: A24 References: N/A KSD Required: Orders TRANSACTIONS: EADT, NPSG, OIUR, PSG, RADT

2-2. AGR Consecutive Tour (Curtail/Extend) – Temporary Assignment

Member is currently on an Active Guard Reserve (AGR) tour that has been extended. The assignment location has not changed. This is a 2-step process.

Applicability: OFF, WO, ENL Who can modify: UIA PAR; Temporary Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Landing page Current/Approved

Step 1

Action Required: On the TEMP Assignment (AGR Position)

2. Select the appropriate Other Actions drop-down arrow then select Curtail/Extend from the list items.

Enter the date (MM/DD/YYYY) in the Project End Date field or use the Calendar icon. (New AGR tour end date)
 Select the Submit Curtail/Extend button then select the OK button to complete the process.

Additional Information:

• Approval considerations for this process are set in accordance with the Approval Definitions section of the FAB5 Configuration.

• For ARNG, curtail/extend assignments are sent to S1 Pool.

Record Update: Manual or Automatic depending on transaction IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: None

Step 2 - Member Elections – Recommend member updates elections or follow steps below.

Applicability: OFF, WO, ENL Subcategories: HR Professionals Navigation: Workforce Administration > Assignment Tracking > Manage Member Elections

Action Required:

1. Select the desired ACT Assignment ID link then select the Next button.

2. Select the **Tour Election** drop-down arrow then select the appropriate Tour Election from the menu.

3. Select the Traveling Yes / No sliders for the applicable information then select the Acknowledgement Yes / No slider.

4. Select the **Submit** button then select the **Next** button.

5. Select the **Approval Decision** drop-down arrow then select the appropriate approval decision.

6. Select the Save button then select the Next button.

7. Adjust the Accept Entitlement Yes / No slider then select the Save button.

8. Select the Next button then select the Mark Complete button to complete the process.

Record Update: Automatic IPPS-A Order Generated: No Interface: None TIN/FID: None

Step 3 -DMDC Benefits Verification/Update - The following steps used to verify and update DMDC

Action Required:

- Verify ASG T32/T10 tour start and end dates match between IPPS-A and DMDC GRAS file.
 If start and end dates match. The period between the are correct.
- 3. If start date and end dates do not match, submit an Enclosure 8 to correct the DMDC record.
- 4. Once Enclosure 8 has been submitted, verify the next GRAS file update that the changes posted correctly to the Soldiers DMDC record.
- 5. If changes did not post accurately, review GRAS errors to determine why the tour did not post. Correct error to enable updates to post to the Soldiers record

2-3. Attached (ATC) – Temporary Assignment

Attach or relieve the Soldier from attachment to a unit.

Applicability: OFF, WO, ENL

Who can modify: UIA PAR; Temporary Navigation: Workforce Administration > Assignment Tracking > Manage Assignments Search by EMPL ID or Name

Enter the following information within IPPS-A: Create Temporary Assignment (temp assignment tab) Attachment (dropdown)

Assignment Details page

Enter Projected Begin Date Enter Projected End Date* *Report Date (Auto populated)

Standard Fields (Required fields)

*Enter the UIC (Enter UIC) *Position Tour Type = Not Applicable *Job Code (selection options begin with MPC. They're not based on rank) *Duty Title (not auto-selected based on job code) *Duty position qual

Additional Fields Type Attachment:

Type Attachment Reference Table							
Code	Authority	Description					
33		ATTACHED TO ACTIVE ARMY UNIT AS IRR AUGMENTEE – Not Applicable to ARNG					
34		ATTACHED TO ACTIVE ARMY UNIT AS OTHER THAN IRR AUGMENTEE - Not Applicable to ARNG					
32	NGR 350-1 para 2-5 a (2)	ATTACHED TO ARMY RESERVE UNIT - Not Applicable to ARNG					

42	NGR 350-1 para 2-5 b (2)	ATTACHED TO ARNG OCS AS CANDIDATE IN OTHER THAN HOME STATE - Not Applicable to ARNG
41	NGR 350-1 para 2-5 a (1)	ATTACHED TO ARNG RTI AS OCS CANDIDATE
43		ATTACHED TO ARNG RTI AS STUDENT OTHER THAN CANDIDATE
44	NGR 350-1 para 2-5 a (5)	ATTACHED TO ARNG RTI IN A SUPPORT STATUS
39	NGR 350-1 para 2-5 a (5)	ATTACHED TO OTHER RESERVE COMPONENT - Not Applicable to ARNG
47	NGR 350-1 para 2-5 a (1)	ATTACHED TO ARNG UNIT FOR DUTY STATION ASSIGNMENT - Not Applicable to ARNG
45	NGR 350-1 para 2-5 a (1)	ATTACHED TO UNIT IN HOME STATE
46	NGR 350-1 para 2-5 b (2)	ATTACHED TO UNIT IN OTHER THAN HOME STATE - Not Applicable to ARNG
40		ATTACHED TO UNIT OF ANOTHER SERVICE - Not Applicable to ARNG
31		DETACHED – Release

Reference Table – Type of Attachment (ATCCAT) – Applicable to the ARNG							
DATA CODES	IPPS-A Description	LONG DEFINITION					
31 (System Generated)	WILL ONLY POPULATE WHEN A USER DEPARTS THE SOLDIER FROM THE ATTACHMENT	RELIEF FROM ATTACHMENT					
41	ATCH-ARNG-RTI-STDNT-OT-CANDTE	ATTACHED TO ARNG RTI AS OCS/WOCS CANDIDATE					
43	ATCH-ARNG-RTI-SUPT	ATTACHED TO ARNG RTI AS STUDENT OTHER THAN OCS/WOCS CANDIDATE					
44	ATCH-ARNG-RTI-SUPT	ATTACHED TO ARNG RTI IN A SUPPORT STATUS					
45	ATCH-UNIT-HOME-STATE	ATTACHED TO ARNG UNIT IN HOME STATE					
47	ATCH-UNIT-DY-STA-ASG	INDIVIDUAL ATTACHED ARNG UNIT FOR DUTY STATION ASSIGNMENT					

Required Additional Fields

Attached UIC Reason Code

Reference Table – Reason for Attachment							
TAPDB	PDB IPPS-A Short DEFINITION Description						
Α	ADMIN	Attached for administration, training, and pay					
В	TNG	Attached for training only					
С	RETIREMENT	Attached for retirement points only					
	Change of Station	Temporary Change of Station (TCS)					

Once approved, submit

Departure -

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments Search by EMPL ID or Name

Depart on PCA (PERM Assignment)

On current assignment select other actions and depart member Tour Completion Status = Normal tour not complete.

Arrival -

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments Search by EMPL ID or Name

Arrive member on Temp Assignment

In the Assignment Coord and Tracking (ACT Module) Select **other actions** and then **arrive Soldier**

Do a Check:

Upon arrival at home or next assignment, Job Data automatically updates. System generates a row in Job Data, Work Location (tab): Effective Date: (System generated) Action: (System generated) Action Reason: (System generated)

Interfaced: N/A TIN: A09 References: N/A KSD Required: Orders

2-4. Conditional Release (CREL)

Enter the granting of a conditional release for enlistment/appointment in another State or component. Only the ARNG and USAR use CREL as preparatory approval for component transfers. A CREL and all status changes for the CREL must be entered into IPPS-A by an HR Pro using the Assignment Tracking module. Additional approval processes occur outside of IPPS-A. Various business rules are activated once a CREL is in place: • For USAR and ARNG, Members cannot be reassigned while on an approved CREL. The CREL status must be updated to Cancel, Return to Duty, or XFR before a new Permanent or Temporary assignment creation except for the National Guard (the transfer assignment is created from the CREL).

• The system allows Permanent Assignment creations, but not the creation of Temporary Assignments while a member has an existing CREL on record. Permanent Assignment creation (PCA/RAS) does not cancel the CREL on the Member's record. Cancellation is a manual process by the Member's HR Professional, or Assignment Manager if required.

• ARNG does not allow any new Assignments. JOs and Promotions have eligibility checks for CREL to prevent them from integrating into Assignments when a CREL exists for both Guard and Reserve. See Chapter 12 Assignments and Transfers in the IPPS-A User Manual.

APPLICABILITY: OFF, WO, ENL SUBCAT: Offboarding Who can modify: HR Professional Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Select Conditional Release Assignment

Enter Effect Date = Enter release date from control group Select apply Select done

Reopen conditional release to approve CREL STATUS = select Transfer User Action = Select the appropriate information Examples: Guard to Retired Reserve, Guard to Active, Guard to USAR IRR, Guard to AUS Retired List

Select Apply (to create the draft transfer assignment

Conditional Release Details End Date = (auto populates) Select done

Standards Fields

Assignment Dates Enter Projected Begin Date = (Enter effective date of transfer from IRR) Report Date = (auto populated) Number of day (auto populated) Projected End date (auto populated) Assignment from (auto populated) Enter Reason = Transfer – Voluntary or Transfer In-Voluntary (select the appropriate information) Enter Movement ID = (see Movement ID) Character of Service = select the appropriate information Hit submit

2-5. Manual Duty Position change (DPOS) – Assignments

The purpose of this process is to assist the HR Pro in understanding how to change a position within a company.

APPLICABILITY: OFF, WO, ENL

Who can modify: HR Professional HR Supervisor, Casualty Management Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Select the **Other Actions** drop-down arrow under current **Permanent Assignment** Select the **Position Change** menu item. Enter the date (MM/DD/YYYY) into the **Projected Begin Dt** field or use the **Calendar** icon. (**The Change Effective Date must fall within the Projected Begin Date and Projected End Date**) Select the **Position** look up tool then select the appropriate **Position number**. Select: **Submit Position Change Note:** Workflow status is not required Return to current/Approved assignments landing page The assignment status remains the same and the members position now shows the new position number.

Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: None

2-6. Manually Create a Permanent Reassignment (Transfer/TRF)

The purpose of this process is to assist the HR Pro in understanding how to manually create a non-funded permanent (home) reassignment for a Member in IPPS-A.

Applicability: OFF, WO, ENL Subcategories: HR Professionals, HR Supervisors Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Action Required:

Enter the desired information in the search field(s) and select the **Search** button. Select the **Create Permanent Assignment** drop-down arrow then select **Reassignment**. Enter the date (MM/DD/YYYY) into the **Projected Begin Dt** field or use the **Calendar** icon. Enter the appropriate information into the **UIC** field or select the **UIC** look up tool. Enter the Assignment From **PCA** Select the **Position** look up tool then select the appropriate **Position** option. Select the **Job Code** look up tool then select the appropriate **Dob Code** option. Select the **Duty Title look** up tool then select the appropriate **Duty Title** option. Select the **Duty Position Qual** look up tool then select the appropriate **Duty Totle** option. Select the **Movement ID** look up tool then select the appropriate **Movement ID** option **121 Enlisted or 120 Officer** Select the **Submit** button to complete the process.

Additional Information:

• The Movement ID field is a required entry by the system for permanent assignments. Manual assignment creations must enter a Movement ID.

Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS

2-7. Manually Create a Temporary Assignment (AGR)

The purpose of this process is to assist the HR Pro in understanding how to manually create a temporary assignment (Host) for a Member in IPPS-A.

Applicability: OFF, WO, ENL Subcategories: HR Professionals, HR Supervisors, Casualty Management Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Action Required:

Search by EMPL ID or Name

Step 1

Expand the **Temporary Assignments** section then select the **Create Temporary Assignment** drop-down arrow and select the assignment type. **Guard title 32**

Enter the date (MM/DD/YYYY) into the Projected Begin Dt and Projected End Dt fields or use the Calendar icon.

Standard Fields

Trans Type is **Initial Tour** Sub Trans type **AGR State T32** Enter the appropriate information in the **UIC** field or select the **UIC** look up tool. Select the **Position** look up tool then select the appropriate **Position** option. Select the **Job Code** look up tool then select the appropriate **Job Code** option. Select the **Duty Position Qual** look up tool then select the appropriate **Duty Position Qual** option.

Continue Step 2

Complete Elections on Behalf of Member if member has not completed.

Description: The purpose of this process is to assist the HR Pro in understanding how to complete an Elections Activity Guide on behalf of a member.

Applicability: OFF, WO, ENL Subcategories: HR Professionals Navigation: Workforce Administration > Assignment Tracking > Manage Member Elections

Search by EMPL ID or Name

Action Required:

- 1. Select the desired ACT Assignment ID link then select the Next button.
- 2. Select the **Tour Election** drop-down arrow then select the appropriate Tour Election from the menu.
- 3. Select the Traveling Yes / No sliders for the applicable information then select the Acknowledgement Yes / No
- slider.
- 4. Select the **Submit** button then select the **Next** button.
- 5. Select the Approval Decision drop-down arrow then select the appropriate approval decision.
- 6. Select the **Save** button then select the **Next** button.
- 7. Adjust the Accept Entitlement Yes / No slider then select the Save button.
- 8. Select the Next button then select the Mark Complete button to complete the process.

Record Update: Automatic IPPS-A Order Generated: No Interface: None TIN/FID:

Step 3 Depart and Arrive

Once approved, submit

Departure –

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

On current assignment (PERM) select other actions and depart Soldier.

Arrival -

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments Search by EMPL ID or Name

In the Assignment Coord and Tracking (ACT Module) Select **other actions** and then **arrive Soldier**

Click: Next

Upon arrival Job Data automatically updates.

System generates a row in Job Data, Work Location (tab): Effective Date: (System generated) Action: (System generated) Action Reason: (System generated)

Interfaced:

TIN: 900 is only generated for EADT when the Soldier's mil comp cat changes from SA to SG/SV indicating change to AGR. References: N/A KSD Required: Orders TRANSACTIONS: EADT

2-8. View Flexible, Automated, Battle-Ready 5 (FAB 5)

All assignments contain five configuration fields to determine how an assignment populates, processes, and is maintained in IPPS-A. Service Component—Identifies Member's currently assigned component, Action—Begins the assignment definition, Action Reason—Continues to define an assignment, Trans Type—Custom field to further delineate assignments and Subtrans Type—Custom field to further delineate assignments. The purpose of this process is to assist the HR Pro in understanding how to view the FAB5 Configuration table for details on specific assignment types. See chapter 30 in the IPPS-A User Manual.

Applicability: OFF, WO, ENL

Subcategories: HR Professional, Army Budget Office, Assignment Actions (IP_HCMHR_ASSIGN_ACTN_CFG_View)

Navigation: Navigator > Set Up HCM > Product Related > Workforce Administration > Assignment Tracking > FAB5 Configuration

Action Required:

1. Enter the desired information in the search field(s) then select the Search button.

- 2. Enter the desired information into the Service Component and Action fields then select the Search button.
- 3. Select the appropriate FAB5 Configuration link then scroll down to view additional Configuration details.
- 4. Select the Entitlements tab then view additional Entitlements details.
- 5. Select the Audit Fields tab to view the FAB5 Available Member Entitlements.
- 6. Select the **LOA** tab to view the information on the page.
- 7. Select the Required Fields tab to view the information on the page and complete the process.

Additional Information:

• The FAB5 Configuration page is view only for HR Professionals and the Army Budget Office.

• Review each tab to see specific FAB5 Configuration parameters.

Record Update: No IPPS-A Order Generated: No Interface: None TIN/FID: None

2-9. Movement ID – Assignment Loss Reason Reference table

An assignment creation requires data entry in the Movement ID field. Assignment Loss Reason (ASGLSR) maps and configures a Movement ID. ASGLSR values incorporate and combine with the Movement ID configuration and is not selectable from an Assignment perspective.

Movement ID provides a way to detail the reasons behind a gain or loss to a unit/component. **See NGR 600-200 section 6-35.**

Movement ID break down: Use the View All link (or if more than 100 use the View 100 link) to view all at once, or 100 at a time.

- Movement ID Movement ID code number in IPPS-A
- SEPDEM Separation Program Designator code
- SPD Separation Program Designator (SPD) description
- MPARSN Military Personnel Appropriate (MPA) MPA reason code
- MPA Reason MPA reason short description
- ASGLSR Assignment loss reason code
- Assignment Loss Reason Assignment loss reason short description
- Reenlistment Eligibility Reenlistment eligibility category
- · Vol/Invol Voluntary or Involuntary separation indicatory column

The reference table below, shows the ASGLSR Code, Reason and Reenlistment Eligibility category (RE Code), the movement ID associated with the Assignment Loss Reason Code.

Assignment Loss Reason Reference Table							
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE
	The following o	codes are used for	Inactive Nation	al Guard (ING)	transaction	IS ONLY	
AO	Return from inactive status	NGR 614-1, PPOM 14-015	AUTH_78, N/A	E		213	NA RE-1
AA	Return from ING to perform Annual Training	NGR 614-1, NGR 680-1	AUTH_78, N/A	E		214	NA RE-1
IL	Individual's request to be transferred to the ING for personal reasons. Note: Also used for "RFP" to enlist in the ING.	NGR 600-200, NGR 614-1, PPOM 14-015	AUTH_10, AUTH_78, N/A	E		284	NA RE-1
ΤI	Transfer Involuntarily to the ING	NGR 600-200, NGR 614-1, PPOM 19-032	AUTH_10, AUTH_78, N/A	Е		285	RE-1
	The	following code is a	auto Generated	by transaction	s ONLY		
MB	Mobilization of individuals	AR 135-200	N/A	O, W, E	B (Soldier remains in the strengt h of the ARNG).	757	NA
A5	Immediate Reenlistment	NGR 600-100 NGR 600-200		E		286	RE-1
A7	Demobilized unit from active duty	AR 135-133	N/A	O, W, E		753	RE-1
A8	Demobilized individual	AR 135-133	N/A	O, W, E		754	RE-1 NA
The following codes are used with GAIN transactions ONLY							

A1	Appointed as Commissioned Officer	NGR 600-100	AUTH_11	0	766 - Off 824- Enl 22-Enl	NA
A2	Appointed as Warrant Officer	NGR 600-101	AUTH_13	W	777-Off 823- Enl 23- Enl	NA RE-1
A3	Enlisted	NGR 600-200	AUTH_10	E	698- Enl 1-Enl	RE-1 NA

Assignment Loss Reason Reference Table										
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE			
The following codes are used with GAIN transactions ONLY										
A4	Reenlisted	NGR 600-200, AR 135-178, NGR 600-200	AUTH_10, AUTH_33, N/A	E		699-Enl 266-Off 267-Enl 2-Enl	RE-1 NA RE-1 RE-1			
A6	Interstate Transfer (IST) GAIN from another ARNG State	NGR 600-200	AUTH_10	O, W, E		702-Enl 394-Off 393-Enl 5-ENL	RE-1 NA RE-1 RE-1			
A9	Return from active duty	AR 135-91, NGR 614-1, NGR 350-1		O, W, E		755- Off 755 -Enl	NA RE-1			
B1	Appointed as Commissioned Officer or Warrant Officer from Enlisted status	NGR 600-100, NGR 600-101	AUTH_11, AUTH_13	O, W, E		19- Enl 773-Off	NA			
B2	Appointed as Commissioned Officer from Warrant Officer status or Warrant Officer from Commissioned Officer status	NGR 600-100, NGR 600-101	AUTH_11, AUTH_13	O, W		16- Off 774-Off 20 – Off	NA			
B3	Enlisted from Commissioned Officer or Warrant Officer status US Army Troop Program Unit	NGR 600-200	AUTH_10	O, W, E		700-Off 3-Off	NA			
B4	Enlisted from AF, Navy or CG, Requiring BCT	NGR 600-200	AUTH_10	E		703-Enl 6- Enl	RE-1 NA			
	٦	The following codes	s are used with	LOSS transact	ions ONLY					
AD	Alcohol or other drug abuse	AR 135-178, AR 600-85, NGR 600-200	AUTH_33, N/A, AUTH_10	O, W, E	WOCQOY	750-Off 527-Enl 592-Enl 594-Off 593-Enl 595-Enl	RE-4 RE-4 RE-3 RE-4			
AF	Apathy	AR 135-178, NGR 135-101, NGR 600-200	AUTH_33, N/A, AUTH_10	O, W, E	W0CQ0Y	462-Enl 463-Off 464-Off 465-Off 466-Off 466-Off	RĒ-3			
АН	Appointed in another uniform service Note: (US Public Health, Service, National Oceanic and	NGR 600-101, NGR 635-100, NGR 600-200, AR 137-175, AR 135-178	AUTH_11, AUTH_9, AUTH_10, N/A, AUTH_33	O, W, E	WOCQOY	756- Off 804-Enl	RE-1			

	Atmospheric administration)						
AJ	Appointed as cadet or midshipman	AR 135-175, NGR 600-100, NGR 600-200	N/A, AUTH_11, AUTH_10	O, W	WOCQOU	15-Off 14-Enl	RE-1

Assignment	Assignment Loss Reason Reference Table									
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE			
The following codes are used with LOSS transactions ONLY										
AL	Approval of Headquarters DA	AR 135-133 AR 135-178, AR 600-110, AR 140-10	N/A, AUTH_33, N/A, AUTH_37	O, W, E	WOCQOK, WOCQOL	718-Off 719-Enl 297-Enl 301-Enl 295-Off 298-Enl 302-Enl 303-Enl 299-Enl 303-Enl 300-Enl 300-Enl	RE-3 RE-3 RE-4 RE-3 RE-4 RE-3 RE-4 RE-3 RE-4			
AN	Approved sentence of a court-martial	AR 600-8-24, AR 135-175	N/A, N/A	O, W, E	W0CQ0Y	494-Off 495-Enl	RE-4			
AP	Assigned to a position for which there is no provision for federal recognition	NGR 600-101	AUTH_13	O, W, E	W0CQ0K W0CQ0L	814-Off 87-Off 813-Enl 86-Enl	RE-1 RE-1			
CA	Ceases to occupy a position commensurate with their grade	NGR 600-101, NGR 635-100, NGR 614-1	AUTH_13, AUTH_9, AUTH_78	O, W, E	W0CQ0K, W0CQ0L	204-Off 203-Enl 202-Enl	RE-1 RE-3			
СВ	Retirement 20 years of active service – Regular Retirement Note: - USE FOR AGR RETIREMENT (See Annex 2 to Appendix H)	AR 600-8-24, AR 635-200, NGR 600-200, NGR 635-100	N/A, AUTH_14/6 5, AUTH_10 AUTH_9	O, W, E	W0CQ09	40-Off 852-Enl 41-En 851-Enl 42-Enl	RE-1 RE-3/ RE-4 RE-4R			
сс	Completed 20 years of service, active or inactive Do not use for AGR Retirement	NGR 680-2, NGR 600-200, NGR 635-100	N/A, AUTH_10, AUTH_9	O, W, E	W0CQ0R (*AGE 60) W0CQ0Y	483-Off 944-Off 636-Enl 945-Enl 482-Enl 946-Enl	RE-3 RE-3 *RE-4 RE-4			
CD	Commuting distance (Change of residence)	AR 135-91, NGR 600-200, NGR 614-1	AUTH_8, AUTH_10, AUTH_78	O, W, E	W0CQ0K, W0CQ0L	817-Off 105-Off 816-Enl 104-Enl	RE-1 RE-1			
CE	Completion of 6 years Ready Reserve obligation	NGR 600-200	AUTH_10	O, W, E	W0CQ0K, W0CQ0L	45-Off 46-Enl 47-Enl 859-ENL	RE-1 RE-3			

CF	Placement on Permanent Disability Retired List	AR 635-40, AR 40-501, AR 135-178, NGR 635-101	AUTH_15/6 3, AUTH_26, AUTH_33, N/A	O, W, E	W0CQ07	643-Off 846-Enl 635-Enl 845-Enl 239-Off 847-Enl 848-Enl 240-Enl 849-Enl 313-Off 314-Off 315-Enl 850-Enl 405-Off 407-Enl 406-Off 408-Enl	RE-3 RE-4 RE-4 RE-1 RE-3 RE-4 RE-4 RE-4 RE-4 RE-4 RE-4
Assignment	Loss Reason Reference 1			Military		Movemen	
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Personnel Class (MPC)	UIC	t ID	RE CODE
	Th	e following codes a	re used with L	OSS transaction	ns ONLY		
CG	Completion of 3 or 4 years, Ready Reserve service under the 3 x 3, 4 x 2 Enlistment Program	NGR 600-200	AUTH_10	E	WOCQOK WOCQOL	293-Enl 294-Enl 858-Enl 904-Enl 908-Enl 911-Enl	RE-1 RE-4 RE-3 RE-3 RE-3
СН	Reduced Retirement Age based on Qualifying Continuous Active Service	NGR 600-100, NGR 600-200, NGR 600-101, AR 140-10	AUTH_11, AUTH_10, AUTH_13, AUTH_37	O, W, E	W0CQ0R	484-Off 485-Enl	RE-3
CI	Conscientious objector	AR 135-175, AR 135-178, AR 600-43	N/A, AUTH_33, N/A	O, W, E	W0CQ0K W0CQ0L W0CQ0Y	128-Off 129-Enl 130-Enl	RE-3 RE-4
СК	Conviction of A Felony or Sentence in A Fed or State Pen	NGR 600-200, NGR 600-101, NGR 635-100, AR 135-178	AUTH_10, AUTH_13, AUTH_9, AUTH_33	O, W, E	W0CQ0Y	474-Off 475-Enl 748-Off 522-En 523-Enl	RE-3 RE-3 RE-4
CL	Conviction by a foreign court	AR 135-178, AR 600-8-24, NGR 635-101	AUTH_33, N/A, N/A	O, W, E	W0CQ0Y	506-Off 505-Enl	RE-3
cw	Continuous and willful absence	AR 135-178, AR 630-10, NGR 600-101, NGR 600-200, NGR 635-100, NGR 614-1	AUTH_33, AUTH_60, AUTH_13, AUTH_10, AUTH_9, AUTH_78	O, W, E	WOCQOY	230-Off 231-Enl 614-Off	RE-3
	Death – Self Inflicted – MPARSN JI			O, W, E	W0CQ0Y	501	NA
	Death – Battle or Hostile Action – MPARSN JJ			O, W, E	W0CQ0Y	502	NA
DA	Death – Non-battle or Non-Hostile Act – MPARSN JK (Resulting from Disease)	NGR 600-101, NGR 600-200, NGR 37-104-3 Chapter 8	AUTH_13, AUTH_10, N/A	O, W, E	W0CQ0Y	503	NA
	Death – Non-battle or Non-Hostile Act – MPARSN JL (Resulting from other			O, W, E	W0CQ0Y	504	NA

	than disease)						
DC	Dependency	AR 135-178, NGR 600-200	AUTH_33, AUTH_10	O, W, E	W0CQ0K W0CQ0L W0CQ0Y	182-Off 183-Enl	RE-3
DE	Dropped from the rolls	AR 135-175, AR 135-178, AR 600-8-24, NGR 600-200, NGR 635-100	N/A, AUTH_33, N/A, AUTH_10, AUTH_9	O, W, E		417-Enl 808-Enl 418-Off 419-Off 420-Off 421-Off	RE-3/ RE-4
EA	Employment with a foreign government	AR 135-175, NGR 600-101, NGR 635-100, NGR 635-101	N/A, AUTH_13, AUTH_9, N/A	O, W, E	W0CQ0Y	219-Off 218-Enl	RE-1

Assignment	Assignment Loss Reason Reference Table									
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE			
	Th	ne following codes	are used with L	OSS transactio	ons ONLY	I				
EB	Enlisted or Appointed in any Regular component	AR 135-175, AR 135-200, NGR 600-101, NGR 600-200	N/A, AUTH_34, AUTH_13, AUTH_10	O, W, E		288-Off 287-Enl 383-Off 381-Enl	Re-1 RE-1			
EC	Enlistment or Appointment in any Reserve Component	AR 135-175, NGR 600-101, NGR 600-200	N/A, AUTH_13, AUTH_10	O, W, E		292-Off 289-Enl 384-Off 382-Enl	RE-1 RE-1			
EE	Enrolled IN ROTC Scholarship or Non- Scholarship	AR 135-178, NGR 600-200	AUTH_33, AUTH_10	E	W0CQ0T	397-Enl 398-Enl	RE-1 RE-3			
EG	Erroneous Enlistments- Reenlistment-Extension	AR 135-178, NGR 600-200 AR 635-200	AUTH_33, AUTH_10, AUTH_14/6 5	E	WOCQOY	948-Enl 696-Enl 486-Enl 487-Enl 205-Enl 205-Enl 273-Enl 206-Enl 274-Enl	RE-3 RE-1 RE-3 RE-3 RE-3 RE-3 RE-3 RE-3 RE-3			
EH	Exemption from involuntary active duty	AR 135-174, AR 135-178, AR 601-25	N/A, AUTH_33, N/A	O, W, E	W0CQ0K W0CQ0L W0CQ0P	391-Off 392-Enl	RE-3			
EJ	Expeditious discharge program	NGR 600-100 NGR 600-101 NGR 600-200	AUTH_11, AUTH_13, AUTH_10	O, W, E	W0CQ0Y	350-Off 724-Enl 348-Enl 349-Enl	RE-3 RE-3 RE-3			
EN	Expiration of authorized period of over strength, additional TDA Note: position or extra TDA position	AR 135-175, NGR 600-100, NGR 600-101, NGR 635-100 NGR 600-200	N/A, AUTH_11, AUTH_13, AUTH_9, AUTH_10	O, W, E	W0CQ0K W0CQ0L	11-Off 10-Enl	RE-1			
EO	Erroneous Officer Accession - Gain	NGR 635-100	AUTH_9	0	W0CQ0Y	275-Off 488-Off	NA			
EP	Expiration of authorized period of status mandatory removal	NGR 635-100	AUTH_9	O, W	WOCQOR	29-Off 826-Enl	NA			
ER	Discharge for Expiration Term of Service (ETS) or Initial obligation	AR 135-178, NGR 600-200	AUTH_33, AUTH_10	O, W, E	WOCQOK WOCQOL WOCQOY	812-Off 48-Off 810-Enl 49-Enl 811-Enl 50-Enl 803-Enl 860-Enl	RE-1 RE-1 RE-3 RE-3 RE-1 RE-3			

EW	Erroneous Warrant Officer Accession- Gain	NGR 600-101	AUTH_13	W	W0CQ0Y	717-Off 489-Off	NA
FA	Failure to reply to or accept official correspondence, travel orders, or forms	AR 135-175, AR 135-178, NGR 635-101	N/A, AUTH_33, N/A	O, W, E	WOCQOK, WOCQOL	571-Enl 572-Off 573-Off 574-Off 575-Off 576-Off	RE-3
FB	Failure to be selected for promotion to CW2 or1LT	AR 135-1, AR 135-175, NGR 635-100	N/A, N/A, AUTH_9	O, W	W0CQ0K W0CQ0L	355-Off 356-Off 357-Off	NA
FD	Failure to meet military education qualification/ requirements	AR 135-175, NGR 635-100	N/A, AUTH_9	O, W	WOCQOK, WOCQOL	119-Off 739-Enl 500-Off 676-Enl 409-Off	RE-3 NA RE-3
FE	Failure to apply for transfer to the Retired Reserve upon removal from active status	AR 135-175, DODI 1200.15	N/A, N/A	O, W,	WOCQOY	402-Off 401-Enl	RE-3

Assignme	Assignment Loss Reason Reference Table									
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE			
		The following codes a	are used with L	OSS transaction	ns ONLY					
FF	Failure to execute Ready Reserve service agreement for retention	AR 135-175	N/A	O, W, E	WOCQOK, WOCQOL	81-Off 80-Enl	RE-1			
FG	Failure to meet eligibility requirements for appointment	AR 135-175, NGR 600-101, NGR 635-100	N/A, AUTH_13, AUTH_11	O, W, E	W0CQ0Y	697-Off 220-Enl. 499-Off 498-Enl	RE-1 RE-3			
FH	Failure to Receive a Favorable Bi and/or Nac	AR 135-178, AR 604-10, AR 380-67	AUTH_33, N/A, N/A	O, W, E	W0CQ0Y	186-Off 188-Enl 187-Off	RE-4			
FK	Failure to accept appointment as a Reserve officer of the Army	NGR 600-01, NGR 635-100, NGR 600-200	N/A, AUTH_9, AUTH_10	O, W, E	W0CQ0Y	400-Off 399-Enl 613-Off	RE-3			
FL	Failure to verify MOS	AR 135-205, NGR 600-200	N/A, AUTH_10	E	W0CQ0Y	363-Enl	RE-3			
FN	Financial irresponsibility	AR 135-178, NGR 635-101	AUTH_33, N/A	O, W, E	W0CQ0K W0CQ0L W0CQ0Y	456-Enl 457-Off 458-Off 459-Off 460-Off 461-Off	RE-3			
FP	Fraudulent entry Note: concealment of prior service, conviction civil court, criminal record, juvenile offender, etc.	NGR 600-200, AR 135-178	AUTH_10, AUTH_33	O, W, E	W0CQ0Y	152-Enl 154-Enl 156-Off 153-Enl 155-Enl	RE-3 RE-4 RE-3 RE-4			
FR	Failure to receive clearance for enlistment from USAR Control Group	NGR 600-200	AUTH_10	O, W, E	W0CQ0K W0CQ0L	279-Off 276-Enl 277-Enl 278-Enl	RE-3 RE-3 RE-3			
GA	Interstate Transfer (IST) Loss to Another ARNG State	NGR 600-200, NGR 635-100	AUTH_10, AUTH_9	O, W, E		396-Off 395-Enl	NA RE-1			
НА	Hardship or religious reasons	AR 135-178	AUTH_33	O, W, E	W0CQ0K W0CQ0L W0CQ0Y	158-Enl 157-Off 159-Enl	RE-3 RE-3			
IA	IAW State laws or regulations	NGR 600-101, NGR 635-100	AUTH_13, AUTH_9	O, W,	W0CQ0L W0CQ0K W0CQ0Y	76-Off	NA			
IC	Inability to perform prescribed duties due to parenthood	AR 135-178, NGR 600-200	AUTH_33, AUTH_10	O, W, E	W0CQ0L W0CQ0K W0CQ0Y	176-Off 172-Enl 173-Enl 174-Enl	RE-3 RE-3 RE-3			

						175-Enl	RE-3
IE	Inactivation, reorganization, or relocation	AR 135-91, NGR 600-200 NGR 600-101 NGR 600-100	AUTH_8, AUTH_10, AUTH_13, AUTH_11	O, W, E	WOCQOK WOCQOL WOCQOR WOCQOY	106-Off 107-Enl 120-Off 121-Enl 221-Off 222-Enl 543-Off 544-Enl 618-Off 619-Enl	RE-1 RE-1 RE-1 RE-1 RE-1
IG	Inaptitude	AR 135-178, NGR 600-200, NGR 635-101	AUTH_33, AUTH_10, N/A	O, W, E	W0CQ0Y	423-Enl 424-Off 425-Off 426-Off 427-Off 428-Off	RE-3

Assignme	Assignment Loss Reason Reference Table								
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE		
	The	following codes are u	used with LOSS	transactions (ONLY				
IJ	Incompatible occupation, Note: includes temporary overseas residence, employment	AR 135-91, NGR 600-200	AUTH_8, AUTH_10	O, W, E	W0CQ0L, W0CQ0K W0CQ0Y	207-Off 208-Enl	RE-1		
IN	Induction into active service	NGR 600-101, NGR 600-200	AUTH_13, AUTH_10	O, W, E		163-Off 162-Enl	RE-3		
LA	Lack of required qualification for retention in the ARNG Note: (Not to be used for discharge due to overweight, APFT failure, or a positive urinalysis)	AR 40-501, AR 135-175, AR 135-178, NGR 600-200	AUTH_26, N/A, AUTH_33, AUTH_10	O, W, E	WOCQOL WOCQOK WOCQOY	815-Off 97-Enl 94-Off 95-Off 96-Off	RE-3		
LC	Lack of MTOE or TDA vacancy	NGR 600-200 NGR 600-101 NGR 600-100	AUTH_10, AUTH_13, AUTH_11	O, W, E	W0CQ0L W0CQ0K	139-Off 140-Enl 141-Off 142-Enl 257-Off 258-Enl	RE-1 RE-1 RE-1		
LD	Loss of ecclesiastical endorsement	AR 135-175, NGR 635-100, NGR 600-200	N/A, AUTH_9, AUTH_10	0	W0CQ0L W0CQ0K W0CQ0Y	193-Off 194-Off 831-Enl 195-Off	RE-1		
LF	Loss of license, special accreditation, or disbarment from professional practice required by the military assignment	AR 153-175, NGR 600-101, NGR 635-100	N/A, AUTH_13, AUTH_9	O, W	WOCQOL WOCQOK WOCQOY	83-Off 828-Enl 695-Enl 196-Off	RE-3 RE-3		
MA	Maximum Declination Period	AR 135-155	N/A	O, W	W0CQ0K W0CQ0L W0CQ0Y	270-Off 716-Enl	RE-3		
MC	Maximum allowable age	AR 135-175, AR 135-178, NGR 600-101, NGR 635-100	N/A, AUTH_33, AUTH_13, AUTH_9	O, W, E	W0CQ0Y	672-Enl 36-Off 37-Off	RE-4		
ME	Maximum authorized years of service	AR 135-175, NGR 635-100	N/A, AUTH_11	O, W	WOCQOY	673-Enl 38-Off 39-Off	RE-3		
MG	Medical, physical or mental condition retention	AR 135-178, AR 40-501, NGR 600-101, NGR 600-200,	AUTH_33, AUTH_26, AUTH_13, AUTH_10,	O, W, E	W0CQ0Y	18-Off 17-Enl 806-Enl 268-Off	RE 3 RE-4		

		NGR 635-100, NGR 635-101, NGR 614-1	AUTH_9, N/A, AUTH_78			269-Enl 951-Enl 949-Enl 950-Enl	RE-1 RE-1 RE-3 RE-4
MI	Medically unfit at time of appointment	AR 135-175, AR 600-8-24	N/A, N/A	O, W, E	W0CQ0Y	335-Off 336-Off 337-Enl 339-Enl 340-Enl	RE-3 RE-4 RE-4
МК	Minority	AR 135-178, NGR 600-200	AUTH_33, AUTH_10	E	W0CQ0Y	271-Enl	RE-3

Assignment	t Loss Reason Reference	e Table					
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE
ММ	Misconduct	AR 135-178, NGR 600-200, NGR 635-101	AUTH_33, AUTH_10, N/A	O, W, E	WOCQOY	470-Off 471-Enl 534-Off 807-Enl 554-Off 555-Enl 586-Off 587-Enl 751-Off 764-Off 763-Off 536-Enl 536-Enl 536-Enl 535-Off 538-Enl 761-Enl 762-Off 768-Enl 525-Off 766-Off 767-Enl 765-Off	RE-3 RE-4 RE-3 RE-3 RE-3 RE-4 RE-4 RE-4 RE-4 RE-4 RE-3 RE-3 RE-3
МО	Missionaries, theological students	AR 135-91, AR 135-175, NGR 600-200, NGR 614-1	AUTH_8, N/A, AUTH_10, AUTH_78	O, W, E	W0CQ0Y	151-Off 150-Enl	RE-1
MR	Moral or professional dereliction	NGR 600-200 NGR 600-100, NGR 600-101 NGR 635-101	AUTH_10, AUTH_11, AUTH_13, N/A	O, W, E	WOCQOY	557-Enl 558-Off 559-Off 560-Off 561-Off 562-Off	RE-4
NA	National security	AR 135-178, NGR 635-101	AUTH_33, N/A	O, W, E	W0CQ0Y	189-Off 190-Off 192-Enl 191-Off	RE-4
NC	National, community, or health safety interest	NGR 600-200, AR 135-178	AUTH_10, AUTH_33	O, W, E	W0CQ0Y	185-Off 184-Enl	RE-3
NE	Non-acceptance of assignment non- obligated officer	AR 135-175, AR 135-178	N/A	0, W	W0CQ0Y	805-Off	NA

NG	Non-citizen visits a foreign country of his nationality for 6 months or more	AR 135-178, Chap 15	AUTH_33	E	W0CQ0Y	35-Enl	RE-1
NJ	Non-citizen with permanent residence in a foreign country	AR 135-178, Chap 15	AUTH_33	E	W0CQ0Y	54-Enl	RE-1
NL	Non-citizen fails or refuses to give a permanent address within the USA	AR 135-178, Chap 15	AUTH_33	E	W0CQ0Y	30-Enl 133-Off 134-Enl	RE-3 RE-3
NP	Non-selection for promotion	AR 135-1, AR 135-175 NGR 635-100	N/A, N/A, AUTH_9	O, W	W0CQ0K W0CQ0L W0CQ0Y	725-Enl 358-Off 359-Off 360-Off	RE-3 NA

Assignment Loss Reason Reference Table								
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE	
	The	following codes are ι	used with LOSS	transactions (ONLY			
ос	Other disqualifying patterns or acts of conduct	AR 135-178, NGR 600-200, NGR 635-101	AUTH_33, AUTH_10, N/A	O, W, E	WOCQOY	507-Off 508-Enl 509-Off 510-Enl 530-Off 434-Off 436-Off 435-Off 531-Enl 532-Enl 564-Off 436-Off 436-Off 437-Off 566-Off 438-Off 567-Off	RE-3 RE-3 RE-4	
OE	Other reasons approved by Chief, NGB	AR 135-178, NGR 600-200	AUTH_33, AUTH_10	O, W, E	W0CQ0Y	570-Off 569-Off 568-Enl 556-Off	RE-4	
PA	Personality disorders	AR 135-178, NGR 600-200 AR 635-40	AUTH_33, AUTH_10, AUTH_15/63	O, W, E	W0CQ0Y	346-Off 346-Enl	RE-4	
PC	Pregnancy or childbirth	AR 135-175, AR 135-178, AR 600-8-24, NGR 600-200, NGR 614-1	N/A, AUTH_33, N/A, AUTH_10, AUTH_78	O, W, E	W0CQ0K W0CQ0L W0CQ0Y	166-Off 170-Enl 168-Enl 167-Off 171-Enl 169-Enl	RE-1 RE-3 RE-1 RE-3	
PE	Pre – IADT Discharge Program, includes SROTC/ROTC/SMP (NGR 600-200 para 6- 35d (8)) who are dis- enrolled and fail to complete AIT	AR 135-178, NGR 600-200 PPOM 14-008	AUTH_33, AUTH_10, N/A	E	WOCQOY	351-Enl 352-Enl	RE-3 RE-3	
RA	Reduction in authorized strength of a particular class of people or component, or Separation due to Force Shaping or	AR 135-178 NGR 600-200	AUTH_33, AUTH_10	O, W, E	W0CQ0K W0CQ0L W0CQ0R W0CQ0Y	108-Off 114-Enl 109-Off 115-Enl 110-Off 116-Enl	RE-1 RE-1 RE-1	

	Reduction in Force					111-Off 117-Enl 112-Off 118-Enl 113-Off	RE-1 RE-4
RC	Removal from an active status	AR 135-175, NGR 600-100, NGR 600-101, NGR 600-200	N/A, AUTH_11, AUTH_13, AUTH_10	O, W, E	W0CQ0K W0CQ0L W0CQ0Y	209-Off 210-Enl	RE-3
RG	Resignation, unqualified	AR 135-175, AR 600-8-24, NGR 600-101	N/A, N/A, AUTH_13	O, W	W0CQ0Y	211-Off	NA
RH	Release from active duty	AR 635-200 AR 135-175	AUTH_14/65, N/A	O, W, E		138-Off 137-Enl 259-Off 260-Enl 261-Enl	RE-1 RE-1 RE-3
RJ	Resignation from the ARNG	AR 600-8-24, NGR 600-101, NGR 635-100	N/A, AUTH_13, AUTH_9	O, W	W0CQ0K W0CQ0L	212-Off	NA

Assignment Loss Reason Reference Table							
DATA CODES	DEFINITION	AUTHORITY REFERENCE	IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE
RL	Resignation, conditional ILO elimination	AR 600-8-24, NGR 600-101, AR 135-175	N/A, N/A, N/A	O, W	WOCQOY	741-Off 468-Off 333-Off 340-Off 341-Off 432-Off 433-Off	NA
SA	Screening out of the Ready Reserve	NGR 600-100, NGR 635-100	AUTH_11, AUTH_9	O, W, E	W0CQ0N	670-Off 603-Off 671-Enl 604-Enl	RE-3 RE-3
SC	Selective or Qualitative Retention Action Note: Not selected for Retention by a Qualitative Retention Board or qualitative retention action	AR 135-100, AR 600-9, NGR 600-200, NGR 635-100, NGR 635-102	N/A, AUTH_48, AUTH_10, AUTH_9, N/A	O, W, E	W0CQ0K, W0CQ0L, W0CQ0R W0CQ0Y	98-Enl 99-Off 100-Off 101-Off	RE-4
SE	Separation, administrative	AR 135-175, NGR 600-200	N/A, AUTH_10	O, W, E	WOCQOK, WOCQOL WOCQOY	310-Off 720-Enl 801-Off 800-Enl 309-Enl 309-Enl 307-Enl 307-Enl 579-Off 583-Enl 308—Enl 580-Off 584-Enl 581-Off 585-Enl	RE-3 RE-3 RE-4 RE-3 RE-3 RE-3 RE-3 RE-3 RE-3
SG	Sole parenthood	NGR 600-200, NGR 600-100, NGR 600-101	AUTH_10, AUTH_11, AUTH_13	O, W, E	WOCQ0K, WOCQ0L WOCQ0Y	809-Off 181-Off 177-Enl 178-Enl 179-Enl 180-Enl	RE3
SJ	Sole surviving son or daughter	AR 135-178, NGR 600-200	AUTH_33, AUTH_10	O, W, E	W0CQ0Y	135-Off 136-Enl	RE-3
SL	Substandard performance of duty	AR 135-178, AR 600-9, NGR 635-101	AUTH_33, AUTH_48, N/A	O, W, E	W0CQ0Y	439-Enl 440-Off 441-Off 442-Off	RE-3

					443-Off 444-Off	
SU	Soldiers approved for Sanctuary (Title 10 only, approved by HRC)	AR 135-200 NGR 600-100 NGR 600-101 NGR 600-200	AUTH_33 AUTH_11, AUTH_13, AUTH_10	O, W, E	626-Off 625-Enl	RE-1
ТВ	Temporary disability retired list	AR 635-40, AR 135-175, NGR 600-200		O, W, E	758- Both	RE-3
TD	Temporary disability retired list, placement on (TDRL)	AR 635-40, AR 135-175, NGR 600-200, NGR 635-101	AUTH_15/63, N/A, AUTH_10, N/A	O, W, E	241-Off 853-Enl 242-Enl 854-Enl 316-Off 319-Enl 855-Enl 318-Enl 245-Off 247-Enl 246-Off 248-Enl 317-Off	RE-3 RE-4 RE-4R RE-3 RE-4 RE-3 RE-4 RE-4

Assignment Loss Reason Reference Table							
DATA CODES	DEFINITION		IPPS-A Authority ID	Military Personnel Class (MPC)	UIC	Movement ID	RE CODE
TG	Termination of State appointment	NGR 600-101, NGR 635-100	AUTH_13, AUTH_9	O, W	W0CQ0Y	77-Off 827-Enl	NA RE-3
тк	Trainee Discharge Program Release	NGR 600-200, AR 135-178	AUTH_10, AUTH_33	E	W0CQ0Y	353-Enl 354-Enl	RE-3
UA	Unsuitability	AR 135-178, Various DoDI	AUTH_33	O, W, E	W0CQ0Y	445-Enl 446-Off 447-Off 448-Off 449-Off 450-Off	RE-3
WA	Withdrawal of federal recognition, individual	AR 135-175, NGR 600-101	N/A, AUTH_13	0, W		82-Off	NA
WB	Discharged to accept appointment as a Commissioned or Warrant Officer in the ARNG	NGR 600-200	AUTH_10	E		775-Off 21-Enl	RE-1
WC	Withdrawal of federal recognition, unit	NGR 600-101	AUTH_13	O, W, E	W0CQ0Y	85-Off 84-Enl	RE-1
WD	Separated to enlist in the ARNG (Commissioned Officer or Warrant Officer only)	NGR 600-100, NGR 600-101, NGR 600-200	AUTH_11, AUTH_13, AUTH_10	O, W		701-Off 4-Off	
WE	Separated to accept an appointment as a Commissioned Officer or Warrant Officer (Commissioned Officer or Warrant Officer only)	NGR 600- 100, NGR 600-101	AUTH_11, AUTH_13	O, W		380-Off 729-Enl	RE -3
*XA	Special Separation Pay (Initial + 4 payments) (Involuntary Separation) (At least 20 qualifying years of service)	See note		NA	NA	NA	NA
*XB	Special Separation Pay (Voluntary Separation)	See note		NA	NA	NA	NA
*XC	Early Qualification for Retired Pay at age 60 (Involuntary Separation)	See note		NA	NA	NA	NA

*XD	Early Qualification for Retired Pay at age 60 (Voluntary Separation)	See note		NA	NA	NA	NA
XE	Separation Pay (6 To 15 Years of Service)	AR 637-2 NGR 600-5	N/A, AUTH_12	O, W, E	A, R	51-Off 52-Enl 53-Enl	RE-1 RE-3
*XF	Other Involuntary Separation (qualified for assistance)	See note		NA	NA	NA	NA
ХМ	AUT TIT 10 USC SEC 12731b "Early qualification for Reserve retirement by medically disqualified SelRes members	NGR 680-2 AR 135-180	N/A, AUTH_77	O, W. E	W0CQ0R	598-Off 602-Enl 601-Enl 599-Enl 637-Enl 600-Enl 638-Enl	RE-4

Note: OSD has withdrawn current permission for use of these identified separation incentives.

2-10. Extend/Curtail Projected End Date (PERM or TEMP)

Authorized HR Professionals may modify the end date of an assignment using the curtail/extend functionality. An amended order is produced to reflect the modifications made while increasing the sequence number of the assignment. Assignment details contain a historical display of changes made to an existing assignment. Approval for amendments based on assignment type are set in the Approval Definitions section of the FAB5 Configuration.

APPLICABILITY: OFF, WO, ENL

Who Can modify: HR Professional, HR Supervisor, Casualty Management **Navigation**: Work Force Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Actions Required:

- 1. Verify Orders from iPERMS (Orders must be concurrent with no gap.)
- 2. Search Soldier and verify that they are "Arrived" at their PERM or TEMP assignment (whichever is being adjusted)
- 3. Click on "Other Actions" on the Assignment and select "Curtail/Extend".
- 4. Then type in the new projected end date and add comments.

5. Click submit.

For ARNG, curtail/extend assignments are set to auto approve.

Record Update: Manual or Automatic depending on transaction IPPS-A Order Generated: Yes Interface: iPERMS

2-11. Transfer to Inactive National Guard (TING)

To transfer an individual to the ING. Under the National Defense Authorization Act for Fiscal Year 2017, PPOM 19-032 dated 12 July 2019, serves as official notification terminating the State's authority to assign Commissioned Officers and Warrant Officers to the Inactive Army National Guard effective 31 December 2019.

Search by EMPL ID or Name

APPLICABILITY: ENL Who Can modify: HR Professional, HR Supervisor, Casualty Management Navigation: Work Force Administration > Assignment Tracking > Manage Assignments

Landing page will be Current/Approved

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

Curtail/Extend any temp assignment to the day before creating the ING assignment.

At the Permanent Assignment

Create Permanent Assignment Guard to ING

Assignment Dates

Enter Projected Begin Date = (Enter effective date of transfer) Report Date = (auto populated) Number of day (auto populated) Projected End date (auto populated) = **ETS date** Assignment from (auto populated)

Standards Fields

Action (Auto populates –PCA) Enter Reason Inactive national guard Tour type = **Not applicable** Enter Movement ID = **285 Invol Assignment Loss Reason 'TI' or 284 Vol Assignment 'IL'**

Hit submit

2-12. Voluntary Transfer (ARNG TO Active Component)

See Chapter 15 in the IPPS-A User Manual

Verify and Lift Flags & ASCO Codes – As applicable Ensure that the member is arrived at their PERM assignment before transfer to another component.

APPLICABILITY: ENL, OFF, WO SUBCAT: Onboarding or Assignment Actions Who can modify: Category: HR Professional; Subcategory: HR Professional, HR Supervisor or Onboarding/Off boarding Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Landing page will be Current/Approved

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

Step 1 = Conditional Release (See Chapter 12, para 12-21 in the IPPS-A User Manual)

This can be created, there is no hard stop since the CREL is created outside the system.

Select Conditional Release Assignment Enter ACT Effect Date = Enter the start date of the release Enter the End Date (auto populated) from the effective date – Same as the release date Select apply Select done

Reopen open the approved conditional release to create the assignment CREL STATUS = select transfers Action Taken = Guard to active (0078) Select apply

Parent of Linked Assignment page will display

Assignment Dates Enter Projected Begin Date = (Enter effective date of transfer – Last day in the ARNG) Report Date = (Effective date or transfer) Number of day (auto populated) Projected End date (auto populated) Assignment from (auto populated)

Standards Fields

Action (Auto populates – Transfer) Enter Reason = TAN Transfer – Voluntary Position (prepopulated) UIC (prepopulated) Movement Fields Enter Movement ID = 'EB' (287) Assignment Loss Reason Character of Service = Honorable Hit submit

Linked Assignment page will display – This is the transfer process.

Assignment Dates Projected Begin Date = (Last day in the ARNG)

Assign From Select PCA

Standards Fields

Action = PCS/ACC Reason= Accession **Trans Type** = PSG (0030) **Subtrans type** = 0015 - CONUS PDS UIC = (enter the gaining UIC) – See DD Form 1966, block 18U

Position = Select appropriate information Duty Position Qual = Select appropriate information Tour Indicator = (Leave Blank) Select Submit

Step 2 - Member Elections – Recommend member updates elections or follow steps below.

Applicability: OFF, WO, ENL Subcategories: HR Professionals Navigation: Workforce Administration > Assignment Tracking > Manage Member Elections

Action Required: Select Re-Initiate all elections

Record Update: Automatic IPPS-A Order Generated: No Interface: None TIN/FID: None

Step 3 - Return to assignments Pull up the new PCA assignment (new component)

Update member entitlements then select complete

Funding

Select execute then submit the assignment for approval. Select continue

Step 2 - Go to assignments

Depart member from PCA assignment (**PERM**)

Select Permanent Assignments Submit departure from the arrived position.

2-13. Voluntary Transfer (ARNG to USAR IRR Control Group)

Verify and Lift Flags & ASCO Codes as applicable

APPLICABILITY: ENL, OFF, WO SUBCAT: Onboarding or Assignment Actions Who can modify: Category: HR Professional; Subcategory: HR Professional, HR Supervisor, or Onboarding/Off boarding Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

Step 1 = Conditional Release (See Chapter 12, para 12-21 in the IPPS-A User Manual)

This can be created, there is no hard stop since the CREL is created outside the system.

Select Conditional Release Assignment Enter ACT Effect Date = Enter the start date of the release (last day of being in the ARNG) or ETS Enter the End Date (auto populated) from the effective date Select apply Select done

Reopen open the approved conditional release to create the assignment CREL STATUS = select transfers Action Taken = 89 Guard USAR IRR Select apply

Parent of Linked Assignment page will display

Assignment Dates

Enter Projected Begin Date = (Enter effective date of transfer or ETS date) Report Date = (auto populated) Number of day (auto populated) **Workaround:** Projected End date (auto populated) Should be the Soldiers MSO – Defect (defaults the year to 2084) must enter the Soldiers MSO. Assignment from (auto populated) should be from the PCA (PERM Assignment)

Standards Fields Action (Auto populates – Transfer) Enter Reason = Voluntary

Movement Fields Enter Movement ID = 046 (Assignment Loss Reason 'CE' Voluntary) RE-1 or 047 Voluntary RE-3), or (Assignment Loss Reason 'ER') – 860 Fail Wght CTRL- Voluntary RE-3.

Character of Service = Honorable Hit submit

Linked Assignment page will display

Assignment Dates Projected Begin Date = (1st day in the new component) Standards Fields Action = XFR/TAN Reason= Voluntary Position = Select position Job Code = select job code UIC = Select appropriate information (See Reference table below)

Field Selection (For the USAR Control Groups)						
UIC	DESCRIPTION	CURRENT ORGANIZATION Data Code				
W0CQ07	Perm Disability Ret List	7 See Slide below				
W0CQ08	Temp Disability Ret List	8 See Slide below				
W0CQ09	AUS Ret List (T10/32 AGR)	9				
WOCQOK	USAR CG (Annual Training)	К				
W0CQ0M	USAR CG (OADO)	М				
W0CQ0N	Standby (Active List)	0				

Field Selection (For the USAK Control Groups) Control								
UIC	DESCRIPTION	CURRENT ORGANIZATION						
		Data Code						
W0CQ0L	USAR CG (Reinforcement)	L						
W0CQ0P	Standby (Inactive List)	Р						
W0CQ0R	USAR Retired Reserve	R						
W0CQ0S	RA Delayed Entry Program	S						
W0CQ0T	USAR CG (ROTC)	Т						
W0CQ0U	Service Academy (USMA)	U						

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Position = Select appropriate information Duty Position Qual = Select appropriate information Tour Indicator = (Leave Blank) Select save Select submit

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Go to assignments

Depart member from PCA assignment (PERM) Submit Depart

Notes:

1. If a manual correction to downstream systems is required, submit CRM IT Case and include a copy of the original orders with the amendment or revocation, along with NGB 22A (if DSCH/SEP amended for, REASON or CURORG).

* IPERMS, must also be corrected by scanning the new documents into IPERMS.

2-14. Transfer ARNG to USAR TPU

Verify and Lift Flags & ASCO Codes

APPLICABILITY: ENL, OFF, WO SUBCAT: Onboarding or Assignment Actions Who can modify: Category: HR Professional; Subcategory: HR Professional, HR-Supervisor, or Onboarding/Off boarding Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

Step 1 = Conditional Release (See Chapter 12, para 12-21 in the IPPS-A User Manual)

This can be created, there is no hard stop since the CREL is created outside the system.

Select Conditional Release Assignment Enter ACT Effect Date = **Enter the start date of the release** Enter the End Date (auto populated) from the effective date Select apply Select done

Step 2

Reopen open the approved conditional release to create the assignment CREL STATUS = select transfers Action Taken = 092 Guard to USAR TPU Select apply

Step 3

Parent of Linked Assignment page will display

Assignment Dates Enter Projected Begin Date = (Enter effective date of transfer) The projected begin date will be the 1st day in the NEW COMPONET. Report Date = (auto populated) Number of day (auto populated) Projected End date (auto populated) Assignment from (auto populated) should be from the PCA (PERM Assignment)

Standards Fields Action (Auto populates – Transfer) Enter Reason = Voluntary

Movement Fields Enter Movement ID = Character of Service = Honorable Hit submit

Step 4

Linked Assignment page will display

Assignment Dates Projected Begin Date = (1st day in the new component)

Standards Fields Action = Reason= Position = Select position Job Code = select job code UIC = Select appropriate information

Position = Select appropriate information Duty Position Qual = Select appropriate information Tour Indicator = (Leave Blank) Select save Step 5

Go to assignments

Depart member from PCA assignment (PERM) Submit Depart

Select Permanent Assignments Submit departure from the arrived position.

Return to assignments Arrive Member to the new PCA assignment (new component)

2-15. Transfer ARNG to Retired Reserve

Verify and Lift Flags & ASCO Codes – If applicable

APPLICABILITY: ENL, OFF, WO SUBCAT: Onboarding or Assignment Actions Who can modify: Category: HR Professional; Subcategory: HR Professional, HR Supervisor, or Onboarding/Off boarding Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

Step 1 = Conditional Release (See Chapter 12, para 12-21 in the IPPS-A User Manual)

This can be created, there is no hard stop since the CREL is created outside the system.

Select Conditional Release Assignment Enter ACT Effect Date = **Enter the start date of the release** Enter the End Date (auto populated) from the effective date Select apply Select done

Reopen open the approved conditional release to create the assignment

MDAY Retired Reserve CREL STATUS = select transfers Action Taken = 0084 Retired Reserve (Gray Area – W0CQ0R)

Or AGR Retirement CREL STATUS = select transfers Action Taken = 0083 Guard to AUS Retired List (W0CQ09)

Select apply

Parent of Linked Assignment page will display

Assignment Dates

Enter Projected Begin Date = (Enter effective date of transfer) **The projected begin date will be the Last day in the ARNG.** Report Date = (auto populated) Number of day (auto populated) Projected End date (auto populated) **Assignment** from (auto populated) should be from the PCA (PERM Assignment) – **for MDAY (non-regular)** Retirement - Only Or Assignment from for AGR is (TEMP Position) for AGR Retirement.

Note: If you are processing a back dated assignment you may have to change the Projected end date to be nested in the conditional release to allow user to get the retirement UIC position.

Standards Fields Action (Auto populates - Transfer) UIC = W0CQ0R (Gray Area Retiree) W0CQ09 (AUS RET List (T10/32 AGR) Enter Reason = Transfer-Voluntary **Movement Fields** 483 - (Officer) 'CC' Assignment Loss Reason (W0CQ0R) Enter Movement ID = 636 - (Enlisted) 'CC' Assignment Loss Reason (W0CQ0R) 40 - (Officer) 'CB' Assignment Loss Reason (W0CQ09) 42 - (Enlisted) 'CB' Assignment Loss Reason (W0CQ09) **Standards Fields** Action (Auto populates - Transfer) Enter Reason = Transfer In-Voluntary UIC = W0CQ07 (PERM Disability Ret List) W0CQ08 (TEMP Disability Ret List) **Movement Fields** Enter Movement ID = 634 – (Officer) 'TD' Assignment Loss Reason (W0CQ07) 846 – (Enlisted) 'TD' Assignment Loss Reason (W0CQ07) 241 - (Officer) 'TD' Assignment Loss Reason (W0CQ08) 853 - (Enlisted) 'TD' Assignment Loss Reason (W0CQ08) Character of Service = Honorable Hit submit Linked Assignment page will display **Assignment Dates** Projected Begin Date = (1st day in the new component) Assignment From - Select Arrive on Assignment **Standards Fields** Action = PCA Reason= Retirement - Voluntary Position = Select position - standard Excess Job Code = select job code UIC = Auto populated

Position = Select appropriate information Duty Title = Select appropriate information Duty Position Qual = Select appropriate information (Q, A, or S) Salary Garde = Soldiers grade Military Rank = Soldiers rank Select Submit

2-16. Interstate Transfer (IST) – (Loss)

An interstate transfer (IST) is a transfer of a National Guard Member between two states. System logic allows HR Professionals to view and select UIC's outside of their Business Unit to complete PCS/IST business processes. When a member transfers from one state to another, the losing state creates the transfer.

Applicability: OFF, WO, ENL

Subcategories: Requires both HR Professional and Offboarding subcategories **Navigation**: Workforce Administration > Assignment Tracking > Manage Assignments

Step 1

Manage Assignments

Do not *Curtail the PERM assignment end date for 1 day prior to the effective date of the IST, leave old PERM assignment as is.

*If there is an active duty TMP assignment, the end date of the active duty TMP assignment will have to be curtailed by 1 day prior to the effective date of the IST, then the HR Professional will have to depart/arrive from TMP to PER assignment to "Complete" the active duty TMP assignment and show as "Arrived" in the PERM assignment.

*After completion of creating the new PERM assignment and service member is now in the gaining state, the remainder (if any) of the active duty TMP assignment will need to be created in order for Soldier to continue on active duty if not REFRAD from losing unit (example- will be a T10 AGR assignment).

Action Required:

Enter the desired information in the search field(s) then select the **Search** button. Select the appropriate **Permanent Assignment** option from the **Create Permanent Assignment** drop-down menu. **Select Guard State to State**



Enter the date (MM/DD/YYYY) in the **Projected Begin Dt** field or use the **Calendar** icon **Enter Effective date of transfer**.

Press the **[Enter]** key to confirm the entry and have the system populate the remaining key fields in the **Assignment Header Information** section.

Enter the UIC or select the UIC look up tool. (Gaining State UIC see block 13a NGB 22-5) Select the appropriate Position option in the Position look up tool. (See PARTIII NGB 22-5 under "Other/Remarks" for IPPS-A Position#)

Enter Job Code (as appropriate) Duty Title (as appropriate) Select the appropriate Duty Position Qual option in the Duty Position Qual look up tool. **ARNG use 'Q','S' or 'N'**

Movement ID =395 Assignment Loss Reason 'GA'

Select the Submit button then select the Yes button to complete the process.

Routes to the S1 pool of the losing state

Additional Information: None Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: None

Once the depart is approved move to Step 2

Step 2 Depart a Member to an Interstate Transfer

Description: The purpose of this process is to assist the HR Pro in understanding how to depart a member for an Interstate Transfer.

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: Workforce Administration > Assignment Tracking > Manage Assignments Action Required: Enter the desired information in the search field(s) then select the Search button.

Select the Other Actions drop-down arrow for the desired assignment then select the **Depart Member** menu item. Select the Submit Departure button then select the Return to Landing Page link to complete the process.

Additional Information:

• The transfer must be approved before the departure can be processed.

• Once departed, the gaining unit has access to the Member's record.

Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: None

2-17. Templet Type Position Excess Code – Reference table

A Templets is a temporary billet used to manage manpower authorizations outside of programmed force structure. Templets will track projected and actual Individual Augmentee (IA) quantities using the same unique identification methodology and tracking algorithms as programmed manpower structure. DODI 1120.11 Programming and Accounting for Active Component (AC) Military Manpower. See PPOM 15-014 for additional information and HRI milSuite at https://www.milsuite.mil/book/groups/aos-ipps-a-support

POSITION/TEMPLET TYPE	DATA TABLE RECORD SHOWS	POSN NBR EXCESS	PARNO CODE	PARLN CODE
AGR T32	LSDB HELD FIELD	Same as Soldiers current POSN	999A	99
ING	DUTY POSITION	9993	999C	99
Standard Excess	DUTY POSITION	9993	999E	99
Attachment	ATTACHMENT	Same as Soldiers current POSN	999F	99
T10 AGR	DUTY POSITION	9993	999J	99
Excess MTOE Change	DUTY POSITION	9994	999Q	99
New Trainee	ATTACHMENT	Same as Soldiers current POSN	999T	99
IADT	LSDB HELD FIELD	Same as Soldiers current POSN	999U	99
Mobilization	LSDB HELD FIELD/ATTACHMENT	Same as Soldiers current POSN	999Z	99
T32 ADOS	LSDB HELD FIELD	Same as Soldiers current POSN	9ADS	99
T10 ADOS	DUTY POSITION	9993	9ADT	99
Inspector General (AC)			9AIG	99
Enhanced Readiness	DUTY POSITION	9997	9ERD	99
T10 GO's	DUTY POSITION	9993	9GOF	99
USPF&O's	DUTY POSITION	9993	9PFO	99
RFP SOLDIERS	DUTY POSITION	9993	9RFP	99
Senior Army Advisor (AC)			9SAA	99
Temp Hold	DUTY POSITION	9993	9TMP	99
Standard HARD SLOT	DUTY POSITION	YYYY	MTOE PARNO	MTOE PARLN

2-18. Initial Active Duty (ASG/ADI) - Manual

Note: ARISS Actions Arrival to Reception – A File Event Type A is the arrival of the Soldier at the reception battalion for all components. It includes Assignments data for the Soldier. The Soldier already has a record in IPPS-A.
ARNG - ARISS Event Type A data is for a Temporary Assignment for the ARNG (their Permanent Assignment is their home unit). IPPS-A accepts ASG ADI Assignments from the A file. IPPS-A auto-departs and auto-arrives to the Temporary Assignments. The system accepts additional A files and automates Assignments integration as applicable. IPPS-A will not perform a Change Data Capture (CDC) on other Soldier data changes. The State HR Pro must make those changes in the system.

Ship to Basic Training and AIT Assignment Creation - S File

The ARISS Event Type S is when the Soldier ships out to initial training assignments (BCT, AIT, OSUT) after leaving the reception battalion. It includes Assignment data for the Soldier. The Soldier already has a record in IPPS-A, and the assignment in the training UIC is automatically created.

ARNG - ARISS Event Type S data is for a temporary assignment for the ARNG (their permanent assignment is their home unit.) The system accepts additional S files and automates Assignments and Promotions integration as applicable. The system will capture any changes made to the Soldier's contract. The system will not accept a change to the Permanent Assignment. If a change is needed to a Permanent Assignment, terminate the record and submit a new X file.

If a manual load for the hire record was completed, then a manual ASG/ADI maybe required.

APPLICABILITY: ENL, OFF, WO

SUBCAT: Onboarding or Assignment Actions **Who can modify: Category:** HR Professional; **Subcategory:** Onboarding **Navigation:** Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Hit enter

Add the following information in IPPS-A

Create Temp assignment drop down, select Initial Active Duty Training.

Note: If Component Category=UQ or UP use this workaround. Select USAR/ARNG Split-Opt AIT (Until configuration is updated, use Workaround (Users may experience templet error when selecting this drop down. Users should continue to work through the process until they reach the UIC input portion. Insert the school UIC here and continue as usual.

Attachment Guard ADI Training Phase 1 Guard ADI Training Phase 4 Guard Title 10 Guard Title 32 Initial Active Duty Training State Active Duty USAR/ARNG Split-Opt AIT

Enter the projected begin Date, (use the date in the IADT order) Enter the projected end date Enter the Report Date (auto populates, may need updating) – IADT Order

Assignment From Select Action – PCA

Trans Type 0010 Initial Skills Subtrans type (Select applicable type)

Cancel	Lookup	
Search Criteria		
Search Results		
		7 rows
Subtrans Type 🗘	Description ©	
0007	AIT	
0011	BOLC/WOBC	
0028	OCSWOCS	
0035	Reception Station	
0083	WOBC	
8000	WOCS	
0104	BCT	

Enter UIC (verify from orders) - School UIC

Hit the magnifying glass to select Position = Student Duty Title = select Student or Student Officer (As applicable) Duty position qual = 'S'

Hit the continue button

Hit submit

Depart from PCA

Hit the drop down other actions = **Depart**

End Home Unit (HR Professional) actions

Note: If start date for IADT training is in the past. Arrive to the TEMP assignment see instructions below:

School house will do the arrival to the TEMP Assignment

On the TEMP Assignment (Other actions drop down) select arrive member.

At the confirmation page, select submit arrival.

2-19. Transfer Retired Reserve – Early Qualification (At least 15 years)

Per AUT TIT 10 USC SEC 12731b Early qualification for Reserve retirement by medically disqualified SelRes members.

Verify and Lift Flags & ASCO Codes Restriction Codes If applicable

APPLICABILITY: ENL, OFF, WO SUBCAT: Onboarding or Assignment Actions Who can modify: Category: HR Professional; Subcategory: HR Professional, HR Supervisor, or Onboarding/Off boarding Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

Step 1 = Conditional Release (See Chapter 12, para 12-21 in the IPPS-A User Manual) **This can be created, there is no hard stop since the CREL is created outside the system.**

Select Conditional Release Assignment

Enter ACT Effect Date = **Enter the start date of the release** Enter the End Date (auto populated) from the effective date Select apply Select done

Reopen the approved conditional release to create the assignment

MDAY Retired Reserve

CREL STATUS = select transfers User Action Taken = 0084 Retired Reserve (Gray Area – W0CQ0R)

Select apply

Parent of Linked Assignment page will display

Assignment Dates Enter Projected Begin Date = (Enter effective date of transfer) The projected begin date will be the Last day in the ARNG. Report Date = (auto populated) Number of day (auto populated) Projected End date (auto populated) Assignment from (auto populated) should be from the PCA (PERM Assignment)

Note: If you are processing a back dated assignment you may have to change the Projected end date to be nested in the conditional release to allow user to get the retirement UIC position.

Standards Fields

Action (Auto populates – Transfer) UIC = W0CQ0R (USAR Retired Reserve)

Enter Reason = Transfer Retirement - Mandatory

Movement Fields Enter Movement ID = 638 - Enlisted 'XM' Assignment Loss Reason – Involuntary RE-4 599 - Officer 'XM' Assignment – Involuntary

Standards Fields Action (Auto populates – Transfer)

Character of Service = Honorable Hit submit

Linked Assignment page will display

Assignment Dates

Projected Begin Date = (1st day in the new component) Assignment From – Select Arrive on Assignment Standards Fields Action = PCA Reason= Retirement – Mandatory Position = Select position – standard Excess Job Code = select job code UIC = Auto populated Position = Select appropriate information Duty Title = Select appropriate information Duty Position Qual = Select appropriate information (Q, A, or S) Salary Garde = Soldiers grade Military Rank = Soldiers rank Select Submit

2-20. Transfer from Inactive National Guard (ING) to IRR Control Group

To transfer an individual from the Inactive National Guard to the USAR Control Group. Under the National Defense Authorization Act for Fiscal Year 2017, PPOM 19-032 dated 12 July 2019, serves as official notification terminating the State's authority to assign Commissioned Officers and Warrant Officers to the Inactive Army National Guard effective 31 December 2019.

Search by EMPL ID or Name

APPLICABILITY: ENL

Who Can modify: HR Professional, HR Supervisor, Casualty Management Navigation: Work Force Administration > Assignment Tracking > Manage Assignments

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment END Date.

Step 1 = Conditional Release (See Chapter 12, para 12-21 in the IPPS-A User Manual) This can be created, there is no hard stop since the CREL is created outside the system.

Select Conditional Release Assignment Enter ACT Effect Date = Enter the start date of the release Enter the End Date (auto populated) from the effective date Select apply Select done

Reopen the Approved conditional release then

Change CREL status to transfer then hit apply.

2-21. Return from the Inactive National Guard (ING) to the ARNG

Return an individual from the ING. Under the National Defense Authorization Act for Fiscal Year 2017, PPOM 19-032 dated 12 July 2019, serves as official notification terminating the State's authority to assign Commissioned Officers and Warrant Officers to the Inactive Army National Guard effective 31 December 2019.

Search by EMPL ID or Name

APPLICABILITY: ENL

Who Can modify: HR Professional, HR Supervisor, Casualty Management, Career Management, Career Services Navigation: Work Force Administration > Assignment Tracking > Manage Assignments

Landing page will be Current/Approved

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

At the Inactive National Guard Assignment

Select from the Create Permanent Assignment = Guard ING to Guard MDAY

Action Required:

Enter the desired information in the search field(s) and select the **Search** button. Select the **Create Permanent Assignment** drop-down arrow then select **Guard ING to Guard MDAY** Enter the date (MM/DD/YYYY) into the **Projected Begin Dt** field or use the **Calendar** icon. Enter the appropriate information into the **UIC** field or select the **UIC** look up tool. Enter the Assignment From **PCA** Select the **Position** look up tool then select the appropriate **Position** option. Select the **Job Code** look up tool then select the appropriate **Job Code** option. Select the **Duty Title look** up tool then select the appropriate **Duty Title** option. Select the **Duty Position Qual** look up tool then select the appropriate **Duty Position Qual** option. Select the **Movement ID** look up tool then select the appropriate **Movement ID** option = **213** Return from inactive status

Select the Submit button to complete the process.

Change Duty status from ING to Ready for Drill.

2-22. Return from Initial Active Duty - Manual

If a manual (ASG/ADI) was completed to send to Initial Active Duty, then a manual ASG/ADI maybe required.

APPLICABILITY: ENL, OFF, WO SUBCAT: Onboarding or Assignment Actions Who can modify: Category: HR Professional; Subcategory: Onboarding Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Hit enter

Add the following information in IPPS-A

Verify Soldier is "Arrived" at their Temp assignment (ASG/ADI) Click on "other actions" on the Assignment and select "Curtail/Extend" (date needs to match the DD 214 end date)

Assignment Details page

Projected end date = (enter the training end date) Hit submit.

Temp Assignment (ASG/ADI)

Other actions = Depart member

Training Status = (Select appropriate training status) See MCC Reference table below.

MCC Traini	ng Status Refe	rence table			
Content Item ID	Training Status	Training Status Description (Note: IPPS-A Abbreviates description)	Description iates description) Military Personnel Component (MPC) Military Component Category (MCC)		nel C) nt
			ENL	OFF	WO
ITRNSA	A	NPS-PS AWAITING TRAINING IN PAY STATUS (INCLUDES PRIOR USAF/NAVY/USCG)	UP	UX	UX
		CHAPLAIN CANDIDATE (56X) - UX			
ITRNSB	В	NON-PRIOR SERVICE, AWAITING IADT, IN A NON-PAYSTATUS	UP	UP	UP
		09M (Delayed Trainee) E1-E4	IZ		

Item ID	Status	(Note: IPPS-A Abbreviates description)	Military C Catego	Componen ry (MCC)	t
Contort	Troining	Training Status Description	Milita Comp	ry Person onent (MF	nel °C)
MCC Training	y Status Refere	nce table Cont'd			
		NEW OFFICER (00E OR 00D) MUST BE ON ACTIVE- DUTY.	N/A	UF	N/A
			Ш		Ш
			SV	sv	SV
		Training Status Values)	SG	SG	SG
ITRNSH	Н		SA	SA	SA
ITRNSF	F	SOLDIER DID NOT COMPLETE IADT TRAINING	UP	UP	UP
		CHAPLAIN CANDIDATE (56X) - UX		UX	UX
ITRNSE	E	OFFICER AWAITING IADT ACTIVE-DUTY TRAINING	N/A	UP	UP
			П	н	П
			UF	UF	UF
		Values)	SV	sv	SV
		NOT REQUIRED (Applies to all Training Status	SG	SG	SG
ITRNSD	D	PRIOR RESERVE COMPONENT SERVICE; IADT	SA	SA	SA
			П	II	Ш
			UF	UF	UF
			SV	sv	SV
		(Applies to all Training Status Values)	SG	SG	SG
		APPOINTMENT AND SMPS <u>'UT' IS USED FOR</u> <u>09R/W/S</u>			
		NPS ANDOFFICERS); INCLUDES DIRECT	UT	SA	SA
ITRNSC	С	SOLDIER COMPLETED INITIAL IADT (ENLISTED	SA		

Hit submit departure. (Verify the Soldiers training status and MCC updated properly (SA/C) for Soldier who completed training successfully)

NON-PRIOR SERVICE SOLDIER COMPLETED

FIRST PART OFSPLIT TRAINING OPTION

ATTENDING SECOND PORTION OF IADT

Only CHAPLAIN CANDIDATE (56X) - UX

NON-PRIOR SERVICE SOLDIER

OFF

N/A

UF

UX

ENL

UQ

UF

UF

wo

N/A

UF

Temp Assignment

ITRNSI

ITRNSK

ITRNST

T

Κ

Т

Arrive back to first temp assignment or PERM assignment as applicable.

SOLDIER ON IADT

Hit submit

You must award MOS with a PAR action

At the Personnel Actions Request

Action: Qualifications and Skills Reason: Change of MOS Hit continue

Reason for Change = Completion of Formal Training Job Code = Enter MOS PMOS Basic of Acquiring – COMP SCH (completion of school) Medical Proficiency (if applicable) Authority *Level = (Primary, Secondary, Additional) Save changes

2-23. Revoke a TEMP assignment after arrival

The purpose of this process is to assist the HR Pro in understanding how to cancel/revoke a temporary assignment after arriving but did not complete any portion of the order. This should only occur if the order was not revoked prior to the arrival date on the orders.

APPLICABILITY: OFF, WO, ENL

Who Can modify: HR Professional, HR Supervisor, Casualty Management Navigation: Work Force Administration > Assignment Tracking > Manage Assignments

**Revoke order in ADS prior to manually revoking in IPPS-A

Search by EMPL ID or Name Verify Soldier is "Arrived" at their Temp assignment (whichever needs revoked) Click on "other actions" on the Assignment and select "Revoke" Click on Description dropdown and select the appropriate reason Click on "Submit Revoke Assignment" Click on "OK" to confirm you wish to revoke the assignment Note: If the order was revoked in ADS prior to the arrival date, the order will automatically update in

Note: If the order was revoked in ADS prior to the arrival date, the order will automatically update in IPPSA to reflect the revocation.

Record Update: Manual or Automatic depending on transaction IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: A09

2-24. Sanctuary (Approved HRC Orders)

§ 12686. Reserves on active duty within two years of retirement eligibility: limitation on release from active duty (a) LIMITATION.—Under regulations to be prescribed by the Secretary concerned, which shall be as uniform as practicable, a member of a reserve component who is on active duty (other than for training) and is within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system (other than the retirement system under chapter 1223 of this title), may not be involuntarily released from that duty before he becomes eligible for that pay, unless the release is approved by the Secretary.

References.

a. Title 10, U.S. Code, section 12686

b. DODI 1300.04, Inter-Service, and Inter-Component Transfers of Service Members

c. Army Regulation 135-200 Chapter 9, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

d. National Guard Regulation 600-200, Enlisted Personnel Management

e. National Guard Regulation 635-100, Termination of Appointment and Withdrawal of Federal Recognition

Currently IPPS-A does not allow for the correct processing of an ARNG Soldier to transfer to the IRR for AHRC to properly assign a Soldier to Sanctuary.

Until configured correctly

Workaround: All IPPS-A sanctuary processing will be done by the AHRC sanctuary team (Retirements and Separations Branch) at US. Army Human Resource Command Fort Knox, KY 40122.

States MPMO and the Soldier will be notified by email when a tentative approval memorandum for sanctuary is granted. The email will give details on any additional actions the Soldier will need to take, and when the approved orders will be published (upon receipt of DD214 for current mobilization tour).

2-25. Deleting Job Order Assignments – MASS Update

MASS update will only allow a revocation on an approved PERM assignment.

Applicability: OFF, WO, ENL

Subcategories:

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search Members EMPL ID or by Name



MASS UPDATE

Navigation: Workforce Administration > Mass Update R3> Mass Update

Once on the Mass Update page, click on the "Add a New Value" tab. The add new value tab will auto populate a value. Click on the Add button.

Mass Undate	
Enter any information you have and click Search. Leave fields blank for a list of all values.	Mass Update
Find an Existing Value Add a New Value	
▼ Search Criteria	Eind an Existing Value Add a New Value
Mass Update ID = 🗸	
Mass Update Type = v	Mass Update ID 99999999999999999999999999999999999
Mass Update Status = •	Add
Description begins with 🖌	
Case Sensitive	
Search Clear Basic Search 📓 Save Search Criteria	Find an Existing Value Add a New Value
Find an Existing Value Add a New Value	

Click on the dropdown menu for Mass Update Type. Select "Assignment Revoke". Next, input a description in the description box. Scroll down to Mass Update Records to continue.

Mass Update ID 99999999999999999999999999999999999	Vew Process Monitor Revoke assignment active duty
pulation	
Groupbox	
Search Option	Search
One UIC UIC and Hierarchy O Set of UICs	
	Mass Update for Revoking an Assignment – Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and click the "Search" button to populate the Member grid with anyone matching that criteria. Alternatively, download the file tempiate by clicking the "Download File" button, populating the data in the file, and then populate the grid by clicking the "Upload File" and setting the file for updad.
	*Note - With Mass Update Approvals on, submission is limited to user accounts ending in .01 in order to find an appropriate \$1 Pool for approval.
Date Search Option	Entry Defaults:
Current O Date Range	 There are not fields that can defaulted for Revoking Assignments. The Assignment ID is the only required field and is EMPLID specific.
	NOTE: Once all data is entered for each Member, the Mass Update can be submitted for approval. The system will automatically process the Member's records upon final approval of the Mass Update. A notification will be provided to the initiator of the request stating that it completed successfully or with error. If there were errors, they can be
Additional Search Criteria	resolved/reworked within the original Mass Update request or handled as individual entries outside of the Mass Update

Click on Submit. Then click on save. The transaction will route to the member S1 pool for approval. Once approved, the assignment will be revoked from the member's record.

Attachments										
B			I4 4	1-1 of 1 🗸	▶ ▶ I View	v All				
Description	Attached File		Attach	View						
			Attach	View	+					
Comments			ł.							
Process Mass Update	Reprocess	Submit /	Approve	Deny	PushBack		Copy - Search Details Only	Copy - Member Details		
Save Notify								[Add	Update/Display

2-26. Military Component Category Update - (Manual)

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by Empl ID or Name

Landing page is Current/Approved - (PERM Assignment)

Select drop down next to Other Actions

Select Update Component Category

You will be inside the assignment details (Submit MCC Update)

Hit Component Category

Hit the magnify glass to see all component categories. Select the appropriate Component Category change. For additional details see MCC Reference table

Select the appropriate MCC update. Hit submit

After updating you will be returned to the assignment landing page and can verify the updated on the organizational instance under component category.

2-27. Training Status Update - (Manual)

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by Empl ID or Name

Landing page is Current/Approved - (PERM Assignment)

Select the drop down next to Other Actions

Select Update Training Status

Hit the magnify glass to see all Training Status values. See MCC Reference table for more details

Select update Training Status - select appropriate the value

Hit submit.

To verify the update

After updating you will be returned to the assignment landing page and can verify the training status Change by clinking into the assignment then click on the training status link to verify.

2-28. Military Component Category Reference Table

The MCC reference table shows the alignment of the Training Status to the Military component category. Additional information can be found in DoDI 1215.06, Uniform Reserve, Training and Retirement Categories for the Reserve Components and DoDM 7730.54 Reserve Components Common Personnel Dat Systems (RCCPDS). For additional details on Training Status Codes see the Systems Data Reference Manual table (See SDRM at HRI-D milSuite) https://www.milsuite.mil/book/groups/arng-hri-d-for-internal-use-only/activity

MCC Refere	ence table				
Content Item ID	Training Status	Training Status Description (Note: IPPS-A Abbreviates description)	Military Personnel Component (MPC) Military Component Category (MCC)		nel PC) nt
			ENL	OFF	WO
ITRNSA	А	NPS-PS AWAITING TRAINING IN PAY STATUS (INCLUDES PRIOR USAF/NAVY/USCG)	UP	UX	UX
		CHAPLAIN CANDIDATE (56X) - UX			
ITRNSB	В	NON-PRIOR SERVICE, AWAITING IADT, IN A NON-PAYSTATUS	UP	UP	UP
		09M (Delayed Trainee) E1-E4	IZ		

MCC Referen	ce table Cont'	d				
Content Item ID	Training Status	Training Status Description (Note: IPPS-A Abbreviates description)	Military Personnel Component (MPC) Military Component Category (MCC)			
			ENL	OFF	WO	
ITRNSC	С	SOLDIER COMPLETED INITIAL IADT (ENLISTED NPS ANDOFFICERS); INCLUDES DIRECT	SA	SA	SA	
		APPOINTMENT AND SMPS <u>'UT' IS USED FOR</u> <u>09R/W/S</u>	01			
		(Applies to all Training Status Values)	SG	SG	SG	
			SV	SV	SV	
			UF	UF	UF	
			11	Ш	П	
ITRNSD	D	PRIOR RESERVE COMPONENT SERVICE; IADT	SA	SA	SA	
		NOT REQUIRED (Applies to all Training Status	SG	SG	SG	
		values)	SV	SV	SV	
			UF	UF	UF	
			II	Ш	Ш	
ITRNSE	E	OFFICER AWAITING HADT ACTIVE-DUTY TRAINING	N/A	UP	UP	
		CHAPLAIN CANDIDATE (56X) - UX		UX	UX	
ITRNSF	F	SOLDIER DID NOT COMPLETE IADT TRAINING	UP	UP	UP	
ITRNSH	Н	PRIOR ACTIVE FEDERAL SERVICE (SOLDIER	SA	SA	SA	
		COMPLETED INITIAL TRAINING) (Applies to all	SG	SG	SG	
		Training Status Values)	SV	SV	sv	
			II	П		

		NEW OFFICER (00E OR 00D) MUST BE ON ACTIVE-DUTY.	N/A	UF	II N/A
ITRNSI	I	NON-PRIOR SERVICE SOLDIER COMPLETED FIRST PART OFSPLIT TRAINING OPTION	UQ	N/A	N/A
ITRNSK	к	NON-PRIOR SERVICE SOLDIER ATTENDING SECOND PORTION OF IADT	UF	UF	UF
ITRNST	Т	SOLDIER ON IADT Only CHAPLAIN CANDIDATE (56X) - UX	UF	UX	

2-29. Transfer ARNG (AGR/MDAY) to TDRL and PDRL

Verify and Lift Flags & ASCO Codes – If applicable

APPLICABILITY: ENL, OFF, WO SUBCAT: HR Professional / Onboarding or Assignment Actions Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

Note: To create a transfer assignment, there cannot be any gaps in days. The transfer must begin on the same day as the current assignment **END Date.**

Step 1 = Conditional Release (See Chapter 12, para 12-21 in the IPPS-A User Manual)

This can be created, there is no hard stop since the CREL is created outside the system.

Select Conditional Release Assignment Enter ACT Effect Date = **Enter the start date of the release** Enter the End Date (auto populated) from the effective date Select apply Select done

Reopen open the approved conditional release to create the assignment

MDAY Retired Reserve CREL STATUS = select transfers User Action = 0081 Guard to PDRL, OR 0086 Guard to TDRL

Or AGR Retirement CREL STATUS = select transfers User Action = 0081 Guard to PDRL, OR 0086 Guard to TDRL

Select apply

Parent of Linked Assignment page will display

Assignment Dates Enter Projected Begin Date = (Enter effective date of transfer) The projected begin date will be the Last day in the ARNG. Report Date = (auto populated) Number of day (auto populated) Projected End date (auto populated) **Assignment** from (auto populated) should be from the PCA (PERM Assignment) – for MDAY (non-regular) Retirement - Only Or Assignment from for AGR is (TEMP Position) for AGR Retirement.

Note: If you are processing a back dated assignment you may have to change the Projected end date to be nested in the conditional release to allow user to get the retirement UIC position.

Standards Fields Action (Auto populates – Transfer) UIC = W0CQ08 (TEMP Disability Ret List)

Enter Reason = Transfer-Voluntary

Movement Fields Enter Movement ID = 758 – (both Officer and Enlisted) 'TB' Assignment Loss Reason (W0CQ08) (see Assignment Loss Reason Table for additional movement IDs)

Standards Fields Action (Auto populates – Transfer)

Enter Reason = Transfer In-Voluntary UIC = W0CQ07 (PERM Disability Ret List)

Movement Fields Enter Movement ID = 314 – (Officer) 'CF' Assignment Loss Reason (W0CQ07) 315 - (Enlisted) 'CF' Assignment Loss Reason (W0CQ07) Character of Service = Honorable

Hit submit

Linked Assignment page will display

Assignment Dates Projected Begin Date = (1st day in the new component) Assignment From – Select Arrive on Assignment Standards Fields Action = PCA/ASG Reason= Retirement - Voluntary Position = Select position – standard Excess/Retired Reserve Job Code = select job code UIC = Auto populated

Position = Select appropriate information Duty Title = Select appropriate information Duty Position Qual = Select appropriate information (Q, A, or S) Salary Garde = Soldiers grade Military Rank = Soldiers rank Select Submit

2-30. Title 10 AGR Temporary Assignments

The purpose of this process is to assist the HR Pro how to validate Title 10 temp positions, create a temp assignment, attach to another UIC, correct wrong temp assignment UIC, and or override the temp assignment to home.

Step 1 – Validate the Title 10 Temp positions

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: Organizational Development > Position Management > Maintain Positions / Budgets > Add/ Update Position Info

Action Required:

Enter the **Position Number** Check the box next to "**Include History**" Click "**Search**"

Enter any information you have	and click Search. Leave	fields blank for a list of all v	alues.
Find an Existing Value			
 Search Criteria 			
Position Number	begins with 🗸		
Description	begins with 🗸		
Position Status	- •		~
Business Unit	begins with 🗸	۹	
Department	begins with 🖌	٩	
Job Code	begins with 🐱	٩	
Reports To Position Number	begins with 🖌		
Position FMID	- •		
PARNO	begins with 🖌		
PERLN	begins with 🗸		
Search Clear Basic	Search 📴 Save Sear	sh Critoria	

Add / Update Position info will default to the landing page **Description** The headcount status needs to be **OPEN**, to fill the "**Position Status**" Position status updated to "**Approved**"

Validate under Job Information that the position Title matches what position the member should have

Description	Specific Information	n <u>B</u> udget an	d Incumbents	AOS Positi	on Data					
Position Info	ormation					[Q	()(1 of 7 🗸 🕨	I View Al
	Position Number	00148669	Posn FMID	720607950	57549550					+ -
	Headcount Status	Open			Current Head Con	unt 0 o	ut of	1		
	*Effective Date 1	0/03/2023				Status	Active			
	Reason N	EW Q				Action Date				
Description Specific Information Budget and Incumbents AOS Position Data Position Information Q I I 1 1 1 0 Position Number 00148669 Posn FMID 72060795057549550 Current Head Count 0 out of 1 Position Number 00148669 Posn FMID 72060795057549550 Status Active Headcount Status Open Current Head Count 0 out of 1 *Effective Date 10/03/2023 Status Date 10/03/2023 Action Date 05/14/2023 *Position Status Approved V New Position Status Date 10/03/2023 Job Information Business Unit NGDGB National Guard Bureau Job Code 04/2H SENIOR HUMAN RESOURCES OFFICER Reg/Temp Regular Shift Not Applicable Union Code Union Code Title CH, PROGRAMS SECTION Short Title NKN Detailed Position Descr Work Location USA United States Department of the Army Location 0000208 ARLINGTON Reports To										
				Status Date	10/03/2023					
Job Inform	ation									
	Business Unit	NGDGB	National Guard	Bureau						
	Job Code	042H	SENIOR HUM	AN RESOURC	ES OFFICER					
	Reg/Temp	Regular				Full/Part Time	Full-Time			
	Regular Shift	Not Applicable				Union Code				
	Title	CH, PROGRAMS	SECTION			Short Title	NKN		Detailed Position Descr	iption
Work Loca	tion									
	Reg Region	USA	United States							
	Department	00247987	W39L USA N	G READINESS	CENTER	Company	y DA	Depar	tment of the Army	
	Location	00000208	ARLINGTON							
	Reports To					Dot-Lin	e			

Scroll down for more information Under **Military**, Verify the **rank** is correct Under **Salary Plan Information**, Verify the **grade** is correct

Reg Region	USA	United States				
Department	00247987	W39L USA NG READINESS CENTER	Company	DA	Department of the Army	
Location	00000208	ARLINGTON				
Reports To			Dot-Line			
Supervisor Lv			Security Clearance			
tary						
Service	А	United States Army	Service Component	G	Guard	
Rank	LTC	Lieutenant Colonel				
ary Plan Information						
Salary Admin Plan	ARMY	Grade O5 Step				
Standard Hours	86.67	Work Period M Monthly				
USA						
Updated on 05/1	4/2023 5:44:07	AM Updated By IPPSA.PRCS				

Scroll back to the top

The back button will allow you to view the history of the position

The position may have been different in the past. For example, the position may have been titled differently or been authorized a different rank.

Step 2 - Create a Temporary Assignment

Navigation: HR Professional > NavBar > Workforce Administration > Assignment Tracking > Manage Assignments

Search Members EMPL ID or by Name

Click on the Create Temporary Assignment dropdown Select "Guard Title 10" option

- Organiza	ational I	instan	ce							
B	Business	Unit	Alaska Army Natl G	uard		Loca	tion FORT F	RICHARDSON AK		
Compon	ent Cate	gory	Train in Units-Drill U	nit Res		Job C	ode O42H	SENIOR HUMAN R		•
		UIC	W8AUAA W8AUA	KARNG ELE	MENT, JF HQ	Posi Duty St	tion 001753 atus Ready1	42 ARNG Code 89 for Drill	Attachment Guard ADI Train	ning Phase 1
- Permane	ent Assi	ignmei	nts		1	Duty Status Attril	bute		Guard ADI Train Guard Title 10	ning Phase 4
						Create	Permanent	Assignment	Ouard Title 32 Initial Active Dut	ty Training
ID/Source	Status	Comp	Action/Reason Code	Begin/End Dt	UIC	Positio	n	Location	State Active Dut USAR/ARNG S	ty plit-Opt AIT
8480503	Arrived	Guard	PCA	07/01/2022	W8AUAA	001753	42	00000402		
Interface	Anneu	Guaru	Reassignment	11/30/2036	W8AU AKARNG ELEMENT	, JF HQ ARNG	Code 89 - T10	FORT RICHARDS		~
- Tempora	iry Assi	gnmei	nts					1		/
						Crea	ate Temporar	y Assignment) 1 row	ľ
ID/Source		Status	Compo	Action/R	eason Code	Begin/End Dt	UI	C Position	Location	
Conditio	nal Rel	0.950 A	eeianmente							

Enter the **Projected Begin Date** (match the begin date on FTSMCS order)

Enter **Projected End Date** (match the end date on FTSMCS order)

Assignment From should auto-populate

Enter **Trans Type** (select Consecutive tour if released from attachment to is on order and or Initial tour if not) Enter **Subtrans Type** (Either NGB Support Operations or NGB General Staff Officer) UIC should be W39LAA **Position Number** should be based on the order Enter **Duty Position Qual** Click on "**Continue**" button

On the next screen, Select "**Complete**" under the Discretionary Elections Status dropdown Click on the "**Submit**"

Assignment Details	Submit Save for Lat	ter Re-Initiate All Elections				
AddI Instructions	Abagament Header Info	Assignment Temporary	Assignment ID 117685345			
Funding	Emp	ployee Record 0	Assignment Seq 0			
	Assig	nment Status Draft	User Action 0258 Guard Title 10			
Approvals/Eligibility	Wo	orkflow Status Initiated	Stat Auth C 12301 (D) OF REFERENCE (C)			
Comments/Attachments	Component Category	Training Status PERSTEMPO Info				
Arrivals/Departures	Uiscretionary Election	Discretionary Elections Statur Complete	DO NOT CHANGE ANYTHING ON THIS PAGE			
			Pa Q Ta			
	Entitlement ID	Description	Approved			
	1 100	Government quarters and meals will be used, if available.	No			
	2 103	Dependents are Command Sponsored.	No			
	3 106	You are not authorized movement of your dependents (if any) and household goods a	at government expense. Per diem is not authorized.			
	4 107	A second POV is authorized to PCS location for mileage reimbursement if criteria is r	met in JTR.			
	5 11	Duty is inside of commuting distance (outside corporate limits).	No No			
	6 12	Duty is outside of commuting distance. Assignment id :1 Action :2 Action reason :3	No			
	7 13	Duty is inside corporate limits (DO NOT FILE A TRAVEL VOUCHER).	No			
	8 14	Dependent Travel is not authorized.	No No			
	9 15	Government Quarters are available and directed: :1, :2, :3	() No ()			

Temp assignment is pending approval **status**

Next navigate to monitor approvals to reassign the transaction and approve it

 Organizatio 	onal Instance							
	Busines	s Unit Alaska	Army Natl Guard		Location	FORT RICHARDSON AK		
Co	omponent Cat	egory Train i	n Units-Drill Unit Res		Job Code	042H SENIOR HUMAN RESOURCES OF	FICER	
		UIC W8AU	AA W8AU AKARNG ELEMENT	JF HQ	Position	00175342 ARNG Code 89 - T10		
					Duty Status	Ready for Drill		
					Duty Status Attribute			
Permanent	Assignment	5						
- Temporary	Assignments	5						
								1 row
ID	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
			ASG	07/01/2022	W39LAA	00148669	00102974	
117685345	Pending	Guard	T10	06/30/2025	W39L USA NG READINESS CENTER	CH, PROGRAMS SECTION		1
Return to Sea	arch							

Step 3- Reassign the transaction to an approver and approve the assignment

Navigation: HR Professional > NavBar > Enterprise Components> Approvals> Approvals> Monitor Approvals Search by **EMPLID** Click "**Search**"

Scroll down to the **Approval Process: ACT Approvals** section Find the line of the correct action and click on the blue **"View"** hyperlink

 Approval Process: ACT A 	Approvals (1)																		
Created	d					Empl ID													
Empl Name	e				E	mpl UIC													
Originato	r				0	Drig UIC													
Approve	er 🛛				А	ppr UIC													
Days Pendin	9				Days To C	omplete													
ACT Assignment II	D			A	ssignment Se	equence Number													
Action	n				Reaso	on Code													
Filter]																		
III															И	<	1-1 of 1 💙	Þ	
Modified St	tatus C	reated Er	npl ID	Empl Name	Empl UIC	Originator	Orig UIC	Approver	Appr UIC	Days Pending	Days to Complete	ACT Assignment ID	Assignment Sequence Number	Action	Reason Code	Apprvl Status	HR Statu	is \	/iew
1 06/09/2023 3:34:51.000000PM	20	023-08- 00	03134955				WSAVAA	Multiple (2)	NA	0	0		0			P	NA	0	/iew

Under **Approver dropdown**, select appropriate approver name In the **Reassign To**, input or search the EMPLID to the member that is being reassigned Click "**Reassign**" Click "**Ok**" on warning box

Approval Process IP_ACT_EOAW	Definition ID	ACT_EOAW	
ACT Assignment ID 8464727	Assignment Sequence Number	1	
Action ASG	Reason Code	т10	
Approve	View Transacti	on	
Comment			
Reassign Pending Tasks			
Reassign To C	a 🗅		
Reassign To	q		
Reassign To Reassign	9		
Reassign To Reassign	q		
Reassign To Reassign			
Reassign To Reassign			Reassignment Successful (18081,5513
Reassign To Reassign Stage 1 * :Pending Fath 1			Reassignment Successful (18081,5513
Reassign To Reassign Stage 1 V :Pending Patin 1 Pending Mutiple Approvers ACT User List			Reassignment Successful (18081,5513

Click on your notification bell

You should see an Assignment For at the top with the member's name associated with the line, click on the line On the next screen, Click **"View Assignment"**

		ew Assignment Recommend App	proval Recommend Denial Pushback
Assignment Information	n		
Assignment ID	8484727		
Assignment Seq	1		
Approval Status	Pending		
Member Data			
Employee ID		Salary Grade O5	
Component Category	SA	Military Rank LTC	

Click on the "+" sign to insert an Approver Ensure the approver dial button is clicked Search the **EMPLID** of the member you want as the approver Once selected, Approver will populate in the routing Click "Done"

Approval Secondary Page Review/Edit Approvers Stage 1 View Approval Data Very Approval Data Pending Path 1 Pending Stage 10 View Approval Data Very Approval Data Pending Stage 10 View Approval Data Very Approval Data Pending Stage 10 View Approval Data Stage 10 Pending Stage 10 Pending Stage 2000000000 Pending Very Approval Pending Stage 2000000000000000000000000000000000000	Insert additional approver x or reviewer Insert additional approver x Or reviewer Insert additional approver (Approve Clerg) Insert Insert Insert	Pending Pending Versendage Verse Approval Declars * Pending Pending * Pending * Office Approval * Office Approval * Office Approval * Comments * Office Approval * Example from 000000000000000000000000000000000000
Next, click on the "Recommend Approv Type in a comment Click "Submit" Assignment ID 8464727 Assignment ID 8464727 Assignment Seq 1 Approval Status Pending	' al " button	nment CI Recommend Approval D Recommend Denial Pushback
Member Data Employee ID 000 Component Category SA	Salary Grad Miilitary Ran	te O5 ik LTC
Cancel Approve Comment recommend approval	Submit	NOTE: The transaction will then be routed to the inserted Approver. This will require two different members approve before it will be approved.

The temp assignment is now showing as approved on the assignment landing page The member needs to show arrived at the temp assignment Click on "**Other Actions**" Select "**Depart Member**"

									Actions	×			
									Curtail/Extend				
,	• Organizat	tional Insta	ince						DS Location Change				
		Bus	iness Unit	Alaska Army Natl Guard			Location FO	RT RICHARDSON AK	Depart Member				
	(Component	Category	Train in Units-Drill Unit Res	in in Units-Drill Unit Res Job Code O42H SENIOR HUMAN RESOUR								
			UIC	W8AUAA W8AU AKARNG	ELEMENT, JF HQ	1	Position 00	175342 ARNG Code 89 - T10	Position Change				
		Duty Status Ready for Drill											
		Duty Status Attribute											
,	Permaner	nt Assianm	ionts					1	Report Date Change				
								Create Permanent Assignmen	Update Training Status				
	ID/Source	Status	Compo	Action/Passon Code	Begin/End Dt	UIC.	Position	Location	H. Update Component Catego	bry S			
	0.120502	Status	Compo	Action/Redson Code	Degin/End Dt	UIC	00175242	Location					
1	8480503	Arrived	Guard	PCA	07/01/2022	WEAUAA	00175342	00000402	Actions () View Order				
	Interface			Reassignment	11/30/2036	W8AU AKARNG ELEMENT, JF HQ	ARNG Code 89 - T10	FORT RICHARDSON AK					
].	- Temporar	y Assignm	ents										
								Create Temporary Assignment		~			
										1 row			
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location					
	117685345			ASG	07/01/2022	W39LAA	00148669	00102974					
	Online Asg	Approved	Guard	T10	06/30/2025	W39L USA NG READINESS CENTER	CH, PROGRAMS SECTIO	ON ARLINGTON HALL ST Oth	er Actions 🛞 View Order				
	Condition	al Release	Assignm	ents									
	Datum to S	-											
	Return to 5	Jearch											

Click on "Submit Departure"

The member now shows departed from the PERM assignment Click on "Other Actions" Select "Arrive Member"

 Organizat 	ional Instan	ice						
	Busin	iess Unit	Alaska Army Natl Guard			Location FOR	T RICHARDSON AK	
(Component (Category	Train in Units-Drill Unit Res			Job Code O42	H SENIOR HUMAN RESOURCES OFFIC	C
		UIC	W8AUAA W8AU AKARNO	ELEMENT, JF HQ		Position 0017	5342 ARNG Code 89 - T10	Actions ×
						Duty Status Read	ly for Drill	Deferment
						Duty Status Attribute		Curtail/Extend
- Permanen	nt Assignme	ents						
							Create Permanent Assignment	Revoke Assignment
								Arrive Member
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Location Change
8480503			PCA	07/01/2022	W8AUAA	00175342	00000402	
Interface	Departed	Guard	Reassignment	11/30/2036	W8AU AKARNG ELEMENT, JF HQ	ARNG Code 89 - T10	FORT RICHARDSON AK Other Ac	Asgn From Change
_								Report Date Change
 Temporary 	y Assignme	ints						Update REFRAD
							Create Temporary Assignment	
							/	A Position Change
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	- 7
117685345	Approved	Guard	ASG	07/01/2022	W39LAA	00148669	00102974	
Online Asg	Approved	Guard	T10	06/30/2025	W39L USA NG READINESS CENTER	CH, PROGRAMS SECTION	ARLINGTON HALL ST	ctions (> View Order

Return to Search

Member is now correctly assigned to W39LAA

	- Organizati	ional Insta	ance										
		Bus	iness Unit	Alaska Army Natl Guard				Location	FORT RICHARDSON AK				
	(Component	t Category	Full-Time Support Person	nel			Job Code	042H SENIOR HUMAN RESOURCES	OFFICER			
			UIC	W8AUAA W8AU AKARN	IG ELEMENT, JF H	IQ		Position	00175342 ARNG Code 89 - T10				
								Duty Status	tatus Present for Duty				
								Duty Status Attribute	Active Guard Reserve				
	Permanen	t Assignm	ients										
-									Create Permanent Assignmen	nt	~		
	ID/Source	Status	Compo	Action/Reason Code	Begin/End D	t IIIC		Position	Location		1 row		
	0400502	ouno	compo	PCA	07/01/2022	WRALIAA		00175342	00000402				
	Interface	Departed	Guard	Reassignment	11/30/2036	W8AU AKARNG ELEMEN	NT, JF HQ	ARNG Code 89 - T10	FORT RICHARDSON AK	Other Actions 🕑 View Order			
	Temporary	y Assignm	nents										
									Create Temporary Assignm	ent	~		
											1 row		
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location				
	117685345	Arrived	Guard	ASG	07/01/2022	W39LAA		00148669	00102974				
	Online Asg			T10	06/30/2025	W39L USA NG READINESS (CENTER	CH, PROGRAMS SEC	TION ARLINGTON HALL ST	Other Actions View Order			
	Condition	al Release	Assignm	ients									
	Return to S	earch											

Step 4 - Action required to attach Title 10 orders to another UIC

The orders read the member is attached to W0B4AA in this example Create Temporary Assignment from dropdown Click "Attachment"

 Permane 	ent Assig	gnments											~
										Create Permaner	nt Assignment	Attachment	
ID/Source	Status	Cor	npo	Action/Reason	Code	Begi	n/End Dt	UIC	Position	n I	Location	Guard ADI Training Phase	4
117600053	Depart	ad Out		PCA		11/02	2/2022	W8BJHD	0471980	05	00008153	Guard Title 32	
Online Asg	Depart	eu Gu	aru	Reassignment		05/3	1/2032	AUGOE8BJHD	ARNG (Code 89 - T10		Initial Active Duty Training State Active Duty	
- Tempora	ry Assig	Inments										COARCARING Spin-Opt Ar	1
										Create Tempor	ary Assignment	1	row
ID/Source	Status	Compo	Actio	on/Reason	Begin/Er Dt	nd	UIC			Position	Location		
117628100	Arrived	Guard	ASG		06/07/20	23	W39LAA			05255173	00000208	Other Actions 🕢	
Online Asg	Anived	Guard	T10		08/31/20	25	W39L USA	NG READINESS	CENTER	ARNG Code 89 -	T10 ARLINGTON	View Order	
Condition	nal Rele	ase Ass	ignm	ents									
Return to	Search												

Enter **Projected Begin Date**. This should be the day after the begin date of the temp assignment. Enter **Projected End Date**. This should be the day before the end of the temp assignment. This is called nesting. The attachment must be nested inside of the temp assignment for the system to work.

Г	Assignment	Temporary	Assignme	t ID NEW
	Employee Record	0	Assignment	Seq 0
	Assignment Status	Draft	User Ad	tion 0014 Attachment
	Workflow Status	Initiated		
	Component Category	Training Status	PERSTEMPO Info	
	Assignment Dates			
	*Projected Begin Dt	06/08/2023	*Report	Date 06/08/2023
	Number of Days	815	*Projected En	d Dt 08/30/2025
I	*Assignment From	REQUIRED		
	Standard Fields			
	*Action	Assignment	*Rea	son Attachment
	*UIC	۵	•	
	Required Additional Fi	elds		

The **Assignment From** is a required field and will be from the currently arrived temp assignment

Abolginnent	remporary				Poordiment ID		
Employee Record	0				Assignment Seq	0	
Assignment Status	Draft				User Action	0014 Attachment	
Workflow Status	Initiated						
Component Category		Training Status		PERSTEMPO Info			
ignment Dates							
*Projected Begin Dt	06/08/2023				*Report Date	06/08/2023	
Number of Days	815				*Projected End Dt	þ8/30/2025	
*Assignment From	REQUIRED	Q					
Assignment From	REQUIRED	Q					
Cancel	REQUIRED	Q		Lookup			
Cancel Search for: Assignment	REQUIRED	Q		Lookup			
Cancel Search for: Assignmen Search Criteri	REQUIRED t From	٩		Lookup			
Cancel Search for. Assignment Search Criteri Search Result	REQUIRED tt From ia ts	٩	~	Lookup			
Cancel Search for: Assignment Search Criteri Search Result	REQUIRED t From ia ts	Q	~	Lookup]
Cancel Search for: Assignment Search Crittern Search Result	REQUIRED It From ia ts	Q	~	Lookup			2 rows
Cancel Search for Assignment Search Criter Search Resul	REQUIRED t From ia ts t ID \diamond Serv	Q ice Component ◊	Action \diamond	Lookup Reason Code ◊	Assignment Stat	us ⇔ ACT Effective Da	2 rows ate ⇔ End Date ⇔
Cancel Search for: Assignment Search Criteri Search Result E III ACT Assignment 117600053	REQUIRED a tFrom ts t ID \diamond Serv G	Q ice Component ◊	Action \diamond PCA	Lookup Reason Code ◇ RAS	Assignment Stat	us ◇ ACT Effective Da nment 11/02/2022	2 rows tte ◇ End Date ◇ 05/31/2032
Cancel Search for: Assignment Search for: Assignment Search Resul	REQUIRED t From ts ts t ID \diamond Serv G	Q ice Component 0	Action \diamond PCA	Lookup Reason Code 0	Assignment Stat	us ◇ ACT Effective Da	2 rowa te ≎ End Date ≎ 05/31/2032

Enter the attachment UIC listed on the member orders Enter the **Position** from the orders Enter **Duty Position Qualification** Type of Attachment will be **"Attached to Unit in Other Than Home State**" Enter Reason Code **"Administrative"**

otaridara Ficido					
*Acti	on Assignment		*Reason	Attachment	4
*U	IC W0B4AA	Q W0B4 ELE NGB JOINT	*Position	00138663 Q	
Locati	on 00024289 ARLINGTON HA	L ST	Over Strength Indicator	NOT OVERSTRENGTH	
With Duty	At No				
Estab	ID CONUS		Tour Type	NOT APPLICABLE	
			Tour Indicator		
Job Co	de 049A OPERATIONS RESE	ARCH/SYSTEMS AN	"Duty Title	CH, JT CAPAB & PLG DIV Q	
II *Duty Position Qu	al Q				
- Required Additiona	Fields				
	Type of Attachment	ATTACHED TO UNIT IN OT	HER THAN HOME STATE		N
	Attached UIC Reason Code	ADMINISTRATIVE			het.
Audit Fields					
Last Updated	Ву		Last Update Date/Time		
Sour	ce Online Assignment		Source ID		
Return to Landing Page					

Click on the "Submit" button

The attachment will now show as approved on the assignment landing page Click on the "**Other Actions**" on the original temp assignment line Click on "**Depart Member**"

									Curtall/Extend
ID/Source	Status	Comp	o Action/Reas	on Code	Begin/End D	t UIC	Position	Location	Location Change
117600053			PCA		11/02/2022	W8BJHD	04719805	00008153	Revoke Arrival
Online Asg	Departed	Guard	Reassignmer	nt	05/31/2032	AUGOE8BJHD	ARNG Code 89 - T10	RICHMOND Other Activ	Position Change
Tempora	ry Assigni	ments							TDY Event
							Create Temp	oorary Assignment	Report Date Change Update Training Status
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	uic		Position	Location	H Update Component Ca
117628100			ASG	06/07/2023	W39LAA		05255173	00000208	Other Actions
Online Asg	Arrived	Guard	T10	08/31/2025	W39L USA N	IG READINESS CENT	ER ARNG Code 89	10 ARLINGTON	View Order
117628105	Approved	Guard	ASG	06/08/2023	W0B4AA		00138663	00024289	Other Actions 🕑
Online Asg	Approved	Guaru	ATC	08/30/2025	W0B4 ELE	NGB JOINT	CH, JT CAPAB & P	LG DIV ARLINGTON HALL	ST View Order

Click on "Submit Departure"

The member is now arrived at the attachment

D/Source	Status	Comp	o Action/Reas	on Code	Begin/End Dt	UIC F	Position Lo	ocation		
17600053			PCA		11/02/2022	W8BJHD 0	4719805 00	0008153		
Online Asg	Departed	Guard	Reassignmer	nt	05/31/2032	AUGOE8BJHD	RNG Code 89 - T10 R		Other Actions	View Order
Tempora	ry Assignr	nents								
							Create Tempora	ry Assignmen	t	
										2 rc
D/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		
17628100	Andread	0	ASG	06/07/2023	W39LAA		05255173	00000208		Other Actions
Online Asg	Arrived	Guard	T10	08/31/2025	W39L USA NG	READINESS CENTE	R ARNG Code 89 🖑 10	ARLINGT	ON	View Order
17628105	Approved	Guard	ASG	06/08/2023	W0B4AA		00138663	00024289		Other Actions 🕑
Online Asg	Approved	Guaru	ATC	08/30/2025	W0B4 ELE N	IGB JOINT	CH, JT CAPAB & PLG	DIV ARLINGT	ON HALL ST	View Order

Step 5 – Action required to correct a current temp assignment with the wrong UIC

Click "Other Actions" dropdown Click "Revoke Arrival"

	uonai instai	ice										
	Busine	ess Unit Ala	ska Army Natl Guard				Location F	ORT RICHARDSON AK				
C	omponent C	ategory Full	Time Support Personne	el			Job Code (042H SENIOR HUMAN RESOUR	ICES OFFICER			
		UIC W8	AUAA W8AU AKARNO	ELEMENT, JF	ΗQ		Position 0	0175342 ARNG Code 89 - T10				
							Duty Status F	Present for Duty		Code 89 - T	10	
							Duty Status Attribute A	Active Guard Reserve		0000000000		
Permaner	nt Assignm	ents								erve	Actions ×	1
								Create Permanent Assignme	ent		Curtail/Extend	1
D/Source	Status	Compo A	ction/Reason Code	Begin/End D	t UIC		Position	Location		anent Assig	Depart Member	
8480503		P	CA	07/01/2022	W8AUAA		00175342	00000402			Revoke Arrival	ľ
Interface	Departed	Guard R	eassignment	11/30/2036	W8AU AKARM	NG ELEMENT, JF HQ	ARNG Code 89 - T10	FORT RICHARDSON AK	Other Actions 🛞 View Order		Location Change	
Temporar	y Assignme	ents								PRUSUNAR	Update PERSTEMPO	ł
								Create Temporary Assign	ment	pporany Are	Report Date Change	E
									/	inportary reas	Update REFRAD	
D/Source	Status	Compo	Action/Reason Co	de t	Segin/End Dt	UIC	Position	Location		ion	Position Change	Į.
5464727	Arrived	Guard	ASG		1//01/2022	WEAUHD	06144601	00009078	Other Actions 🕥	078	Update Training Status	20
interface			110	1	1/30/2036	AUGUE8AUHD	ARNG Code 89 - 110	FORT RICHARDSON		RICHARDS	(· · ·	
Condition	nal Release	Assignmen	ts									

Click "Submit Revoke Arrival"

K	Submit Revoke Arrival							
	Assignment Header Information							
L	Assignm	nent Temporary			Assignment I	D 8464727		
L	Employee Rec	cord 3			Assignment Se	q 0		
L	Assignment St	atus Arrived On Assignment			User Actio	n 0000		
L	Workflow St	atus Approved			Stat Aut	th C 12301 (D) OF REFERENCE (C)		
L	Component Category	Training Status	PERSTEMPO Info					
L	Assignment Transit							
L	InTransit Type $ \hat{} $	Calculated Days \bigcirc	Adjustment Days \bigcirc	Total Days 🌣 Status 🜣	Approval Status O	DTOD Mileage 🗘 Last Up	dated By \Diamond	Last Updated O
L	1	0	0	0		0		
L	Assignment Arrivals							
L	Arrival Sec	juence# ○ Arrival Date ○	Arrival Status 0	Assignment Departed	From \diamond	Last Updated By \diamond	Last Update	d ¢
•	1	4 47/04/2022				00007700045-04		1.22.20414
		1 07/01/2022	Active	8480503		0002700045.01	07/15/2022 1	1.52.39AM
Ľ	Audit Fields	1 07/01/2022	Active	8480503		0002700045.01	07/15/2022 1	1.32.394/4
D	Audit Fields Last Updated	i By 0002780045.01	Active	8480503	Last Update Date/Tim	e 07/15/22 11:32:40AM	0//15/2022 1	1.32.30AM
D	Audit Fields Last Update Soi	d By 0002780045.01 arce Interface	Active	8480503	Last Update Date/Tim Source I	0002780045.01	01/15/2022 1	1.32.339498

Now you will need to arrive at the permanent assignment before you can revoke the incorrect temp assignment

Click "Other Actions" on the perm assignment Click "Revoke Departure"

• Organizational Instance Location FORT RICHARDSON AK Location Change Business Unit: Alaska Army Nati Guard Jubit Code 042H SENIOR HUMAN RESOURCES OFFICER Revoke Departure UIC WBALLAA WBAU AKARNG ELEMENT, JF HO Dury Status Ready for Dill Dury Status Ready for Dill Dury Status Ready for Dill Position 0175342 RNG Code 024H SENIOR HUMAN RESOURCES OFFICER Position Change • Permanent Assignment Create Permanent Assignment Dury Status Attribute Position Change Report Date Change • Ventores OfficiantReason Code Begin/End Dt UIC Position Occation Update Training Status • Temporary Assignment 11/30/2035 WBAU AKARNG ELEMENT, JF HO 00175342 Obto Acdors O Obto Acdors O Update Component Category • Temporary Assignment 11/30/2035 WBAU AKARNG ELEMENT, JF HO 00175342 Obto Acdors O Obto Acdors O Update Component Category • Temporary Assignment 11/30/2035 WBAU AKARNG ELEMENT, JF HO Create Temporary Assignment Update Component Category • Temporary Assignments 11/30/2035 WBAU AKARNG ELEMENT, JF HO RNG Code 69 - T10 FORT RICHARDSON AK Obto Acdors O • Temporary Assignments 11/30/2035<												Actions	×
Create Permanent Assignments Comporent Category Tahin to that-Doll Unit Res UIC WBALKA WAU AKARNG ELEMENT, JF HQ Location FORT RICHARDSON AK Job Code 042H SENIOR HUMAN RESOURCES OFFICER Position 00175342 ABNG Code 09 - T10 Dury Status Ready for Dill Dury Status Attribute Permanent Assignments ID/Source Status Compo Action/Reason Code BeginEnd Dt UIC Position Torret Permanent Job Code 05 - T10 Deparded Quard Reassignment 11/30/2038 WAU AKARNG ELEMENT, JF HQ Create Permanent Create P											Curtail/Ex	tend	
Business Unit Alaska Army Nad Guard Component Category Train in Units-Drill Unit Res UIC WAAUAA WAAU AKARNG ELEMENT, JF HQ WAAUAA WAAU AKARNG ELEMENT, JF HQ Permanent Assignment Permanent Assignment Divy Status Attribute Permanent Assignment Divy Status Attribute Divy Status Attribu	✓ Organizat	tional Instance									Location (Change	
Component Category Train in Uniba-Drill Unit Res UIC WAAUAA WBAU AKARNG ELEMENT, JF HQ Permanent Assignment Duty Status Permanent Assignment Create Permanent Assignment IDSource Action/Reason Code Begin/End Dt UIC WAAUAA WBAU AKARNG ELEMENT, JF HQ Departed Guard Create Permanent Assignment IDSource Action/Reason Code Begin/End Dt UIC WAAUAA W		Business U	Jnit Alaska	Army Natl Guard				Location	FORT RICHARDSON AK				
UIC WAUJAA WAUJAKAANG ELEMENT, JF HQ Pointion Duty Status Ready for Dill Duty Status Attribute Permanent Assignments DiSource Status Compo Action/Reeson Code Begin/End Dt UIC Position Cocation A600503 Departed Guard PCA 07/01/2022 WAUJAA 00175342 00000402 Other Action/Reeson Code Begin/End Dt UIC Position Fort RicharDsON AK Other Action Update Component Category • Temporary Assignments Interface Status Compo Action/Reeson Code Begin/End Dt UIC Position Location Interface Status Compo Action/Reeson Code Begin/End Dt UIC Position Location Interface Status Compo Action/Reeson Code Begin/End Dt UIC Position Location Interface Status Compo Action/Reeson Code Begin/End Dt UIC Position Location Interface Status Compo Action/Reeson Code Begin/End Dt UIC Position Location Interface To 11/30/2036 AUGOE8AUHD AftK611 00009078 Other Actions @ Interface Status Compo Action/Reeson Code Begin/End Dt UIC Position Cotation Interface To 11/30/2036 AUGOE8AUHD AftK611 00009078 Other Actions @ Interface To 11/30/2036 AUGOE8AUHD AftK621<	C	omponent Categ	ory Train in	Units-Drill Unit Res				Job Code	042H SENIOR HUMAN RESOURCES	OFFICER	Revoke D	eparture	
Dury Status Ready for Drill Dury Status Attribute Position Change Permanent Assignment Misource Status Compo Action/Reason Code Begin/End Dt UIC Position Change Dif Source Status Compo Action/Reason Code Begin/End Dt UIC Position Change Dif Source Status Compo Action/Reason Code Begin/End Dt UIC Position Change Position Change Update Training Status Update Component Category Permanent Assignment Dif Source Status Compo Action/Reason Code Begin/End Dt UIC Position Change Report Pack Create Temporary Assignment Dif Source Status Compo Action/Reason Code Begin/End Dt UIC Position Change Dif Source Status Compo Action/Reason Code Begin/End Dt UIC Position Change Create Temporary Assignment Inrow Inrow Approved Guard Ti0 Dif Source Status Compo Action/Reason Code Begin/End Dt UIC Position Change Code Begin/End Dt UIC			UIC W8AUA	A W8AU AKARNG	ELEMENT, JF	HQ		Position	00175342 ARNG Code 89 - T10				
Permanent Assignments Create Permanent Assignment Create Temporary Assignment Compo Action/Resson Code Regin/End Dt UIC Position Create Temporary Assignment Trow Temporary Assignment Trow Temporary Assignment Create Temporary Assign								Duty Status Duty Status Attribute	Ready for Drill		Position C	hange	
ID/Source Status Compo Action/Reason Code Begin/End Dt U/C Position Location 8400503 Departed Guard PCA 07/01/2022 WBAUAA 00175342 00000402 Other Actions Update Training Status Interface Guard PCA 07/01/2022 WBAUAA 00175342 00000402 Other Actions Update Component Category • Temporary Assignments U1/J0/2036 WBAU AKARNG ELEMENT, JF HQ ARNG Code 89 - 110 FORT RICHARDSON AK Other Actions 10/Source Status Compo Action/Reason Code Begin/End Dt U/C Position Location 10/Source Status Compo Action/Reason Code Begin/End Dt U/C Position Location 10/Source Status Compo Action/Reason Code Begin/End Dt U/C Position Location 11/30/2036 AUGOE8AUHD 06144601 00009978 Other Actions © 1 11/30/2036 AUGOE8AUHD ARNG Code 89 - T10 FORT RICHARDSON Other Actions ©	✓ Permaner	nt Assignments							Create Permanent Assignment	_/	Report Da	ate Change	
ID/Source Status Compo Action/Reason Code Begin/End Dt UIC Position Location 8480503 Interface 0gard PCA Reassignment 07/01/2022 WBAUAA 00175342 00000402 Other Actions Update Component Category Temporary Assignments Tow Tow Tow Metrica Conditional Release Assignments Micro Code 89 - T10 FORT RICHARDSON AK Other Actions Trow Trow 											Undata Tr	alalaa Otatua	
B480503 Interface PCA Reassignment 07/01/2022 11/30/2036 W8AUAA W8AUA KARNG ELEMENT, JF HQ 00175342 ARNG Code 89 - T10 00000402 FORT RICHARDSON AK Update Component Category Temporary Assignments Undet Component Category Temporary Assignments Undet Component Category Undet Component Category Noncorrect Status Compo ActionReason Code Begin/End Dt UIC Position Location Interface Interface Guard ASG 07/01/2022 W8AUHD 06144601 0000978 Other Actions © Interface Interface Status Conditional Release Assignments Fort RicharDSON Other Actions @ Fort RicharDSON Fort RicharDS	ID/Source	Status Cor	npo Actio	n/Reason Code	Begin/End Dt	UIC		Position	Location	/	Update Ir	aining Status	
	8480503 Interface	Departed Gua	PCA Reas	signment	07/01/2022 11/30/2036	W8AUAA W8AU AKARNG	ELEMENT, JF HQ	00175342 ARNG Code 89 - T10	00000402 FORT RICHARDSON AK	her Actions 🛞 id	Update C	omponent Cat	egory
ID/Source Status Compo Action/Reason Code Begin/End Dt U/C Position Location 8464727 Approved Guard ASG 07/01/2022 W8AUHD 06144601 00009078 Interface Ti0 11/30/2036 AUGOE8AUHD ARNG Code 89 - T10 FORT RICHARDSON Other Actions @	- Temporar	y Assignments									h		
ID/Source Status Compo Action/Reason Code Begin/End Dt U/C Position Location 8464727 Approved Guard ASG 07/01/2022 W8AUHD 06144601 00009078 Interface Til 11/30/2036 AUGOE8AUHD ARNG Code 89 - T10 FORT RICHARDSON Other Actions Importance Conditional Release Assignments									Create Temporary Assignment		~		
ID/Source Status Compo Action/Reason Code Begin/End Dt U/C Position Location 8464727 Interface Approved Guard ASG 07/01/2022 W8AUHD 06144601 0009078 11/30/2036 AUGOE8AUHD ARNG Code 89 - T10 FORT RICHARDSON Other Actions Image: Composition of the Action of											1 row		
8464727 Interface Approved Approved Guard File ASG 07/01/2022 W8AUHD 06144601 00009078 Interface T10 11/30/2036 AUGOE8AUHD ARNG Code 89 - T10 FORT RICHARDSON Other Actions © > Conditional Release Assignments Return to Search Keturn to Search Keturn to Search Keturn to Search	ID/Source	Status	Compo	Action/Reason	Code	Begin/End Dt	UIC	Position	Location				
Interface T10 11/30/2036 AUGOE8AUHD ARNG Code 89 - T10 FORT RICHARDSON Other Actions (a)	8464727	Approved	Guard	ASG		07/01/2022	W8AUHD	06144601	00009078				
Conditional Release Assignments Return to Search	Interface	Abhound	Guard	T10		11/30/2036	AUGOE8AUHD	ARNG Code 89 - T1	0 FORT RICHARDSON	Other Action	s 🕑		
Return to Search	Condition	nal Release Ass	ignments										
	Return to S	Search											

Click on "Submit Revoke Departure" Click "Ok" on the warning box

.

	Submit Revoke Departure					
	Assignment Header Inform	h				
	Assignment Per	manunt		Assignment	ID 8480503	
	Employee Record 0			Assignment S	ieq 0	
	Assignment Status De	parted To Assignment		User Act	ion 0000	
	Workflow Status App	proved				
	Component Category	Training	Status	PERSTEMPO Info		
	Assignment Transit					
	InTransit Type 🌣 Calcu	ulated Days ≎ Days	Adjustment 🌣 Statu	s 🌣 Approval Status 🗘 🛛	DTOD Mileage ᅌ Last Upd	ated By \Diamond Last Updated \Diamond
۳	1	0	0		0	
L	Tour Completion					
L	To	ur Completion Status				
L	Assignment Departures	,				
	Assignment Departures					
	Departure Sequence	o ⇔ Depart Date ⇔	Depart Status 🜣	Assignment Depart To 🜣	Last Updated By 🛇	Last Updated \diamond
L	1	1 07/01/2022	Active	8464727	0002953156.01	07/21/2022 11:36:38PM
	Audit Fielde	gory	Training Statu	IS PERS	TEMPO Info	
_		To revoke	member's departur	e. click the 'OK' button to	continue.	
			inomo o copurtar			
		Ca	ОК	Cancel	itatus -	

The perm assignment is now an arrived status. Click "Other Actions" on the temp assignment Click "Revoke Assignment"

							Create Permanent A	ssignment		Deferment
D/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		Curtail/Extend
8480503			PCA	07/01/2022	W8AUAA		00175342	00000402	Other Action	
Interface	Arrived	Guard	Reassignment	11/30/2036	W8AU AKARN	GELEMENT, JF HQ	ARNG Code 89 - T10	FORT RICHARDSON AK	View Order	A Revoke Assignment
Tempora	ry Assig	nments	í							Location Change
							Create Temporary	Assignment	/	Asgn From Change
D/Source	Status	Com	po Action/Rea	ison Code	Begin/End Dt	UIC	Position	Location		Report Date Chang
8464727			ASG		07/01/2022	W8AUHD	06144601	00009078		
Interface	Approve	d Guar	T10		11/30/2036	AUGOE8AUHD	ARNG Code 89 - T10	FORT RICHARDSON	Other Actions	Update REFRAD
			2710000000000							Position Change

Under the Description dropdown, select "Administrative Processing Required" Click " Submit Revoke Assignment" Click "Ok" button on warning box

Submit Revoke Assignment Assignment Header Information Assignment Temporary Assignment ID 8464727 Employee Record 0 Assignment Seq 1 User Action 2002 Revoke Assignment Assignment Status Approved Workflow Status Approved Stat Auth C 12301 (D) OF REFERENCE (C) Training Status PERSTEMPO Info Component Category View/Update TDY Event Assignment Dates Projected Begin Dt 07/01/2022 Report Date 07/01/2022 Number of Days 5267 Projected End Dt 11/30/2036 Assignment From 8480503 Standard Fields *Action Assignment *Reason Title 10 AGR Trans Type Initial Tour Subtrans Type NGB Support Operations T10 UIC WEAUHD AUGOEEAUHD Position 06144601 Location 00009078 FORT RICHARDSON Over Strength Indicator With Duty At No Estab ID OCONUS Tour Type NOT APPLICABLE Tour Indicator Job Code O42H Duty Title SENIOR HUMAN RESOURCES OFFICER Duty Position Qual Q QUAL Revocation Reason Description × udit Fields Do you wish to revoke this assignment? Click the 'OK' button to proceed. AD OK Cancel

The revoke assignment transaction was routed to S1 pool You will need to reassign the transaction so you can process it

							Create Permanent A	ssignment	~
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location	1 row
8480503 Interface	Arrived	Guard	PCA Reassignment	07/01/2022 11/30/2036	W8AUAA W8AU AKARN	IG ELEMENT, JF HO	00175342 2 ARNG Code 89 - T10	00000402 FORT RICHARDSON AK	Other Actions 🕑 View Order
	ry Assig	gnments	8						
							Create Temporary	Assignment	~ 1 row
ID/Source	Status	Com	po Action/Reas	on Code	Begin/End Dt	UIC	Position	Location	
8464727 Interface	Pending	g Guar	ASG d T10		07/01/2022 11/30/2036	W8AUHD AUGOE8AUHD	06144601 ARNG Code 89 - T10	00009078 FORT RICHARDSON	Other Actions 🕑
Conditio Return to	nal Rele Search	ase As	signments						

Refer to Step 3 on how to reassign the transaction to an approver and approve the assignment

After steps are complete, you will now be able to create the Temp Assignment to the correct UIC.

2-31. Override to Home

PREVIOUS TEMP NOT NESTED WITH PERM ASSIGNMENT- HOW TO OVERRIDE ASSIGNMENT TO HOME

In this example, the	- Permane	nt Assig	nments								
previous temp								Create Perma	anent Assignment		~
nosted with the											1 row
nesteu with the	ID/Source	Status	Con	npo Action/Rea	son Code	Begin/End D	t UIC	Position	Location		
Perm assignment	117600053			PCA		11/02/2022	W8BJHD	04719805	00008153		
	Online Asg	Departe	ed Gua	rd Reassignme	ent	05/31/2032	AUGOE8BJH	ID ARNG Code 89 - T10	RICHMOND	Other Actions S View Order	
	- Tempora	ry Assig	nments								
								Create Ten	iporary Assignmen	t	~
											1 row
	ID/Source	Status	Compo	Action/Reason Code	Begin/En Dt	d uic		Position	Location		
	117599489	Arrived	Guard	ASG	11/01/202	2 W0B4AA	Ą	00138663	00024289	Other Actions 🕑	
	Online Asg	Anneu	Guaru	T10	08/31/202	5 W0B4	ELE NGB JOINT	CH, JT CAPAB & PLG DIV	ARLINGTON HALI	ST View Order	
	Condition	nal Relea	ase Ass	gnments							



2-32. AGR Retirement – CREL and Transfer

The purpose of this process is to assist the HR Pro in understanding how to process an AGR retirement.

APPLICABILITY: ENL, OFF, WO SUBCAT: Onboarding or Assignment Actions Who can modify: Category: HR Professional; Subcategory: HR Professional, HR Supervisor, or Onboarding/Off boarding Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search by EMPL ID or Name

		Assignments Search							
Assignments Search Page									
Search Criteria									
Empl ID	000XXXXXXX								
Name									
First Name									
Last Name									
Search Clear									

Note: Members who are AGR should have a PERM assignment and a TEMP assignment. The member should be arrived at the TEMP assignment.

Click on "Create Conditional Release"

∽ Organizati	onal In	stance									
Busines	ss Unit	Indiana	Army Natl Guard			Location	INDIANAP	OLIS IN			
Comp	ponent	Full-Tim	e Support Personn	el		Job Code	E79T RE	CRUITI	NG AND	RETENTIO	N NCO (
Cu	UIC	W90RA	A W90R INDIANA	REC & RET		Position	05448857	05448857 Standard Excess			
					D	uty Status	Present fo	r Duty			
					D	uty Status Attribute	Active Gua	ard Rese	erve		
✓ Permanent	t Assig	nments									
					Create P	ermanent /	Assignmen	t			~
ID/Source S	tatus	Compo	Action/Reason Code	Begin/End Dt	UIC		Position		Locatio	n	
7906542	oported	Quard	PCA	06/21/2021	W90RAA		05448857		0000416	51	Other Acti
Interface	eparted	Guard	Reassignment	11/19/2023	W90R INDIANA F	REC & RET	Standard E	Excess	INDIAN	APOLIS IN	View Ord
✓ Temporary	Assig	nments									
					Create	Temporar	y Assignme	ent			~
											1 row
ID/Source S	tatus (Compo	Action/Reason Code	Begin/End Dt	UIC	Position	I	Locatio	ı		
7906547	rrivod (Guard	ASG	06/21/2021	W8AVHD	05497903	(0001242	8		
II Interface	mved (Suaru	T32	11/19/2023	AUGOE8AVHD	ARNG Titl	e 32 AGR I	INDIANA	POLIS	Other Actio	ns ⊗ II
~ Conditiona	al Relea	ase Ass	ignments								
									Create	Conditiona	I Release
										R. C	

Conditional Release (CREL) will automatically generate dates based on today's date and will generate a 6-month end date.

	Cancel Co	onditional Releas	e		Apply	Done	
	Conditional Release Det	tails					
Assid	Empl ID						
1.5.5.15	Conditional Release ID	1					
	Sequence Number	1					reat
Statu	ACT Effective Date	08/04/2023					on
urrivo	End Date	01/31/2024					903
AIT VO	CREL Status	Approved					Title
Rele	Last Updated By						
	Last Updated	08/04/23 12:04:13PM					
- ID 1			_	_		_	ed E

Select Apply and then select Done

The CREL will then show as approved under the Conditional Release Assignments section. Click on the Approved CREL line

Γ								Create Temporary Assignment	~
L									1 row
L	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
	7906547	Arrived	Cuard	ASG	06/21/2021	W8AVHD	05497903	00012428	
	Interface	Anived	Guaru	T32	11/19/2023	AUGOE8AVHD	ARNG Title 32 AGR	INDIANAPOLIS	Other Actions 📀
D	~ Conditiona	I Release As	signments						
									1 row
		CREL ID ↑↓ E	Begin Dt ↑↓	End Dt ↑↓	Status ↑↓	ID ↑↓	Last Updated By ↑↓	Last Updated ↑↓	
		1 0	8/04/2023	01/31/2024	Approved			08/04/23 12:04:13PI	4

The CREL Details will open back up.

The End Date should be changed to the member's last day in the ARNG.

CREL Status will be changed to "**Transfer**". Select the appropriate User Action either **Guard to Retired List (0083) / Guard to Retired Reserve (0084)** Select "Apply"

	Cancel	Co	onditional Release	Apply	Done
	Condition	al Release Det	ails		
		Empl ID			
Assis	Conditio	onal Release ID	1		
	Seq	uence Number	3		rea
	ACT	Effective Date	08/04/2023		
tatu		End Date	08/05/2023	1	in in
Arrive		CREL Status	Transfer 🗸		03
		User Action	[p084 Q]		Tas
Rele	Guard to P	eared Reserve			
0.0	Le	st Updated By			
		Last Updated	08/04/23 1:04:34PM		
ID Ta					Ву
-					1

Parent of linked assignments page will display. Assignment Dates

Enter Projected Begin Date = (Enter effective date of transfer) The projected begin date will be the Last day in the ARNG.

Report Date = (auto populated)

Number of day (auto populated)

Projected End date (auto populated)

Assignment From is the Temp Assignment (should also be the Arrived On Assignment).

Assignment Details Comments/Attachments		
	Parent of Linked Assignments	×
Name Empl ID		
Assignment Header Information		i
Assignment Permanent	Assignment ID NEW	
Employee Record 0	Assignment Seq 0	
Assignment Status Draft	User Action 0084 Guard to Retired Reserve	
Workflow Status None Required		
Component Category Training Status PERS Assignment Dates	TEMPO Info	
*Projected Begin Dt 08/05/2023	*Report Date 08/05/2023	
Number of Days 107	*Projected End Dt 11/19/2023	
*Assignment From 7906547	Search Criteria	
Standard Fields	✓ Search Results	
*Action Transfer		2 rows
*UIC Q	ACT Assignment ID 11 Service Component 11 Action 11 Reason Code 11 Assignment Status 11 ACT Effective Date 12 D	ind †↓ Date ^{†↓}
	7906542 G PCA RAS Departed To Assignment 06/21/2021 11	1/19/2023
	7906547 G ASG T32 Arrived On Assignment 06/21/2021 1	1/19/2023

Scroll Down.

Action (Auto populates – Transfer) Enter Reason = Transfer-Retirement Voluntary / Retirement Mandatory UIC (Auto populate) Position (auto populates) Job Code (auto populates) Duty Title (auto populates) Duty Position Qual (auto populates)

Assignment Dates					
*Projected Begin Dt	08/05/2023		*Report Date	08/05/2023	
Number of Days	107		Projected End Dt	08/05/2023	
			*Assignment From	7906547 Q	
Standard Fields					
*Action	Transfer		*Reason	Transfer- Retirement Volunta Q	
*UIC	W90RAA Q	W90R INDIANA REC & RET	*Position	05448857 Q	-
Location	W99999 Invalid Location - Placeh	nolder	Over Strength Indicator	OVERSTRENGTH	
With Duty At	No				
Estab ID	CONUS		Tour Type	NOT APPLICABLE	
			Tour Indicator		
*Job Code	E79T Q	RECRUITING AND RETENTION NCO (*Duty Title	RECRUITING AND RETENT Q	
*Duty Position Qual	a	QUAL			

Scroll Down.

Enter Movement ID = 483 - (Officer) 'CC' Assignment Loss Reason (W0CQ0R)

- 636 (Enlisted) 'CC' Assignment Loss Reason (W0CQ0R)
- 40 (Officer) 'CB' Assignment Loss Reason (W0CQ09)

42 - (Enlisted) 'CB' Assignment Loss Reason (W0CQ09)

Select Character of Service Click Submit

		Tour Indicate	r
*Job Code	E79T Q	RECRUITING AND RETENTION NCO (*Duty Titl	e RECRUITING AND RETENT Q
*Duty Position Qual	۵ ۵	QUAL	
~ Movement Fields			
* Movement ID	636 Q	Descriptio	n
		Asgmt Loss Reaso	n COMP 20 YR SVC, ACTV/INACTV
		MPA Reaso	n 20YR+ QUAL RET@60
		Reenlistment Eligibilit	y REENL ELIG 3
		Action Typ	e Voluntary
Character of Service	HONORABLE	9	
Last Updated By		Last Update Date/Tim	e
Source	Online Assignment	Source I)

Movement Fields

Enter Movement ID = 483 - (Officer) 'CC' Assignment Loss Reason (W0CQ0R)

- 636 (Enlisted) 'CC' Assignment Loss Reason (W0CQ0R)
- 40 (Officer) 'CB' Assignment Loss Reason (W0CQ09)
- 42 (Enlisted) 'CB' Assignment Loss Reason (W0CQ09)

Select Character of Service

component category	training Status	I ERGTEIMI O IIIIO			
Assignment Dates					
*Projected Begin Dt	08/05/2023		*Report Date	08/05/2023	
Number of Days	107		Projected End Dt	08/05/2023	
			*Assignment From	7906547 Q	
Standard Fields					
*Action	Transfer		*Reason	Transfer- Retirement Volunta Q	
*UIC	W90RAA C	W90R INDIANA REC & RET	*Position	05448857 Q	
Location	W99999 Invalid Location - Pla	ceholder	Over Strength Indicator	OVERSTRENGTH	
With Duty At	No				
Estab ID	CONUS		Tour Type	NOT APPLICABLE	
			Tour Indicator		
*Job Code	E79T C	RECRUITING AND RETENTION NCO (*Duty Title	RECRUITING AND RETENT Q	
*Duty Position Qual	Q	QUAL			

Scroll back to top of page. Watch the Assignment from; may need to add again. Select "Submit".

Submit Save for Later	n			
Assignment	Permanent		Assignment ID	NEW
Employee Record	0		Assignment Seq	0
Assignment Status	Draft		User Action	0084 Guard to Retired Reserve
Workflow Status	Initiated			
Component Category	Training Status	PERSTEMPO Info		
Assignment Dates				
*Projected Begin Dt	08/05/2023		*Report Date	08/05/2023
Number of Days	107		Projected End Dt	08/05/2023
			*Assignment From	REQUIRED
Standard Fields				

Linked Assignment page will display Projected Begin Date = (1st day of retirement) Assignment From is the Arrived On Assignment (temp assignment).

		Linked	Accianmont		~
		Linkeu	Assignment		^
	Name Empl ID	ON			
Assignment Head	er Information				
Assignment	Permanent		Assignment ID	NEW	
Employee Record	0		Assignment Seq	0	
Assignment	Draft		User Action	0084 Guard to Retired Reserve	
Status			Workflow Status	None Required	
Component C	ategory	Training Status	PERSTEM	PO Info	
*Projected Begin Dt	08/06/2023	曲	*Report Date	08/06/2023	
			Number of Days	106	
*Projected End Dt	11/19/2023	İ	*Assignment From	7906547 Q	
Standard Fields			L		
*Action	PCA		*Reason	Q	

Scroll Down. Character of Service – Select appropriate response Salary Grade - Select grade Military Rank - Select rank

Assignment Deta	Is Comments/Attachment	s		
	Li	inked Assignment		×
0	Name Empl ID	LTON		
RECRUITING AND	RETENTION NCO (*Duty Position Qua		
✓ Movement Field	s			_
* Movement ID	636	Description	1	
		Asgmt Loss Reasor	COMP 20 YR SVC, ACTV/INACTV	
		MPA Reason	1 20YR+ QUAL RET@60	- 1
		Reenlistmen Eligibility	REENL ELIG 3	
í		Action Type	e Voluntary	
Character of Service	HONORABLE	▼ Salary Grade	e E8 - Grade 🗸	
		Military Ran	Master Sergeant -	- 1
Audit Fields				_
Last Updated By		Last Update Date/Time	2	
Source	Online Assignment	Source IE)	

Scroll to the top. Click on **"Submit"**

		Linked As	signment		×
	Name Empl ID	.TON			
Submit Sav	e for Later ler Information				
Assignment	Permanent		Assignment ID	NEW	
Employee Record	0		Assignment Seq	0	
Assignment Status	Draft		User Action	0084 Guard to Retired Reserve	
Component Assignment Date	Category s	Training Status	PERSTE	MPO Info	
*Projected Begin Dt	08/06/2023	.	*Report Date	08/06/2023	
			Number of Days	106	
*D	11/19/2023	[;;;]	*Assignment	7906547 Q	

A warning notification will appear. This notifies you that the perm assignment will be curtailed to allow for generation of the retirement order. Select the **"Yes**" button to continue.

Assignment Permanent		Assignment ID_NEW	
	System Curtail/Exte	nd will be executed	
This action will Curtail/Extend the N	lember's current Permanent A	ssignment based on the new Permane	ent Assignment Begin Date
	Yes	No	
	Yes	No	
Component Category	Yes Training Status	No PERSTEMPO Info	

Select "Done"

	Cancel C	onditional Release	Apply Done
	Conditional Release De	tails	
ssic	Empl ID		
	Conditional Release ID	1	
	Sequence Number	3	reate
tatu	ACT Effective Date	08/04/2023	
tatu	End Date	08/05/2023	903
rive	CREL Status	Transfer 🖌	Title
Pole	User Action	0084 Q	
tere	Guard to Retired Reserve		
	Last Updated By		
	Last Updated	08/04/23 2:09:16PM	
D +1			De 1
0 14			by
1			1

On the Assignment Landing page, you will now see the Transfer and PCA lines for the retirement.

							Create Pe	rmanent Assignment	~
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		3 rows
118369051	Approved	Guard	Transfer	08/05/2023	W90RAA	05448857	W99999		
Online Asg	Approved	Guard	Transfer- Retirement Voluntary	08/05/2023	W90R INDIANA REC & RET	Standard Excess	Invalid Location - Placeholder	Other Actions 🕑 View Orde	ar -
118369052	Approvad	Guard Transfer Transfer Retirement Voluntary Reserve PCA Retirement - Voluntary Guard PCA Reassignment	08/06/2023	W0CQ0R	09411032	00129176	_		
Online Asg	Approved	ved Reserve PCA Retirement - Voluntary rted Guard PCA Reassignment eents	11/19/2023	USAR Retired Reserve	Retired Reserve	UNKNOWN EXST	Other Actions View Orde	br -	
7906542	Dependent	Quard	PCA	06/21/2021	W90RAA	05448857	00004161		
Interface	Departed	Guard	Reassignment	08/05/2023	W90R INDIANA REC & RET	Standard Excess	INDIANAPOLIS IN	Other Actions 💮 View Orde	er (
~ Temporary	Assignments								
							Create	Temporary Assignment	~
			Action/Reason Code Transfer Transfer: Retirement Voluntary PCA Retirement - Voluntary PCA Reassignment po Action/Reason Code ASG d T32						1 row
ID/Source	Status	Comp	o Action/Reason Code	Begin/End Di	UIC	Position	Location		
7906547	Arrived	Guard	ASG	06/21/2021	W8AVHD	05497903	00012428		
Interface	Anno	ouuru	T32	11/19/2023	AUGOE8AVHD	ARNG Title 32 AGR	INDIANAPOLIS	Other Actions 😔	
~ Conditional	Release Assigr	iments							
									1 row
									E, Q ↑↓
	CREL ID 14	Begin Dt 🔱	End Dt 🔱	Status ↑↓	ID 11	Last Updated By 11	Last Uj	pdated ↑↓	
	1	08/04/2023	08/05/2023	Transfer	118369051		08/07/2	12:47:50PM	
Return to Se	arch								

On the TEMP assignment, click on **"Other Actions".** Select **"Depart Member**"

							Create	Permanent Assignment	_	
0.0	04++	0	1. H 17 0l.	Decision and		PW	1	Actions ×		3 rov
D/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Curtail/Extend		
18369051	Approved	Quard	Transfer	08/05/2023	W90RAA	05448857	W99999	Current		
Online Asg	Approved	Guard	Transfer- Retirement Voluntary	08/05/2023	W90R INDIANA REC & RE	T Standard Excess	Invalid Location - Placeholder	Depart Member	ew Order	
18369052	Approved	Parania	PCA	08/06/2023	WOCQOR	09411032	00129176	Revoke Arrival		
Online Asg	Approved	Reserve	Retirement - Voluntary	11/19/2023	USAR Retired Reserve	Retired Reserve	UNKNOWN EXST	Location Change	aw Order	
906542	Departed	Guard	PCA	06/21/2021	W90RAA	05448857	00004161	Report Date Change		
nterface	Departed	ound	Reassignment	08/05/2023	W90R INDIANA REC & RE	T Standard Excess	INDIANAPOLIS IN		aw Order	
Temporary	Assignments							Opdale REFRAD		
							Crea	Position Change		0
								Update Training Status		1 rc
D/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Update Position Qualification		
906547			ASG	06/21/2021	W8AVHD	05497903	00012428			
nterface	Arrived	Guard	T32	11/19/2023	AUGOE84	VHD ARNG Title 32 AGR	INDIANAPOL	Update RCE	¢ O	

Click on "Submit Departure".

Submit Departure	tion		Override to Home No			
	Assignment Temporary			Assignment	D 7906547	
	Employee Record 3			Assignment Se	0 p	
	Assignment Status Arrived On Assign	nment		User Activ	n 0000	
	Workflow Status Approved			Stat Au	h N 502 (F) (1)(B) OF REFERENCE (1	
Component Category Assignment Departures	Training Status	PERSTEMPO Info				
	Departure Sequence 11 De	epart Date †∔	Depart Status 14	Assignment Depart To 1	Last Updated By 14	Last Updated 14
1	1 08	8/05/2023	Active	118369052	0002598572.01	08/07/2023 1:43:56PM
Audit Fields						
	Last Updated By			Last Update Date/Tin	e 06/21/21 7:05:21PM	
	Source Interface			Source	D	
Return to Landing Page						

Assignment Landing Page will populate Click on "**Other Actions**" on the PCA Retirement assignment line. Select "**Arrive Member**"

										Create Permanent Assignm	ent	~
ID/Source	Status	Compo	Action/Rea	ason Code	Begin/End Dt	UIC		Position	Location			3 rows
118369051		ESS 1811	Transfer		08/05/2023	W90RAA		05448857	W99999			
Online Asg	Approved	Guard	Transfer- R	etirement Voluntary	08/05/2023	W90R IND	IANA REC & RET	Standard Excess	Invalid Location - Plac	ceholder Other Ac	tions 📀 View Order	
118369052			PCA		08/06/2023	WOCQOR		09411032	00129176	ACTIONS >		
Online Asg	Approved	Reserve	Retirement	- Voluntary	11/19/2023	USAR Ret	ired Reserve	Retired Reserve	UNKNOWN EXST	Arrive Member	S View Order	
7906542	-	-	PCA		06/21/2021	W90RAA		05448857	00004161			
Interface	Departed	Guard	Reassignm	lent	08/05/2023	W90R IND	IANA REC & RET	Standard Excess	INDIANAPOLIS IN	Other Ac	tions 🛇 View Order	
~ Temporary /	Assignments											
										Create Temporary Assign	ment	~
ID/Source	Status	Co	mpo	Action/Reason Code	Beg	in/End Dt	UIC	Position		Location		1 row
7906547				ASG	06/2	1/2021	W8AVHD	05497903		00012428		
Interdence.	Departed	Gu	ard	720	0.9/	5/2023	AUGOESAVHD	ADNG THE 32 A	CP I	INDIANADOLIS	Other Actions ⊙	

Click on the "Submit Arrival" button.

Submit Arrival	ation				
	Assignment Permanent			Assignment ID 118369052	
	Employee Record 0			Assignment Seq 0	
	Assignment Status Approved			User Action 0084 Guard to Retired Reserve	
	Workflow Status None Required				
Component Category Assignment Arrivals	Training Status PERSTEMPO Info				
	Arrival Sequence# 14 Arrival Date 14	Arrival Status 1	Assignment Departed From 11	Last Updated By 14	Last Updated 1
1	1 08/06/2023	Active	7906547	-	08/07/2023 1:49:16PM
Audit Fields					
	Last Updated By 0002598572.01			Last Update Date/Time 08/07/23 12:51:08PM	
	Source Online Assignment			Source ID	
Return to Landing Page					

The member will now show in the Component Category as Ready Reserve and the UIC will reflect USAR Retired Reserve for this example. Duty Status will reflect Retired.

6	 Organizational Ir 	nstance									
		Bus	iness Unit US /	army Reserve			Location	UNKNOWN EXST			
		Component	t Category Rea	dy Reserve-Mbr Completed SVC Req			Job Code	E79T RECRUITING AND RE	ETENTION NCO (F
			UIC WOO	Q0R USAR Retired Reserve			Position	09411032 Retired Reserve			ľř
							Duty Status	Retired			
							Duty Status Attribute				
	 Permanent Assig 	gnments									
								Cr	reate Permanent Assignment	v	
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		1104	~
	118369052			PCA	08/06/2023	W0CQ0R	09411032	00129176			
	Online Asg	Arrived	Reserve	Retirement - Voluntary	11/19/2023	USAR Retired Reserve	Retired Reserve	UNKNOWN EXST	Other Actions 📀 View Order		
	> Temporary Assig	gnments									
	> Conditional Rele	ase Assignm	nents								
	Return to Search										
"											

2-33. Unit Slotting/ Position Inquiry

The purpose of unit slotting is to allows the user to view all Members, current Member assignments, inbound, and vacant positions within their hierarchy. Members display in the grid associated to a UIC hierarchy for the Home record <u>only</u>.

Position Inquiry allows the user to view positions that are vacant or filled for the desired criterion: UIC, Assignment, Position, and Department options.

Applicability: OFF, WO, ENL Required Category: HR Professional Required Subcategory: Assignment Actions Navigation: Workforce Administration > Assignment Tracking > Unit Slotting

Unit Slotting Landing page will populate Find **Unit Hierarchy and Service Member Filter**. Input the desired **UIC** (1) Select **Current** (2) Select **Filter** (3)

Unit Slotting		
		New Window Help Personalize Pa
	← ⊘ ♡	Nev Vindov Help Personitas Pa
	Unit Slotting	
	> Instructions	
	Unit Hierarchy and Service Member Filter	
	UIC W8AVAA Q Display Hierarchy 3 Filter	Clear
	Current Inbound	Show Ineligible Srvc Members
	Grade Q	Show Ineligible Positions
	AOC/MOS Q	

Unit Manning and Vacant Position and Service Members will populate

																		New Viir	ndow He	lp Persor	nalize Page
tructi	ons																				
nit Hie	archy and	Service Meml	per Filter																		
UIC	W8AVAA	Q Displa	ay Hierarchy	Filter	Clear																
	OEMPLID	Current	O Inbound																		
MPLID					Show ineligible Srvc I	wembers															
Grade	٩				Show Ineligible Positi	ons															
CIMOS		Q																			
		In cost December																			
nt Mar	ining and v	/acant Positio	ns																		
Ad	d to Slot		Compare		Clear																
Ad	d to Slot		Compare		Clear																
Ad ervice	d to Slot Members		Compare		Clear																
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Ad ervice	d to Slot Members	Compare	Com are Ineligible Slot Indicator	Information Empl ID	Clear	Grade	AOCMOS	USAR Comp Cat	Duty Status	Position	Description	Business Unit	UIC	DML	ORGRAA	CMND CD	Postal	Location	Grade	Job Code	Pargrap Number
Ad ervice	Members Q Swap	Compare	Com are Ineligible Slot Indicator Eligible	Information Empt ID 000	Clear Name SFC	Grade E7	AOCIMOS E42A	USAR Comp Cat	Duty Status Present for Duty	Position 03321706	Description #1 INFO TECH SPEC	Business Unit NGDIN	UIC WBAVAA	DML 000	ORGRAA IH	CMND CD	Postal 46241	Location INDIANAPOLIS	Grade E7	Job Code E258	Pargrapi Number 238
Ad ervice	d to Slot Members	Compare	Com re Ineligible Slot Indicator Eligible Eligible	Information Empl ID 000 000	Clear Name SFC MSG.	Grade E7 E8	AOCIMOS E42A E92A	USAR Comp Cat	Duty Status Present for Duty Ready for Drill	Position 03321706 03321687	Description #1 INFO TECH SPEC SR AUTOMATION LAGI NOCI	Business Unit NGDIN NGDIN	UIC W8AVAA W8AVAA	DML 000	ORGRAA IH IH	CMND CD	Postal 46241 46241	Location INDIANAPOLIS INDIANAPOLIS	Grade E7 E8	Job Code E25B E92A	Pargrapi Number 238 230
Ad envice	d to Slot Members Swap Swap	Compare	Com re Ineligible Stot Indicator Eligible Eligible Eligible	Information Empl ID 000 000	Clear Name SFC MSG	Grade E7 E8	AOCIMOS E42A E92A E882	USAR Comp Cat	Duty Status Present for Duty Ready for Drill Present for Duty	Position 03321706 03321687 03175359	Description #1 INFO TECH SPEC SR AUTOMATION LOS NCO OPERATIONS NCO	Business Unit NGDIN NGDIN NGDIN	UIC WBAVAA WBAVAA WBAVAA	DML 000 000	ORGRAA IH IH IH	CMND CD	Postal 46241 46241 46241	Location INDIANAPOLIS INDIANAPOLIS INDIANAPOLIS	Grade E7 E8 E8	Job Code E25B E92A E00F	Pargrapi Number 238 230 229D
	d to Slot Members Q Swap C C C C C C C C C C C C C C C C C C C	Compare	Com are Ineligible Slot Indicator Eligible Eligible Eligible Eligible	Empl ID 000 000 000 000 000 000 000 000 000 0	Clear Name SFC MSG BO 1	Grade E7 E8 E8 O7	AOCIMOS E42A E92A E88Z O13A	USAR Comp Cat	Duty Status Present for Duty Ready for Drill Present for Duty Ready for Drill	Position 03321706 03321687 03175359 033221983	Description #1 INFO TECH SPEC SR AUTOMATION LOG NCO OPERATIONS NCO ASST ADJUTANT GENERAL	Business Unit NGDIN NGDIN NGDIN NGDIN	UIC W8AVAA W8AVAA W8AVAA W8AVAA W8AVAA	DML 000 000 000	ORGRAA IH IH IH IH	CMND CD	Postal 48241 48241 48241 48241 48241	Location INDIANAPOLIS INDIANAPOLIS INDIANAPOLIS INDIANAPOLIS	Grade E7 E8 E8 O7	Job Code E25B E92A E00F C00B	Pargrapi Number 238 230 229D 001
	d to Slot Members Swap C C C C C C C C C C C C C C C C C C C	Compare Compare	Com yre Ineligible Slot Indicator Eligible Eligible Eligible Eligible	Information Empt ID 000 000 000 000 000 000 000	Oter Name SFC M60 M50 LTC	Grade E7 E8 E8 07 05	AOCMOS E42A E92A E88Z O13A O42H	USAR Comp Cat	Duty Status Present for Duty Ready for Drill Present for Duty Ready for Drill Present for Duty	Position 03321706 03321687 03321687 03221983 04597322	Description #1 INFO TECH SPEC SR AUTOMATION LOS NCO APERATIONS NCO ASST ADJUTANT GENERAL ARING Code 69 - T10	Business NgDIN NgDIN NgDIN NgDIN NgDIN NgDIN	URC VYBAVAA VYBAVAA VYBAVAA VYBAVAA VYBAVAA	DML 000 000 000 000 000 000 000 000 000 0	ORGRAA IH IH IH IH IH IH	CMND CD	Postal 46241 46241 46241 46241 46241 46241	Location INDIANAPOLIS INDIANAPOLIS INDIANAPOLIS INDIANAPOLIS	Grade E7 E8 E8 O7	Job Code E25B E92A E00F C00B 999992	Pargraph Number 238 230 229D 001 999J
	d to Slot Members Swap C C C C C C C C C C C C C C C C C C	Compare Compare	Com we Ineligible Stot Indicator Eligible Eligible Eligible Eligible Eligible	Information Empt ID 000 000 000 000 000 000 000	Clear Name SFC MSG BG1 LTC COL	Grade E7 E8 E8 O7 O5	AOCMOS E42A E92A E88Z O13A O42H O11A	USAR Comp Cat	Duty Status Present for Duty Ready for Drill Present for Duty Ready for Drill Present for Duty Present for Duty	Position 03321706 03321637 03321637 03221983 04597322 03221983	Description #1 INFO TECH SPEC BR AUTOMATION LOG INCO OPERATIONS NCO OPERATIONS NCO OPERATIONS NCO ASST ADJUTANT GENERAL ARING Code 89 - T10 ASST ADJUTANT	Business Unit NGDIN NGDIN NGDIN NGDIN NGDIN NGDIN NGDIN	UIC 1/18AUAA 1/18AUAA 1/18AUAA 1/18AUAA 1/18AUAA 1/18AUAA	DML 000 000 000 000 000 000 000 000 000 0	ORGRAA IH IH IH IH IH IH IH	CMND CD	Postal 46241 46241 46241 46241 46241 46241 46241	Location INDIANAPOLIS INDIANAPOLIS INDIANAPOLIS INDIANAPOLIS	Grade E7 E8 E8 O7 O7	Job Code E25B E92A E00F O00B 99999Z O00B	Pargraph Number 238 230 230 230 901 999J 001
Scroll down to Service members and review populated informati	Scroll d	vn to Service	Members	and review	populated	information															
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		Swap	Compare	Slot Indicator	Empl ID	Name	Grade	AOC/MOS	USAR Comp Cat	Duty Status	Position	Description	Business Unit	UIC	DML	ORGRAA	CMND CD	Postal	Location	Grade	Job Code	Pargrap Number
	0			Eligible	000	SFC	E7	E42A		Present for Duty	03321706	#1 INFO TECH SPEC	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E25B	238
			0	Eligible	000	MSG	E8	E92A		Ready for Drill	03321687	SR AUTOMATION LOG NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E8	E92A	230
	0		0	Eligible	000	MSG	E8	E88Z		Present for Duty	03175359	OPERATIONS NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E8	E00F	229D
				Eligible	000	BG	07	013A		Ready for Drill	03221983	ASST ADJUTANT GENERAL	NGDIN	WSAVAA	000	н		46241	INDIANAPOLIS	07	O00B	001
	0		0	Eligible	000	LT	05	042H		Present for Duty	04597322	ARNG Code 89 - T10	NGDIN	WSAVAA	000	н		46241	INDIANPOLIS		99999Z	999J
				Eligible	000	COL	07	011A		Present for Duty	03221983	ASST ADJUTANT GENERAL	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	07	O00B	001
	0			Eligible	000	SFC	E7	E11B		Present for Duty	04569461	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
				Eligible	000	MAJ	04	011A		Present for Duty	04648489	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
	0			Eligible	000	SFC	E7	E42A		Ready for Drill	03222042	CONTRACTING NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E51C	301C
				Eligible	000	SFC	E7	E31B		Present for Duty	03321676	OPERATIONS NCO	NGDIN	WSAVAA	000	н		46241	INDIANAPOLIS	E7	E00F	223
Ļ	0	0	0	Eligible	000	CW2	W3	W920B		Present for Duty	06195677	#2 SUPPLY SYSTEM OFF	NGDIN	WSAVAA	000	н		46241	INDIANPOLIS	W2	W920B	303E
				Eligible	000	LTC	05	012A		Present for Duty	04587707	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
	0		0	Eligible	000	SFC	E7	E91X		Present for Duty	03321692	MAINT SUPERVISOR	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E91X	232
				Eligible	000	SFC	E7	E11B		Present for Duty	04695074	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
	0		0	Eligible	000	MSG	E8	E88Z		Present for Duty	04531776	ARNG Code 89 - T10	NGDIN	WBAVAA	000	н		46241	INDIANPOLIS		99999Z	999J

Locate the member you want to do a Position Change on.

Servi	e M	embers																				_
				Ineligible I	Information																	
	3	Q																				
_		Swan	Compare	Slot Indicator	Empl ID	Name	Grade	AOCMOS	USAR Comp	Duty Status	Position	Description	Business	uc	DMI	ORGRAA	CMND CD	Postal	Location	Grade	Job Code	Pargra
(0	0	Eligible	000	SFC	E7	E42A	····	Present for Duty	03321706	#1 INFO TECH SPEC	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E25B	238
		0		Pieriele	000	100	50	5004		Dents for Drift	00004607	SR AUTOMATION	1000	1000 01 01 0	000			10011	000000	50	5024	
												LOG NCO										
<		0		Eligible	000	MSG	E8	E88Z		Present for Duty	03175359	OPERATIONS NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E8	E00F	229D
		D		Eligible	000	BG	07	013A		Ready for Drill	03221983	ASST ADJUTANT GENERAL	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	07	000B	001
<		D	0	Eligible	000	ιτ	05	O42H		Present for Duty	04597322	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
		D	0	Eligible	000	COL	07	011A		Present for Duty	03221983	ASST ADJUTANT GENERAL	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	07	000B	001
		D	0	Eligible	000	SFC.	E7	E11B		Present for Duty	04569461	ARNG Code 89 - T10	NGDIN	WSAVAA	000	н		46241	INDIANPOLIS		99999Z	999J
		D	0	Eligible	000	MAJ	04	011A		Present for Duty	04648489	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
<		D	0	Eligible	000	SFC	E7	E42A		Ready for Drill	03222042	CONTRACTING NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E51C	301C
		D		Eligible	000	SFC	E7	E31B		Present for Duty	03321676	OPERATIONS NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E00F	223
4		D	0	Eligible	000	CW2	W3	W920B		Present for Duty	06195677	#2 SUPPLY SYSTEM OFF	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS	W2	W920B	303E
		D	0	Eligible	000	LTC	05	012A		Present for Duty	04587707	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
4		D	0	Eligible	000	SFC	E7	E91X		Present for Duty	03321692	MAINT SUPERVISOR	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E91X	232
		D	0	Eligible	000	SFC	E7	E11B		Present for Duty	04695074	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
0		D	0	Eligible	000	MSG	E8	E88Z		Present for Duty	04531776	ARNG Code 89 - T10	NGDIN	W8AVAA	000	IH		46241	INDIANPOLIS		99999Z	999J

Scroll to the right and view the list of Vacant Positions within your UIC (1) Find a vacant position for your member to go into (2). Take note of the position number you want to use.

h	cant	Positions																		
				Ineligible Information																
	E,	Q														1-25	of 771	~	> > Vie	w 100
		Slot Indicator	Position	Description	Business Unit	UIC	DML	ORGRAA	CMND CD	Postal	Location	Grade	Job Code	USAR Comp Cat Position	Paragraph Number	Line	AGR	Title	Managed Position Codes	
	0	Eligible	03175327	SEC OF THE GEN STAFF	NGDIN	W8AVAA	000	н		45241	INDIANAPOLIS	04	001A		200	02			None	B
		Eligible 6	03175330	RELIGIOUS AFFAIRS SGM	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E9	E56M		008	02			None	B
		Eligible	03175337	SR HUMAN RESOURCE NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E42A		209A	02	0		None	B
	0	Eligible	03175339	BRANCH CHIEF	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	W4	W420A		209B	01			None	182
	0	Eligible	03175350	DIVISION CHIEF	NGDIN	W8AVAA	000	IH		46241	INDIANPOLIS	05	001A		228	01			None	12
		Eligible	03175365	DEPUTY BR CHIEF	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	04	090A		231B	01			None	185
	0	Eligible	03175369	SR AUTOMATION LOG NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E92A		231B	06			None	B
		Eligible	03175370	SUPPLY NCO	NGDIN	WSAVAA	000	IH		46241	INDIANAPOLIS	E6	E92Y		231G	03			None	12
	0	Eligible	03175375	#1 SR ORD GRND MAINT OFF	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS	W5	W915E		232	02			None	12
		Eligible	03175380	SR NETWORK OPER	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	W5	W255Z		234	03			None	-
	0	Eligible	03175386	#1 AVN OPERATIONS NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E15P		241	06			None	10
		Eligible	03175391	TECHNICAL ENG NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E6	E12T		242E	03			None	12
	0	Eligible	03175401	SR SUPPLY NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E92Y		243A	01			None	12
		Eligible	03207634	SPLY MGMT OFF	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	03	092A		231D	01			None	12
	0	Eligible	03207635	SR PROP ACCT OFF	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	W4	W920A		231D	02			None	-

Next, validate position is vacant and position information utilizing **Position Inquiry** From your current screen, return to the **NavBar**. Select **Position Inquiry**

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9	0), Search in Men	u							_		Na	vBar: Men	u	<u>о 4</u> ; ;
otting)																			_	Menu >	Workforce Administration
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Va	cant	Positions																		\heartsuit		Assignment Staging Program
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	E	٦														1-25	of 771	v	> >	=	=	Dwell Accrued/Available Info
		Slot Indicator	Position	Description	Business	UIC	DML	ORGRAA	CMND CD	Postal	Location	Grade	Job	USAR Comp Cat	Paragraph	Line	AGR	Title	Manar Positi	Menu	=	Dwell Time Accrual Process
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		Eligible	03175327	SEC OF THE GEN STAFF	NGDIN	W8AVAA	000	IH		46241	INDIANAPOLIS	04	001A		200	02			None	Preferences	₽.	Manage Member Elections
	0	Eligible	03175330	RELIGIOUS AFFAIRS SGM	NGDIN	W8AVAA	000	IH		46241	INDIANAPOLIS	E9	E56M		008	02			None		= /	Assignment Reports
	0	Eligible	03175337	SR HUMAN RESOURCE NCO	NGDIN	W8AVAA	000	IH		46241	INDIANAPOLIS	E7	E42A		209A	02	0		None			ACT Conversion Launch
		Eligible	03175339	BRANCH CHIEF	NGDIN	WSAVAA	000	н		46241	INDIANAPOLIS	W4	W420A		209B	01			None			Hor conversion caunci
		Eligible	03175350	DIVISION CHIEF	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS	05	001A		228	01			None		=	TDY Administration
		Eligible	03175365	DEPUTY BR CHIEF	NGDIN	WSAVAA	000	н		46241	INDIANAPOLIS	04	090A		231B	01			None		=	Unit Slotting
		Eligible	03175369	SR AUTOMATION LOG NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E92A		231B	06			None		= /	Assignment Inbound Staging
		Eligible	03175370	SUPPLY NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E6	E92Y		231G	03			None		=	Assignment Internal Conversion
		Eligible	03175375	#1 SR ORD GRND MAINT OFF	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS	W5	W915E		232	02			None			
		Eligible	03175380	SR NETWORK OPER	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	W5	W255Z		234	03			None		= /	Assignment Dashboard
		Eligible	03175386	#1 AVN OPERATIONS NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E15P		241	06			None		=	Assignment Schedule
		Eligible	03175391	TECHNICAL ENG NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E6	E12T		242E	03			None		=	Position Inquiry
		Eligible	03175401	SR SUPPLY NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E7	E92Y		243A	01			None		=	Assignment Batch Process
		Eligible	03207634	SPLY MGMT OFF	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	03	092A		231D	01			None		=	Manage Converted Assignments
	0	Eligible	03207635	SR PROPACCT OFF	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	W4	W920A		231D	02			None			

Position Inquiry Landing Page populate

Under Search Criteria, next to UIC, input the **UIC** (1) Expand **Position Attributes** and input the position number (2) Select Search (3)

Position Inquiry

ciow you will beer	The positions available o	a cricamberea lar oros critero	a in the search chiena			
 Search Criteri 	а					
UIC Search Op	ition			3 Search		
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	VAA Q Department	00001419 W8AV INAR	ING ELEMENT, JF HQ			
Assignmen	t Attributes					
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Business Unit	Q B	Begin Date	End Date	Filled or Vacant	~	
Position Numbe	r 03175337 Q J	lob Code	Location			
Daragraph			Grade			
Paragraph						
SQI						-
ASI						
Language Code						
Position Standa	rd Remarks 1	Position Standard Remarks	2 Position Stand	ard Remarks 3 Positi	on Standard Remarks 4	
GFM Long Name	a					

Review the populated tabs, **Position Attributes**, **Department Attributes**, and **Assignment Attributes** (1). Under **Position Attributes**, review the position information for accuracy (2).

6	Po	sition Details					_							
	P	osition Attributes	Department A	Attributes	Assignment A	ttributes								
	Bus	iness Unit Positio	n Tiue					Effective Date	Department Description					Lc
					1									
Depart	ment Attribut	es												
Position Det	ails													
2 altion Attri	butes Depa	rtment Attributes Assignment Attributes									0		B (Mail	
NODIN	Position 03175337	SD HUMAN DESCURCE NCO	Effective Date	Department Description	IE HO	ooston	OFM Long Name			UIC WRAI/A A	Orade I	Doo Number	Doo Effdt	PARA No 2004
in a set														

Next, select Assignment Attributes (1).

View information under Last Name and First Name (2).

This example shows member information, meaning this position is filled and not a true vacant position.

Position E	Details	<u>_</u>			_											
Position At	tributes Depar	tment Attributes	Assignment At	tributes												
Position	Empl ID	Rank	Last Name				F	irst Name						Srvc Cm	Asg	n Job Cod
00234320																
Department Attri	butes															
Position Details	~													Find 🕅	I First	() 1 of 1 () Last
Position Attributes Dep	partment Att 2 Assagnment	numoures														
Position Empl ID	Rank Last Name		First Name	Srve Cmp	Asgn Job Code	Mbr MOS	SQI	ASI	Assignment Status	Action Re	ason Tran	s SubTrans	Assignment ID	Start Date	End Date	Permanent UIC
03175337 000	WO1 GOLD		JOSHUA	G	E42A	W420A			Completed	TER TA	N		8635597	10/04/2022	10/04/2022	W8AVAA

Return to the expanded **Position Attributes**. Select the dropdown next to **Filled or Vacant**. **Vacant** (1). If desired input the members grade next to **Grade** (2). Select **Search** (3).

Position Inquiry									
									N
Instructions									
Below you will see the position	ons available or encumbered for UICs entered in the search	h criteria							
The Search Criteria									
UIC Search Option			Search						
One UIC UIC a UIC WBAVAA Q	and Hierarchy O Set of UICs Department 00001419 W8AV INARNG ELEMENT	T, JF HQ							
Assignment Attribu	ites								
 Position Attributes 		6							
Business Unit Position Number	Begin Date Begin Date Begin Date Date		Filled or Vacant Vacant 🗸]					
Paragraph	Line Nbr	E/_Q							
SQI									
ASI									
Language Code									
Position Standard Reman	rks 1 Position Standard Remarks 2 P	Position Standard F	Remarks 3 Position Standard Remarks 4						
GFM Long Name									
Department Attribut	tes								
Position Details									
Position Attributes Dep	artment Attributes Assignment Attributes								
Business Unit Position	Title	Effective Date	Department Description	Location	GFM Long Name	UIC Gr	rade Doc Number	Doc Effdt	PARA No
NGDIN 07100329	RELIGIOUS AFFAIRS SPEC	09/08/2021	W8AV INARNG ELEMENT, JF HQ		RELIGIOUS AFFAIRS SPEC	W8AVAA E7	7 NGW8AVAA	09/08/2021	800
NGUIN 03321707	#2 INCIDENT RESPONDER	09/06/2021	WSAV INARNG ELEMENT, JE HQ		#ZINCIDENT RESPONDER	W6AVAA E7	NGWSAVAA	09/06/2021	238

Review the populated **Position Attributes.**, In this example, there are 2 vacant E7 position. Review the **Effective Date** of the positions. **Note: The effective date must be available for the date of the members assignment.**

) Depar	tment Attribut	85									
Position De	tails										
Position Att	ibutes Depa	irtment Attributes Assignment Attributes	\frown								
Business Unit	Position	Title	Effective Date	Department Description	Location	GFM Long Name	UIC	Grade	Doc Number	Doc Effdt	PARA No
NGDIN	07100329	RELIGIOUS AFFAIRS SPEC	09/06/2021	W8AV INARNG ELEMENT, JF HQ		RELIGIOUS AFFAIRS SPEC	WSAVAA	E7	NGW8AVAA	09/08/2021	008
NGDIN	03321707	#2 INCIDENT RESPONDER	09/06/2021	W8AV INARNG ELEMENT, JF HQ		#2 INCIDENT RESPONDER	WSAVAA	E7	NGW8AVAA	09/06/2021	238

Select Assignment Attributes (1).

Review Last Name and First Name information (2). This position is vacant because there is no member information.

Position	Details		(1)												
Position A	ttributes	Department	Attributes	Assignment Attributes												
Position	Empl II)	Rank	Last Name			F	irst Name						Srvc Cr	np As	gn Job Cod
00234320																
L																
Department Attri	butes															
Position Details		Assignment Attributes			`									Find [🗿	R First	I-2 of 2 Dest
osition Empl ID	Rank	st Name		First Name	Sr c Cmp Asgn Job	Code Mbr MOS	SQI	ASI	Assignment Status	Action R	eason Trans	SubTrans	Assignment ID	Start Date	End Date	Permanent UIC
7100329																

Still in the **Position Attributes** tab.

Scroll to the far right and review position information (1).

Under **Position Inactivation Date**, ensure there is no inactivation date for the time periods you need.

Lang	FMD Posn Number	AGR Position Inactivation Date	Remarks Code	Remarks Code	Remarks Code	Remarks Code	Department	Earliest Date Available	Latest (Availab
	72060795587542248						00001419	09/06/2021	
	72060794549216345						00001419	09/02/2017	

Scroll back to **Position Attributes** (1). Annotate the selected **Position** number (2). This example we are choosing the **second position**, **03321707**.

osition	Inquiry										
										New Window Help P	rsonalia
struction	8										
Below you i	will see the position	s available or encumbered for UICs entered in t	he search oriteria								
Search	Criteria										
UIC Sea	rch Option			Search							
• On UI	euic Ouican cW8A/AA Q, p	d Hierarchy O Set of UICs lepartment 00001419 WBAV INARNS E	LEMENT, JF HQ								
Assi	gnment Attribute	15									
▼ Posi	tion Attributes										
Duringer	. Hait	O Regio Data 19	ind Date	Eilled or Vessel Vistant	×						
Position	Number	O Job Code O I	ocation G	Plant of Vacant Course							
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040											
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Position	Standard Remark	s 1 Position Standard Remarks 2	Position Standard	Remarks 3 Position Standard Rem	arks 4						
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Depa	rtment Attribute	\$									
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siness Un	Position		Effective Date	Department Description	Location	GFM Long Name	UIC	Grade Doc Number	Doc Effdt	PARA No	
IOIN	07100329	ELIGIOUS AFFAIRS SPEC	09/06/2021	W8AV INARNG ELEMENT, JF HQ		RELIGIOUS AFFAIRS SPEC	WBAVAA	E7 NGW8AVAA	09/08/2021	008	
3DIN	03321707	2 INCIDENT RESPONDER	09/06/2021	W8AV INARNG ELEMENT, JF HQ		#2 INCIDENT RESPONDER	WEAVAA	E7 NGW8AVAA	09/06/2021	238	
						_					

Return to the **NavBar**. Select **Unit Slotting**

Position Inquiny						NavBar: Men	u O
Position inquiry						0	Menu > Workforce Administration
Instructions						Recently Visited	Assignment Tracking
Below you will see the positions available or encumbered for UICs entered in Search Criteria	the search orders						Accionment Approvals
UIC Search Option		Search Mar				\heartsuit	- Congristiant Approvides
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Assignment Attributes						_	Dwell Accrued/Available Info
The Position Attributes						Van	Dual Time Accrual Process
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502						Wy Preferences	Manage Member Elections
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Position Standard Remarks 1 Position Standard Remarks 2	Position Standard	Remarks 3 Position Standard Rem	arks 4				ACT Conversion Launch
Grint Long Name							
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Department Attributes							E Unit Slotting
Position Details Position Attributes Department Attributes Assignment Attributes	TTR						Accimental labourd Staning
Business Unit Position Title	Effective Date	Department Description	Location	GFM Long Name	UIC Grade Do	n Number	Assignment incound staging
NGON 07100209 RELIGIOUS AFFAIRS SPEC	09/05/2021	WEAV INARING ELEMENT, JF HO		RELIGIOUS AFFAIRS SPEC	WEAVAA ET NO	INTERNAL IN	Assignment Internal Conversion
And the second have when		STATE STOCKED BLACKED STOCKED					- Assignment Dashboard
							Assignment Schedule
							Position Inquiry
							Assignment Batch Process
							Hanage Converted Assignments
javascript:PTNav8ar.OpenInWindow(%27https://stg.upg-ippsa.csd	l.disa.mil/psp/hcpsts3_r	newwin/EMPLOYEE/HRMS/c/					Assignment Updates(UCA)

Re-enter the **UIC** (1). Select **Current** (2). Select **Filter** (3).

Slott	ing																					
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Tuic	W8AVAA	Q Displ	ay Hierarchy	Filter	Clear																	
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nit Mar	nning and V	/acant Positio	ns																			
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ervice	Members																					
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				5			0.11		USAR		Decision	Desire the second se	Business				01010 00	0	1	0		Pargrap
	swap	Compare	Slot Indicator	Emplitu	Name		Grade	AUCIMOS	Cat	Duty Status	Position	Description	Unit	UIC	DML	ORGRAA	CMNDCD	Postal	Location	Grade	JOD CODE	e Number
0	0	0	Eligible		SFC	R	E7	E42A		Present for Duty	03321706	#1 INFO TECH SPEC	NGDIN	WSAVAA	000	IH		46241	INDIANAPOLIS	E7	E25B	238
		0	Eligible		MSG	R	E8	E92A		Ready for Drill	03321687	SR AUTOMATION LOG NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E8	E92A	230
0			Eligible		MSG		E8	E88Z		Present for Duty	03175359	OPERATIONS NCO	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	E8	E00F	229D
			Eligible		BG F	AU	07	013A		Ready for Drill	03221983	ASST ADJUTANT GENERAL	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	07	000B	001
0	0	0	Eligible		LTC	E	05	042H		Present for Duty	04597322	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241	INDIANPOLIS		99999Z	999J
			Eligible		COL	MAN	07	011A		Present for Duty	03221983	ASST ADJUTANT	NGDIN	W8AVAA	000	н		46241	INDIANAPOLIS	07	000B	001
0			Flicible		SEC	4	E7	E11B		Present for Duty	04569461	ARNG Code 89 - T10	NGDIN	WRAVAA	000	н		46241	INDIANPOLIS		000007	999.1
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Scroll to the right (1) to **Vacant Positions**. Select the **magnified glass icon** (2).

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		Slot Indicator	Position	Description	Business Unit	UIC	DML	ORGRAA	CMND CD	Postal	Location	Grade	Job Code	USAR Comp Cat Position	Paragraph Number	Line	AGR	Title	Managed Position Codes	
		Eligible	07100329	RELIGIOUS AFFAIRS SPEC	NGDIN	W8AVAA	000	IH		46241	INDIANAPOLIS	E7	E56M		008	03			None	-
		Eligible	03175370	SUPPLY NCO	NGDIN	W8AVAA	000	ін		46241	INDIANAPOLIS	E6	E92Y		231G	03			None	12
	0	Eligible	03175391	TECHNICAL ENG NCO	NGDIN	W8AVAA	000	IH		46241	INDIANAPOLIS	E6	E12T		242E	03			None	-
	0	Eligible	03222040	INFO TECH SPEC	NGDIN	W8AVAA	000	ІН		46241	INDIANAPOLIS	E6	E25B		301B	04			None	-
	0	Eligible	03222059	AMMO NCO	NGDIN	W8AVAA	000	ІН		46241	INDIANAPOLIS	E6	E89B		303G	01			None	-
	0	Eligible	03222060	SUPPLY NCO	NGDIN	W8AVAA	000	IH		46241	INDIANAPOLIS	E6	E92Y		303G	02			None	-
	0	Eligible	03321651	INFO TECH SPEC	NGDIN	W8AVAA	000	IH		46241	INDIANAPOLIS	E6	E25B		209C	04			None	183
		Eligible	03321659	#2 FAM RDNS SPT ASST COOR	NGDIN	W8AVAA	000	ІН		46241	INDIANAPOLIS	E6	E00F		210E	02			None	8
	0	Eligible	03321673	OPNS/EXER/TRNG NCO	NGDIN	W8AVAA	000	ІН		46241	INDIANAPOLIS	E6	E00F		219	03			None	10
																	Gen 1			-

Under Enter Search String: input the position number. Select \mathbf{OK}

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The position information will populate (1). Select the bubble to the left of **Eligible** on the appropriate line (2).

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Scroll back to the left to **Service Members**. Location your Service Member (1). Select the bubble to the left of **Swap** (2). Select **Add to Slot** (3).

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Scroll down to **Slot Service Member to Position** (1).

Review the populated information (2).

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Next to ACT EFFDT, type in the assignment effect date of change (1) OR select the date from the calendar (2).

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Check the box next to the members EMPL ID (1). Select Execute (2).

S	lot Ser	vice Member to	Position					
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The transaction successfully slotted 1 transaction. Select OK.

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Service Members Intrigible Information Swep Compare Stot Indicator Empl ID Name G 0 0 0 Exipate 000 MSG Exit 0 0 0 Exipate 000 MSG Exit 0 0 0 Exipate 000 MSG Exit 0 0 0 Exipate 000 DG 07 0 0 Exit 000 LTC 07 0 0 Exit 000 LTC 07 0 0 Exit 000 LTC 07		Compare Clear				ОК											
Intelligible Information Swep Compare Stot Indicator Empt ID Name G O D D Eligible 000 MSG Eligible G O D D Eligible 000 MSG Eligible G O D D Eligible 000 MSG Eligible G O D Eligible 000 MSG Eligible G G O D Eligible 000 LTC CC CC G O D Eligible 000 SCC Eligible G G G				L)									
Image: Compare Stot Indicator Empt ID Name Grad 0 0 0 Exigible 000 MSG Eric 0 0 Exigible 000 LTC 02 0 0 Exigible 000 STC Eric		Ineligible Information															
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O D Eighte 000 MSG Eighte O D D Eighte 000 MSG Eighte O D D Eighte 000 MSG Eighte O D D Eighte 000 BG O O D D Eighte 000 LTC O O D D Eighte 000 SFC Eighte	Grade	re Slot Indicator Empl ID Name	AOCIMOS	USAR Comp Cat	Duty Status	Position	Description	Business Unit	UIC	DML	ORGRAA	CMND CD	Postal	Location	Grade	Job Code	Pargrapi Number
O C Elipite 000 MSG Elipite O C Elipite 000 BG 0 O C C Elipite 000 UTC 00 O C Elipite 000 COL 00 0 O C Elipite 000 SFC Elipite	E8 E	Eligible 000 MSG	E92A		Ready for Drill	03321687	SR AUTOMATION LOG NCO	NGDIN	W8AVAA	000	ін		46241	INDIANAPOLIS	E8	E92A	230
O C Explore 000 BG O	E8 E	Eligible 000 MSG	E88Z		Present for Duty	03175359	OPERATIONS NCO	NGDIN	W8AVAA	000	ін		46241	INDIANAPOLIS	E8	E00F	229D
O D Eligible 000 LTC O O D Eligible 000 COL O O D Eligible 000 SFC EF	07 0	Eligible 000 BG	013A		Ready for Drill	03221983	ASST ADJUTANT	NGDIN	WBAVAA	000	ін		46241	INDIANAPOLIS	07	O00B	001
O Image: Constraint of the sector of the secto	05 0	Eligible 000 LTC	042H		Present for Duty	04597322	ARNG Code 89 - T10	NGDIN	W8AVAA	000	ін		46241	INDIANPOLIS		99999Z	999J
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	E7 E	Eligible 000 SFC	E11B		Present for Duty	04569461	ARNG Code 89 - T10	NGDIN	WSAVAA	000	ін		46241	INDIANPOLIS		99999Z	999J
O D D Finnie 000 MAL O	04 0	Flighte 000 MAJ	0118		Present for Duty	04648489	ARNG Code 89 - T10	NGDIN	WRAVAA	000	IH		46241	INDIANPOLIS		999997	999.1

Next, validate that the change reflects in the members assignment. Return to the NavBar. Select **Manage Assignments**

Unit	Slotti	0.0																	NavBar: Mer	w ©
Unit	Siotai	ling .																	0	Menu > Workforce Administration
																			Recently Visited	Assignment Tracking
> Ins	tructio	ns																		Assignment Approvals
⊻ Un	it Hier	archy and	Service Mem	ber Filter															Favorites	- Assignment Staging Program
	UIC	W8AVAA	Q Displ	ay Hierarchy	Filter	Clear														- Dwell Accrued/Available Info
E	MPLID	O EMPLID) Current	O Inbound		Show Ineligible Srvc N	lembers												=	
	Grade					Show Ineligible Position	ons												Menu	Dwell Time Accrual Process
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∼ Un	it Man	ning and \	Vacant Positio	ns																= Assignment Reports
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		Swap	Compare	Slot Indicator	Empl ID	Name	Grade	AOC/MOS	Comp	Duty Status	Position	Description	Business Unit	UIC	DML	ORGRAA	CMND CD	Postal		
				Eligible	000	MSG	E8	E92A		Ready for Drill	03321687	SR AUTOMATION LOG NCO	NGDIN	W8AVAA	000	н		46241		- Assignment internal Conversion
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				Eligible	000	BG	07	013A		Ready for Drill	03221983	ASST ADJUTANT GENERAL	NGDIN	WSAVAA	000	н		46241		Assignment Schedule
				Eligible	000:	LTC	05	042H		Present for Duty	04597322	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241		= Position Inquiry
				Eligible	000:	COLI	07	011A		Present for Duty	03221983	ASST ADJUTANT GENERAL	NGDIN	W8AVAA	000	н		46241		Assignment Batch Process
				Eligible	000	SFC	E7	E11B		Present for Duty	04569461	ARNG Code 89 - T10	NGDIN	W8AVAA	000	н		46241		Manage Converted Assignments
javascri	O pt:PTNa	n avBar.Openi	InWindow(%27h	Elicible ttps://stg.upg-ipp	000 sa.csd.disa.mil/psp	MAJ I hcpsts3_newwin/EMPLOYEE/HRMS	04 /c/	011A		Present for Duty	04648489	ARNG Code 89 - T10	NGDIN	WSAVAA	000	IH		46241		Assignment Updates(UCA)

Enter in the members **EMPL ID** or search by Last and/or First Name (1). Select **Search** (2).

Assignments Search		
Assignments Search Pag	je	
Search Criteria		
(
	Name	
	First Name	
0	Last Name	
Search		

Find the Organization Instance information (1). Ensure the new position number reflects next to Position (2).

Current/Approved													
Name SFC Empl ID 000													
Current/Approved		al Instance										Related Info	ormation
		Busir	ness Unit Indi	ana Army Nati Guard			Location IN	DIANAPOLIS					Θ
Pending/Working		Component	Catagory Full	Time Support Personnel			Code E2	5D CYPER NETW					
			LIIC W8	AVAA WRAV INARNO ELEMENT	IE HO		Position 03	321707 #2 INCIDE	INT RESPONDER			Find Help	
Completed			010 110	and how how to ceenerry.			Duty Status Ba	seast for Duty	Theoromount				
Canceled							Duty status Pr	esent for Duty				3	0
							Duty Status Attribute Ac	tive Guard Reserve				Recommended Solutions	Known Issues
	~ Permanent A	Issignments											
								(Create Permanent Assignment		~		
										11	ow		
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position		Location			✓My Cases	
	116288422			PCA	12/01/2022	W8AVAA	03321707		00012428			_	_
	Online Asg	Departed	Guard	Reassignment	11/30/2025	W8AV INARNG ELEMENT, JF HQ	#2 INCIDENT R	ESPONDER	INDIANAPOLIS	Other Actions ⊙			
	✓ Temporary A	ssignments											
									Create Temporary Assignmen	e .	-		
										11	~		
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location					
	116288575			ASG	12/01/2022	W8AVHD	05497085	00082787					
	Online Asg	Arrived	Guard	T32	11/30/2025	AUGOE8AVHD	ARNG Title 32 AGR	INDIANPOLIS	Other Actions 😔 Vi	iew Order			
	> Conditional I	Release Assig	nments								-		
	Return to Sear	rch											

Find the Permanent Assignment information (1). Position, ensure the new position reflects (2). Once validated and accurate, the position change is complete. Return Home.

2-34. Create Temporary Assignment for Initial Active-Duty Training (IADT)

The purpose of this process is to assist the HR Pro in understanding how to manual create the temporary assignment for Initial Active Duty Training.

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Action Required:

Search by EMPL ID or Name Select Initial Active-Duty Training from the Create Temporary Assignment dropdown

	Busi	ness Unit Ir	ndiana Army Natl Guard			Location FR	ANKLIN IN			
	Component	Category T	rain in Units-Drill Unit Res			Job Code E6	8X BEHAV	IORAL HEALTH	SPECIALIST	
		UIC V	V8Z5AA W8Z5 IN ARNG M	ED DET		Position 052	220468 ME	NTAL HEALTH	NCO	
						Duty Status Re	ady for Drill			
						Duty Status Attribute				
						Duty claims / thinsate				
 Permanen 	t Assignme	ents								
							Creat	e Permanent As	ssignment	
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loc	ation		
5668414	A strand	Guard	PCA	04/01/2020	W8Z5AA	05220468	0	0000773		
Interface	Arrived	Guard	Reassignment	08/31/2023	W8Z5 IN ARNG MED DET	MENTAL HEALTH NCO	F	RANKLIN IN	Other Acti	ons 🕑 View Order
 Temporary 	Assignme	ents								
							Cre	ate Temporary	Assignment	
ID/Source		Status	Compo	Action/Reason Code		Begin/End Dt	UIC	Position	1	Attachment Guard ADI Training Phase
). Condition	al Palassa	Assignmen	te .							Guard ADI Training Phase Guard ADI Training Phase Guard Title 10 Guard Title 32 Initial Active Duty Training State Active Duty USAP/ARMG Spit/Opt 41

Enter the projected begin date (date on the IADT order). Enter the projected end date. Report Date auto-populates but can be adjusted based on IADT order., Select the PCA Assignment for the Assignment From

Assignment Header Information				
Assignment	Temporary		Assignment ID	NEW
Employee Record	0		Assignment Seq	0
Assignment Status	Draft		User Action	0252 Initial Active Duty Training
Workflow Status	None Required			
Component Category	Training Status	PERSTEMPO Info		
Assignment Dates				
*Projected Begin Dt	03/31/2023		*Report Date	03/31/2023
Number of Days	32		*Projected End Dt	05/01/2023
*Assignment From	5668414	Q		
Standard Fields				
*Action	Assignment		*Reason	ADT-IADT (Initial AD Training)
Scroll down	ans Type			

Select Initial Skills for Trans Type Select the applicable for Subtrans type Select applicable **Position.**

10 B				
Assignment Status	s Draft		User Action	0252 Initial Active Duty Training
Workflow Status	s Initiated		12301 (D) OF REFERENCE (C)	
Component Category	Training Status	PERSTEMPO Info		
Assignment Dates				
*Projected Begin D	t 03/31/2023		*Report Date	03/31/2023
Number of Days	s 32		*Projected End D	t 05/01/2023
*Assignment From	n 5668414 Q			
Standard Fields				
"Action	n Assignment		"Reasor	ADT-IADT (Initial AD Training)
Trans Type	e Initial Skills Q		Subtrans Type	Reception Station Q
*010	W1DXUC Q	W1DX 194TH 30TH AG BN CO A TR	*Position	06286788 Q
Location	00040165 FORT BENNING		Over Strength Indicator	OVERSTRENGTH
With Duty A	t No			
Assignment Dates	hould be S for Not Q	ualified- School Training		
Projected Begin Dt 03	3/31/2023		Report Date 03/31/2023	
Number of Days 32	2		Projected End Dt 05/01/2023	
Assignment From 56	368414			
Standard Fields				
*Action As	ssignment		*Reason ADT-IADT (Initial	AD Training)
Trans Type In	itial Skills		Subtrans Type Reception Station	1
UIC W	1DXUC W1DX 194TH 30TH AG BN C	OATR	Position 06286788	
Location 00	0040165 FORT BENNING		Over Strength Indicator OVERSTRENGT	H
With Duty At) No			
Estab ID C	ONUS		Tour Type NOT APPLICABL	E
			Tour Indicator	
"Job Code	68X Q BEHAV	IORAL HEALTH SPECIALIST	*Duty Title STANDARD EXC	CESS Q
*Duty Position Qual		JAL		
Scroll to top of page Click Submit				

The new temporary assignment should now show be under the Temporary Assignments section.

- Organizati	onal Inetan												
• Organizatio								55.00.00					
	Busin	ess Unit Ir	idiana Army Natl Guard				Locatio	n FRANKL	NIN				
c	Component C	Category T	rain in Units-Drill Unit Res				Job Cod	le E68X Bl	EHAVIORAL H	HEALTH SPECIAL	.IST		
		UIC V	V8Z5AA W8Z5 IN ARNG MED I	DET			Positio	n 0522046	B MENTAL H	EALTH NCO			
							Duty Statu	s Ready fo	r Drill				
							Duty Status Attribut	e					
 Permanent 	t Assignmei	nts											
									Create Perma	anent Assignmen	nt		•
													1 ro
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position		Location				
5668414			PCA	04/01/2020	W8	Z5AA	05220468		00000773				
Interface	Arrived	Guard	Reassignment	08/31/2023	W8	Z5 IN ARNG MED DET	MENTAL HEALTH	NCO	FRANKLI	N IN Other	Actions	View Order	
 Temporary 	Assignmer	nts											
									Create Tem	norary Assignm	ent		
									oreate ren				
ID/Causes	Chattan	C	Antion (Dessen Code	Basia/Ead Dt		1110		Desition		Leasting			1 10
ID/Source	Status	Comp	Action/Reason Code	Begin/End Dt		UIC		Position		Location			
116385792	Approved	Guard	ASG	03/31/2023		W1DXUC		06286788		00040165		Other Actions	
Online Asg			ADI	05/01/2023		W1DX 194TH 30TH AG BN 0	OATR	Standard	Excess	FORT BENNING	G	Other Actions	
Conditional	I Release A	ssianmen	ts										
· · · · · · · · · · · · · · · · · · ·													

Datum to Coarob

2-35. Complete Initial Active Duty Training Assignment (IADT)

Description: The purpose of this process is to assist the HR Pro in understanding how to complete an Initial Active Duty Training Assignment Transaction from Basic Combat Training and or Advanced Individual Training. (BCT/AIT)

Applicability: OFF, WO, ENL Subcategories: HR Professionals Navigation: HR Professional > NavBar > Workforce Administration > Assignment Tracking > Manage Assignments

Action Required:

Search by EMPL ID or Name

Ensure **Component Category** reads Awaiting IADT Auth Verify member is currently Arrived at Temp Assignment

Current/Approved	✓ Organizat	tional Insta	ance									
Pending/Working		Business	Unit Ind	iana Army Natl Guard				Location	1 INDIANAPOI	LIS		
- chang troning	Compo	onent Categ	jory TN	G Pipeline-Awaiting IAE	T-Auth to Pe	rform IDT		Job Cod	e E09M DELA	AYED TRAINEE		
Completed			UIC W9	ORAA W90R INDIANA	A REC & RET			Position	n 05260464 S	Standard Excess	5	
Canadad								Duty Statu:	s Ready for Dr	ill		
Canceled							Duty	Status Attribut	e Attachment			
	- Permaner	nt Assignn	nents									
								Crea	ate Permanent	Assignment		~
												1 row
	ID/Source	Status	Com	po Action/Reason	Code E	Begin/End Dt	UIC		Position	Location		
	116535405 Departed 0		Guar	PCA	0	3/10/2023	W90RAA		05260464	0002054	4	
	Onboarding Departed Gua		Ouai	Non Prior Service	e Gain 0	3/09/2029	W90R INDIANA RE	EC & RET	Standard Exces	ss INDIANA	POLIS Other Actions (9
	= Temporar	or Appigno	anto									
	• Temporal	iy Assigiii	ients									
								C	reate Tempora	ry Assignment		*
				Action/Person	Begin/End							4 rows
	ID/Source	Status	Compo	Code	Dt	UIC		Position		Location		
	116581092	Arrived	Guard	ASG	03/12/2023	W90R07		05442063		00103142	Other Actions 🕢	
	Online Asg	Anney	Odard	ATC	03/11/2025	DET 2, CC	B INARNG R&R BN	New Enlisted		GARY	View Order	- 1
	116764172			ASG	03/27/2023	W0GR6A		09032851		00145257		
	Onboarding	Approved	Guard	ADI	03/30/2023	W0GR HH	C 120TH AG BN TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕑	
	447007607			100	00/04/00000	1100.000		00054440		00445405		_
	11/08/52/	Approved	Guard	ASG	03/31/2023	WUG49B		06851442		00145135	Other Actions 🕑	
	Onboarding			ADI	04/09/2023	W0G4 CO	B 2BN 39INF TR	Initial Active D	uty Tng (IADT)	FT JACKSON		

Click "Other Actions" on the Arrived Temp Assignment Select "Depart Member"

Current/Approved	 Organizatio 	onal Instance					
Pending/Working	B	Business Unit Ind ent Category TN	iana Army Natl Guard G Pipeline-Awaiting IAI	DT-Auth to Per	form IDT	Location INDIA Job Code E09M	NAPOLIS DELAYED TRAINEE
Completed		UIC W9	ORAA W90R INDIAN	A REC & RET		Position 05260	464 Standard Excess
Canceled						Duty Status Ready	for Drill
	✓ Permanent	Assignments			Duty	Create Perm	anent A
	ID/Source	Status Com	po Action/Reason	Code Be	gin/End Dt UIC	Position	Depart Member
	116535405 Onboarding	Departed Guar	PCA rd Non Prior Servic	03 e Gain 03	/10/2023 W90RAA /09/2029 W90R INDIANA R	0526046 EC & RET Standard	4 Revoke Arrival ther Actions 🕥
	✓ Temporary	Assignments				Create Te	Update PERSTEMPO
							Report Date Change 4 rows
	ID/Source S	Status Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Le Position Change
	116581092 Online Asg	Arrived Guard	ASG ATC	03/12/2023 03/11/2025	W90R07 DET 2, CO B INARNG R&R B	05442063 New Enlisted	0 Update Training Status
	116764172 Onboarding	764172 ASG Approved Guard ADI		03/27/2023	W0GR6A W0GR HHC 120TH AG BN TR	09032851 Initial Active Duty Tng (00145257 IADT) FT JACKSON Other Actions ⊙
	117087527 ASG Approved Guard Onboarding ADI		ASG ADI	03/31/2023	W0G49B W0G4 CO B 2BN 39INF TR	06851442 Initial Active Duty Tng (00145135 IADT) FT JACKSON Other Actions 📀

Click Submit Departure

			Arrivals/Departur	res		<u>ଜ</u> ସ୍
Assignment Details	Submit Departure		Override to Home	No		
Commonto/Attoohmonto	Assignment Header Information	1				
Comments/Attachments	Assignment	Temporary		Assignm	tent ID 116581092	
Orders	Employee Record	1		Assignme	nt Seq 0	
	Assignment Status	Arrived On Assignment		User	Action 0014 Attachment	
Arrivals/Departures	Workflow Status	None Required				
	Component Category	Training Status	PERSTEMPO Info			
	Assignment Departures					
	Departure Se	quence 🌣 Depart Date 🗘	Depart Status \diamond	Assignment Depart To \Diamond	Last Updated By \Diamond	Last Updated 🛇
	1	1 03/26/2023	Revoke	116764172	0002607109.01	04/25/2023 4:25:22PM
	2	2 03/26/2023	Active	116764172	0002607109.01	04/25/2023 4:58:46PM
	Audit Fields					
	Last Updated By	0002607109.01		Last Update Dat	e/Time 04/25/23 4:25:22PM	
	Source	Online Assignment		Sou	Irce ID	
	Return to Landing Page					

Temp Assignment now shows **departed** Member SHOULD auto Arrive to their next ASG/ADI If the Member does not auto Arrive you can manually Arrive the member to their next ASG/ADI Temp Assignment

Current/Approved	 Organiza 	itional Inst	ance									
Pending/Working		Business	Unit Ind	iana Army Natl Guard				Location	INDIANAPOL	.IS		
	Comp	onent Categ	gory TN	G Pipeline-Awaiting IA	DT-Auth to Pe	rform IDT		Job Code	e E09M DELA	YED TRAINEE		
Completed			UIC W9	ORAA W90R INDIAN	A REC & RET			Position 05260464 Standard Excess				
Qual d								Duty Statu:	s Ready for Dri	ill		
Canceled							Duty	Status Attribute	e Attachment			
	✓ Permane	nt Assignr	ments									
								Crea	ate Permanent	Assignment		•
												1 row
	ID/Source	Status	Com	po Action/Reason	Code E	Begin/End Dt	UIC		Position	Location		
	116535405 Departed Guard			PCA	C	3/10/2023	W90RAA		05260464	0002054	4	
	Onboarding Departed Guard			Non Prior Service Gain 03/09/2029			W90R INDIANA RE	C & RET	Standard Exces	s INDIANA	POLIS Other Action	ons 🕑
	- Tempora	ry Assignn	ments									
								C	reate Temporar	rv Assianment		~
										,		4 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position		Location		410115
	116581092	_		ASG	03/12/2023	W90R07		05442063		00103142	Other Actions	
	Online Asg	Departed	Guard	ATC	03/11/2025	DET 2, CC	B INARNG R&R BN	New Enlisted		GARY	View Order	
	116764172			ASG	03/27/2023	W0GR6A		09032851		00145257		
	Approved Guard Onboarding AE		ADI	03/30/2023	W0GR HH	C 120TH AG BN TR	G BN TR Initial Active Duty Tng (IADT)		FT JACKSON	Other Actions 🕑		
	117087527		_	ASG	03/31/2023	W0G49B		06851442		00145135		
	Approved Guard Onboarding			ADI	04/09/2023	W0G4 CO	B 2BN 39INF TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕑	

Click "Other Actions" on the Approved Temp Assignment for Reception Select "Arrive Member"

Current/Approved	Compone	ent Categor	y TNG P	ipeline-Awaiting IAI	DT-Auth to Pe	mponent Category TNG Pipeline-Awaiting IADT-Auth to Perform IDT Job Code E09							
Current/Approved		UIC	C W90R4	A W90R INDIAN	A REC & RET			Position	05260464 St	andard Excess			
Pending/Working								Duty Status	Ready for Drill				
Completed							Duty	Status Attribute	Attachment	Actions ×			
	 Permanent 	Assignme	nts							Deferment			
Canceled								Crea	ite Permanent A	Curtail/Extend	~ 1 row		
	ID/Source	Status	Compo	Action/Reason	Code E	egin/End Dt	UIC	F	Position	Revoke Assignment			
	116535405 Onboarding	Departed	Guard	PCA Non Prior Servic	0 :e Gain 0	3/10/2023 3/09/2029	W90RAA W90R INDIANA RE	(C&RET \$	05260464 Standard Excess	Arrive Member	her Actions 🕑		
	✓ Temporary Assignments Create Tempo			Location Change									
								Cr	eate Temporary	Update PERSTEMPO	¥ rows		
	ID/Source S	itatus Co	ompo Ac	tion/Reason	Begin/End Dt	UIC		Position	ı	Lo Asgn From Change			
	116581092 D Online Asa	eparted Gu	AS uard AT	iG iC	03/12/2023	W90R07 DET 2. CC	B INARNG R&R BN	05442063 New Enlisted		00 Report Date Change	s 🕑		
	116764172		AS	G	03/27/2023	W0GR6A		09032851	(Update REFRAD			
	A Onboarding	opproved Gu	uard AC	ы	03/30/2023	W0GR HH	IC 120TH AG BN TR	Initial Active Du	ity Tng (IADT)	FT Position Change	30 -		
	117087527 Onboarding	opproved Gu	AS uard AD	6G DI	03/31/2023	W0G49B W0G4 CO	B 2BN 39INF TR	06851442 Initial Active Du	(ity Tng (IADT)	00145135 FT JACKSON Other Action	ns 🕑		
	Conditional	l Release A	ssignme	ents									

Click Submit Arrival

Assignment Details	Submit Arrival					
Approvals/Eligibility	Assignment Header Information	Temporary		As	signment ID 116764172	
Comments/Attachments	Employee Record	0		Assi	gnment Seq 1	
Orders	Assignment Status Workflow Status	Approved None Required			User Action 2001 Curtail/Extend Stat Auth C 12301 (D) OF REFERENCE (C)
Arrivals/Departures	Component Category Assignment Arrivals	Training Status	PERSTEMPO Info	View/Update TDY Event		
	Arrival Sequen	e# ◇ Arrival Date ◇	Arrival Status 🛇	Assignment Departed From \Diamond	Last Updated By \Diamond	Last Updated \Diamond
	1	1 03/27/2023	Revoke Arrival	116581092	0002607109.01	04/25/2023 4:25:05PM
	2	2 03/27/2023	Active	116581092	0002607109.01	04/25/2023 5:01:31PM
	Audit Fields					
	Last Updated By	0002607109.01		Last Updat	te Date/Time 04/25/23 4:25:05PM	
	Source	Onboarding HIRE Data			Source ID 3095802	
	Return to Landing Page					

Assignment Status now shows Arrived On Assignment Click "Return to Landing Page"

Assignn	nent Header Information					
	Assignment	Temporary		Assi	ignment ID 116764172	
	Employee Record	2		Assig	nment Seq 1	
	Assignment Status	Arrived On Assignment		u	Jser Action 2001 Curtail/Extend	
	Workflow Status	None Required			Stat Auth C 12301 (D) OF REFERENCE (C)
C	omponent Category	Training Status	PERSTEMPO Info	View/Update TDY Event		
Assignn	nent Arrivais					
	Arrival Sequenc	e# 🛇 Arrival Date 🗘	Arrival Status 🗘	Assignment Departed From \Diamond	Last Updated By \Diamond	Last Updated 🛇
1		1 03/27/2023	Revoke Arrival	116581092	0002607109.01	04/25/2023 4:25:05PM
2		2 03/27/2023	Active	116581092	0002607109.01	04/25/2023 5:01:31PM
Audit Fi	elds					
	Last Updated By	0002607109.01		Last Update	Date/Time 04/25/23 5:02:08PM	
1)	Source	Onboarding HIRE Data			Source ID 3095802	
Return to	Landing Page					

Temp Assignment 116764172 now shows "Arrived" Component Category now shows Training Pipeline-Non-Deploy IADT Duty Status Attribute now shows Active-Duty Training School

Current/Approved	- Org	anizational Ins	tance									
PendinaMedina		Busines	Unit Ind	liana Army Natl Guard				Locatio	n INDIANAPOI	LIS		
rending/working	0	omponent Cat	egory Tra	aining Pipeline-Non Dep	loy IADT			Job Cod	e E09M DELA	AYED TRAINEE		
Completed			UIC W	ORAA W90R INDIAN	A REC & RET			Positio	n 05260464 S	Standard Excess	5	
								Duty Statu	s Present for D	Duty		
Canceled							Duty	Status Attribut	e Active Duty 1	Fraining School		
	- Perr	nanent Assigi	ments									
								Cre	ate Permanent	Assignment		~
												1 row
	ID/Sou	irce Status	Com	npo Action/Reason	Code B	egin/End Dt	UIC		Position	Location		
	11653	5405 Depart	od Oue	PCA	0	3/10/2023	W90RAA		05260464	0002054	4	
	Onboa	rding	eu Gua	Non Prior Servic	e Gain 0	3/09/2029	W90R INDIANA RE	EC & RET	Standard Exces	ss INDIANA	POLIS Other	Actions 🕑
	- Tem	porary Assigr	ments									
								c	reate Tempora	rv Assignment		~
									i cute tempera	, , , , , , , , , , , , , , , , , , ,		4 rows
	ID/Sou	irce Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position		Location		410113
	11658	1092		ASG	03/12/2023	W90R07		05442063		00103142	Other Astings (
	Online	Departed Asg	Guard	ATC	03/11/2025	DET 2, CO	B INARNG R&R BN	New Enlisted		GARY	View Order	,
	11676	4172	0	ASG	03/27/2023	W0GR6A		09032851		00145257		
	Onboa	rding	Guard	ADI	03/30/2023	W0GR HH	C 120TH AG BN TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕑)
	11708	7527	0	ASG	03/31/2023	W0G49B		06851442		00145135		
	Onboa	rding	Guard	ADI	04/09/2023	W0G4 CO	B 2BN 39INF TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕑)

Depart Member from Arrived Temp Assignment Click "**Other Actions**" on the Current Arrived Temp Assignment Select "**Depart Member**

Current/Approved	Comp	oonent Catego	ory Traini	ng Pipeline-Non Dep	ploy IADT			Job Code	E09M DELAY	ED TRAINEE	
		L	IIC W90F	RAA W90R INDIAN	A REC & RET			Position	05260464 St	andard Excess	
Pending/Working								Duty Status	Present for Du	ity	
Completed							Duty	Status Attribute	Active Duty In	aining School	
Canadad	 Permane 	ent Assignm	ents							Actions ×	
Canceled								Crea	ite Permanent A	Curtail/Extend	~
	ID/Source	Status	Compo	Action/Reason	Code E	Begin/End Dt	UIC		Position	Depart Member	1 row
	116535405			PCA	c	3/10/2023	W90RAA		05260464		
	Onboarding	Departed	Guard	Non Prior Servic	e Gain 0	3/09/2029	W90R INDIANA RE	EC & RET	Standard Excess	Revoke Arrival	ther Actions 💿
	- Tempora	arv Assignm	ents							Location Change	
								0	aste Temporan	Revoke Amendment	
									eate temporary	Update PERSTEMPO	4 rows
	ID/Source	Status	Compo d	ction/Reason	Begin/End Dt	UIC		Position	ι	Report Date Change	
	116581092	Deserted	A	SG	03/12/2023	W90R07		05442063	(Update REFRAD	< (C)
	Online Asg	Departed	Juard A	TC	03/11/2025	DET 2, CC	B INARNG R&R BN	New Enlisted	(G Desition Observe	
	116764172		A	SG	03/27/2023	W0GR6A		09032851	(0	
	Onboarding	Arrived	Guard A	DI	03/30/2023	W0GR HH	IC 120TH AG BN TR	Initial Active Du	uty Tng (IADT)	Update Training Status	ji ⊙ •
	117087527	Approved	A	SG	03/31/2023	W0G49B		06851442	(00145135	
	Onboarding) Approved	A	DI	04/09/2023	W0G4 CO	B 2BN 39INF TR	Initial Active Du	ity Tng (IADT)	FT JACKSON Other Action	ns 🕑
	Condition	onal Release	Assignn	nents							
	Return to	Search									
Click Submit Depar	ture										
Assignment Details	Submit Departure	e			Ove	erride to Home	No				
Approvals/Eligibility	realignment field	Assignme	nt Tempora	ary				Ass	ignment ID 1167	64172	
Comments/Attachments	E	mployee Reco	d 2					Assig	nment Seq 1		
Orders	As	signment Statu	s Arrived	On Assignment				L	Iser Action 2001	Curtail/Extend	
	Component	Workflow Statu	IS None R	equired	PERST	EMPO Info	View/I Indate	TDY Event	Stat Auth C 12	2301 (D) OF REFERENCE (C	:)
Arrivals/Departures	Assignment Dep	artures		running otatus	T ENGI		view opdate	. TOT EVent			
		Departure	Sequence	ି Depart Date ି	Depa	rt Status 🜣	Assignment D	Depart To 🗘	Last	Updated By \Diamond	Last Updated \bigcirc
	1			1 03/30/2023	Revol	(e	117087527		0002	2607109.01	04/25/2023 4:24:38PM
	2			2 03/30/2023	Active	•	117087527		0002	2607109.01	04/25/2023 5:06:28PM
	Audit Fields										
1)	Last Updated E	y 000260	7109.01				Last Update	Date/Time 04/25	5/23 5:02:08PM	
	Determination of the	Source	e Onboard	ding HIRE Data					Source ID 3095	802	
	return to Landing F	rage									

Temp Assignment now shows Departed Once the Departure is submitted the Member should auto Arrive to their next ASG/ADI If the Member does not auto Arrive, manually Arrive the member to their next ASG/ADI Temp Assignment

Current/Approved	- Organ	izational Ins	tance								
Destination		Business	Unit Ind	fiana Army Nati Guard	i			Location	INDIANAPO	LIS	
Pending/Working	Co	mponent Cate	gory Tra	aining Pipeline-Non De	ploy IADT			Job Cod	E09M DEL	AYED TRAINEE	
Completed			UIC WS	ORAA W90R INDIA	NA REC & RET	i i i		Position	05260464 \$	Standard Exces	5
Canceled							(2117)	Duty Statu	Present for D	Duty	
							Duty	Status Attribut	Active Duty	Training School	
	- Perma	nent Assign	ments								
								Cres	ste Permanent	Assignment	Ŷ
											1 rov
	ID/Source	e Status	Com	po Action/Reason	n Code E	Begin/End Dt	UIC		Position	Location	1
	1165354	05		PCA	0	3/10/2023	W90RAA		05260464	0002054	4
	Onboard	Departe	d Gua	Non Prior Serv	ice Gain 0	13/09/2029	W90R INDIANA RE	C & RET	Standard Exce	ss INDIANA	POLIS Other Actions 🕑
	- Temp	orary Assign	ments								
								C	reate Tempora	ry Assignment	•
											4 row
	ID/Source	e Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position		Location	
	1165810	92		ASG	03/12/2023	W90R07		05442063		00103142	Other Actines (2)
	Online A	Departed sg	Guard	ATC	03/11/2025	DET 2, CO	B INARNG R&R BN	New Enlisted		GARY	View Order
	1167641	72		ASG	03/27/2023	W0GR6A		09032851		00145257	
	Onboard	Departed	Guard	ADI	03/30/2023	WOGR HH	C 120TH AG BN TR	Initial Active D	aty Tng (IADT)	FT JACKSON	Other Actions 💿
	1170875	27		ASG	03/31/2023	W0G49B		06851442		00145135	
	Onboard	Approved ing	Guard	ADI	04/09/2023	W0G4 CO	B 2BN 39INF TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 💿

Click "**Other Actions**" on the Approved Temp Assignment for BCT Select "**Arrive Member**"

compo	ment Catego	ory Traini	ng Pipeline-Non Dep	loy IADT			Job Cod	le E09M DELA	YED TRAINEE	
	L. L	JIC W90F	AA W90R INDIANA	A REC & RET			Positio	n 05260464 S	tandard Excess	
							Duty Statu	Is Present for D	uty	
-						Duty	Status Attribut	te Active Duty T	raining School	
• Permaner	it Assignm	ents					Cre	ate Permanent	Assignment	
ID/Source	Status	Compo	Action/Reason	Code E	Begin/End Dt	UIC		Position	Actions ×	
116535405	Departed	Guard	PCA	C	3/10/2023	W90RAA		05260464	Deferment	
Onboarding	Departed	Guard	Non Prior Service	e Gain 0	3/09/2029	W90R INDIANA RE	C & RET	Standard Exces	S Curtail/Extend	her Actions 🕑
- Temporar	y Assignm	ents							Revoke Assignment	
•							c	create Temporar	Arrive Member	
ID/Source	Status	Compo d	ction/Reason	Begin/End Dt	UIC		Position		Lo Location Change	
116581092	-	A	SG	03/12/2023	W90R07		05442063		00 Update PERSTEMPO	
Online Asg	Departed	Guard A	тс	03/11/2025	DET 2, CO	B INARNG R&R BN	New Enlisted		G4 Asgn From Change	50
116764172	Departed	A	SG	03/27/2023	W0GR6A		09032851		00 Report Date Change	
Onboarding	Departed	A	DI	03/30/2023	W0GR HH	C 120TH AG BN TR	Initial Active D	outy Tng (IADT)	FT Update REFRAD	s 💌
117087527	Approved	A	SG	03/31/2023	W0G49B		06851442		00	
Onboarding	Approved	A	DI	04/09/2023	W0G4 CO	B 2BN 39INF TR	Initial Active D	outy Tng (IADT)	FT Position Change	
Condition	al Release	Assignm	ients							
	 ✓ Permaner ID/Source 116535405 Onboarding ✓ Temporar ID/Source 116581092 Online Asg 116764172 Onboarding 117087527 Onboarding ➤ Condition 		UIC W906	UIC W90RAA W90R INDIAN → Permanent Assignments	ID/Source Status Compo Action/Reason Code E 116535405 Departed Guard PCA 0 0 Cnboarding Departed Guard PCA 0 0 - Temporary Assignments Temporary Assignments Non Prior Service Gain 0 0 - Temporary Assignments Departed Guard ASG 0.3/11/2023 0 Contine Asg Departed Guard ASG 0.3/11/2023 0 0.3/11/2025 0 116581092 Departed Guard ASG 0.3/11/2025 0 0.3/11/2025 0 0.3/11/2025 0 0.3/11/2025 0 0 0.3/02/2023 0 0.0/11/2025 0 0.0/11/2025 0 0.0/11/2025 0 0.0/11/2025 0 0.0/11/2025 0 0.0/11/2025 0 0.0/11/2025 0 0.0/11/2025 0 0.0/11/2025 0 0 0.0/10/2023 0 0.0/10/2023 0 0 0.0/10/2023 0 0	ID/ Source Status Compo Action/Reason Code Begin/End Dt 116535405 Departed Guard PCA 03/10/2023 Onboarding Departed Guard PCA 03/10/2023 Non Prior Service Gain 03/09/2029 - - Temporary Assignments - - Ib/Source Status Compo Action/Reason Begin/End UIC 116581092 Departed Guard ASG 03/11/2025 DET 2, COC 116764172 Departed Guard ASG 03/27/2023 W0GR6A ADI 03/30/2023 W0GR7A ADI 03/30/2023 W0GR6A ADI 03/30/2023 W0GR6A ADI 03/30/2023 W0GR6A Onboarding Paproved Guard ADI 03/30/2023 W0GR6A Onboarding Approved Guard ADI 04/09/2023 W0G4CO	IDIC W90RAA W90R INDIANA REC & RET Duty IDIS Source Status Compo Action/Reason Code Begin/End Dt UIC 116535405 Departed Guard Non Prior Service Gain 03/09/2029 W90R INDIANA REE Temporary Assignments IDIS Source Status Compo Action/Reason Code Begin/End Dt UIC 116535405 Departed Guard Non Prior Service Gain 03/09/2029 W90R INDIANA REE Temporary Assignments 116581092 Departed Guard ATC 0116764172 Departed Guard ATC 0116764172 Approved Guard ADI 110767527 Approved Guard ADI Aproved Guard ADI ADI Conditional Release Assignments	IDC W90RAA W90R INDIANA REC & RET Position Duty Status Duty Status Duty Status • Permanent Assignments Cree Cree ID/Source Status Compo Action/Reason Code Begin/End Dt UIC 116535405 Departed Guard PCA 03/10/2023 W90RAA Compo Action/Reason Code Begin/End Dt UIC Cree Cr	IDE W90R INDIANA REC & RET Position 05260464 S Duty Status Present for D Duty Status Active Duty T - Permanent Assignments -	UIC W90RAA W90R INDIANA REC & RET Position 05260464 Standard Excess Duty Status Present for Duty Duty Status Attribute Active Duty Training School - Permanent Assignments DISource Status Compo Action/Reason Code Begin/End Dt UIC Position Onboarding Departed Guard PCA 03/10/2023 W90RAA 05280484 Non Prior Service Gain 03/09/2029 W90R INDIANA REC & RET Standard Excess Actions × Deferment Temporary Assignments Create Temporary DISource Status Compo Action/Reason Code Degin/End Dt UIC Position Non Prior Service Gain 03/09/2029 W90R INDIANA REC & RET Standard Excess Deferment Cutal/Extend Non Prior Service Gain 03/09/2029 W90R INDIANA REC & RET Standard Excess Deferment Cutal/Extend Temporary Assignments Create Temporary DifSource Status Compo Action/Reason Det Comport Action Status Compo Action/Reason Det Comport Det Comport Assignment Assignment British Comport Assignment Attribute Departed Guard Attribute Dift Dift Det Comport Comport Assignment Attribute Det Comport Assignment Attribute Dift Dift Dift Dift Departed Guard Attribute Dift Dift Dift Dift Dift Dift Dift Dift

Click "Submit Arrival"

	Source Onb	parding HIRE Data		Cast Opdate Da	ource ID 3105360	
	Audit Fields	ADDCS		Last Undate Da	te/Time_04/22/22_6-16-140M	
	1 1	03/31/2023	Active	116764172	0002607109.01	04/25/2023 5:12:10PM
Arrivals/Departures	Arrival Sequence# 0	Arrival Date 0	Arrival Status 0	Assignment Departed From ©	Last Updated By O	Last Updated O
Orders	Assignment Arrivals	Training Status	PERSTEMPO Into			
Comments/Attachments	Workflow Status None	Required		Si	tat Auth C 12301 (D) OF REFERENC	E(C)
0	Assignment Status Appr	oved		Use	r Action 0000	
Approvals/Eligibility	Employee Record 0			Assignm	ent Seq 0	
Addl Instructions	Assignment Tem	oorary		Assign	ment ID 117087527	
Assignment Details	Submit Arrival					

Assignment Status shows "Arrived On Assignment" Click "**Return to Landing Page**" Temp Assignment now shows "**Arrived**"

Current/Approved	🕶 Organiza	tional Insta	nce									
PandingMarking		Business U	Jnit Indi	ana Army Natl Guard				Location	INDIANAPOL	IS		
Pending/working	Compo	onent Catego	ory Trai	ining Pipeline-Non Depl	oy IADT			Job Code	E09M DELA	YED TRAINEE		
Completed		L. L.	JIC W9	ORAA W90R INDIANA	REC & RET			Position	05260464 St	tandard Excess		
								Duty Status	Present for Di	uty		
Canceled							Duty	Status Attribute	Active Duty Tr	raining School		
	- Permane	nt Assignm	ents									
								Crea	te Permanent /	Assignment		~
												1 row
	ID/Source	Status	Com	po Action/Reason C	ode B	egin/End Dt	UIC	F	Position	Location		
	116535405	Deperted	0.000	PCA	03	3/10/2023	W90RAA	(05260464	00020544		
	Onboarding	Departed	Ouan	Non Prior Service	Gain 03	3/09/2029	W90R INDIANA RE	C&RET S	Standard Excess	s INDIANAF	POLIS Other A	Actions 🕑
	- Temporal	ry Assignm	ents									
								Cr	eate Temporar	y Assignment		~
												3 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End	Dt UIC		Position		Location		
	116581092	Departed	Guard	ASG	03/12/2023	W90R07		05442063		00103142		
	Online Asg	Departed	Guaru	ATC	03/11/2025	DET 2, CO	D B INARNG R&R BN	New Enlisted		GARY	Other Actions 🕑	View Order
	117087527	Andread		ASG	03/31/2023	W0G49B		06851442		00145135		
	Onboarding	Arrived	Guard	ADI	04/09/2023	W0G4 CC	B 2BN 39INF TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕑)
	117087537			ASG	04/10/2023	W0GR6A		08836357		00145257		
	Onboarding	Approved	Guard	ADI	04/28/2023	W0GR HH	IC 120TH AG BN TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕢)

Click "Other Actions" on the Current Arrived Temp Assignment Select "Depart Member"

ent/Approved	Compone	ent Catego	ry Trainin	g Pipeline-Non Deple	oy IADT			Job Cor	de E09M DELA	YED TRAINEE	
		U	IC W90R	AA W90R INDIANA	REC & RET			Positio	on 05260464 S	tandard Excess	
ing/Working								Duty State	us Present for D	luty	
oleted							Duty S	tatus Attribu	te Active Duty T	raining School	
photo	- Permanent	Assignme	ents								
eled								Cre	ate Permanent	As Actions ×	
											1
	ID/Source	Status	Compo	Action/Reason C	ode Beg	gin/End Dt	UIC		Position	Curtail/Extend	
	116535405	Dependent	Guard	PCA	03/	10/2023	W90RAA		05260464	Depart Member	
	Onboarding	Departed	Guard	Non Prior Service	Gain 03/	09/2029	W90R INDIANA REC	C & RET	Standard Exces	Revoke Arrival	her Actions 🕑
	 Temporary 	Assignme	ents							Location Change	
	D							(Create Temporar	Update PERSTEMPO	3 r
	ID/Source S	itatus C	Compo Ad	ction/Reason Code	Begin/End D	t UIC		Position		L, Report Date Change	
	116581092		AS	ŝG	03/12/2023	W90R07		05442063		00 Update REFRAD	
	Online Asg	eparted G	AT	rc	03/11/2025	DET 2, C	D B INARNG R&R BN	New Enlisted	ł	G Position Change	s 🕑 View Order
	117087527		AS	ŝG	03/31/2023	W0G49B		06851442		0(
	Onboarding	rrived G	AL	I	04/09/2023	W0G4 C0	B 2BN 39INF TR	Initial Active	Duty Tng (IADT)	F Update Training Status	jš © <
	117087537		AS	3G	04/10/2023	W0GR6A		08836357		00145257	
	Onboarding	opproved G	Suard AE	I	04/28/2023	W0GR H	HC 120TH AG BN TR	Initial Active	Duty Tng (IADT)	FT JACKSON Other Actio	ons 🕑
	Conditional	Release	Assignme	ents							
	Return to Sea	arch									

Click the Search Icon under Training Status

Assignment Details	S	Submit Dep	parture		Override to Home) No		
Addl Instructions		Januar	Assignment	Temporary		Assign	ment ID 117087527	
Approvals/Eligibility			Employee Record	3		Assignm	nent Seq 0	
Comments/Attachments			Assignment Status Workflow Status	Arrived On Assignment None Required		Use	er Action 0000 Stat Auth C 12301 (D) OF I	REFERENCE (C)
Orders		Comp	onent Category	Training Status	PERSTEMPO Info			
Arrivals/Departures	ASS	signmen	Departure Se	guence 🌣 Depart Date 🌣	Depart Status	Assignment Depart To	Last Lodated Bu	○ Last Undated ○
			Departure Se	quence · Depart Date ·	Depart Status 0	Assignment Depart 10 0	Last opdated by	Cast opdated o
	1			1 04/09/2023	Active	117087537	0002607109.01	04/25/2023 5:15:19PM
	Trai	ining Sta	itus					
			Training Status 🌣				Effective Date \Diamond	
	1		т				03/31/2023	
	2			۹			04/09/2023	
	Auc	dit Fields						
			Last Updated By	0002607109.01		Last Update Da	ate/Time 04/25/23 5:12:39F	PM
			Source	Onboarding HIRE Data		Se	ource ID 3105360	
	Retu	urn to Lan	ding Page					

Select "I" for NON-PRIOR SERVICE/FIRST TRAINING PORTION COMPLETED

					3 го
Training Status	Effective Date ♢	Status as of Effective Date ⇔	Short Description ♦	Description \Diamond	Long Description \Diamond
С	01/01/1901	Active	INIT ACTV	INIT ACTV DTY TNG COMPL	INITIAL ACTIVE DUTY TRAINING COMPLETED
F	12/08/2012	Active	SOLDR DID	SOLDR DID NOT COMPL INIT AD	SOLDIER DID NOT COMPLETE INITIAL ACTIVE DUTY TRAINING
I	01/01/1901	Active	NON-PRIOR	NON-PRIOR SVC/1ST TNG PORTN CM	NON-PRIOR SERVICE/FIRST TRAINING PORTION COMPLETED

Verify Training Status shows "I" Click "Submit Departure"

Assignment Details	Subn	nit Departure		Override to Home	No		
Addl Instructions	Assign	Assignment	Temporary		Assignment ID	117087527	
Approvals/Eligibility		Employee Record	3		Assignment Seq	0	
Comments/Attachments		Assignment Status Workflow Status	Arrived On Assignment None Required		User Action Stat Auth	0000 C 12301 (D) OF REFERENCE (C)
Orders	Assign	Component Category	Training Status	PERSTEMPO Info			
Arrivals/Departures		Departure Sec	guence 🌣 Depart Date 🛇	Depart Status 0	Assignment Depart To \Diamond	Last Updated By \Diamond	Last Updated \bigcirc
	1		1 04/09/2023	Active	117087537	0002607109.01	04/25/2023 5:15:19PM
	Trainin	ig Status					
		Training Status \diamond				Effective Date \diamond	
	1	т				03/31/2023	
	2	ŀ	٩			04/09/2023	
,	Audit F	Fields					
		Last Updated By	0002607109.01		Last Update Date/Time	04/25/23 5:12:39PM	
		Source	Onboarding HIRE Data		Source ID	3105360	
	Return t	to Landing Page					

Temp Assignment now shows "**Departed**" Component Category now shows Training Pipeline-Await 2nd IADT Once the Departure is submitted the Member **SHOULD** auto Arrive to their next ASG/ADI If the Member does not auto Arrive, manually Arrive the member to their next ASG/ADI Temp Assignment

Current/Approved	 Organiza 	itional Insta	ance									
Pending/Working		Business (Jnit Indi	ana Army Natl Guard				Location	INDIANAPOLI	S		
	Comp	onent Categ	ory Trai	ining Pipeline-Await 2nd	IADT			Job Code	E09M DELA	ED TRAINEE		
Completed			UIC W9	ORAA W90R INDIANA	REC & RET			Position	n 05260464 St	andard Excess		
Canceled								Duty Status	Present for Du	ity		
ounceed							Duty S	Status Attribute	 Active Duty Tr 	aining School		
	▼ Permane	ent Assignn	nents									
								Crea	ate Permanent A	ssignment		~
												1 row
	ID/Source	Status	Com	po Action/Reason C	ode B	egin/End Dt	UIC	1	Position	Location		
	116535405	Departed	Guar	PCA	03	3/10/2023	W90RAA	(05260464	00020544		
	Onboarding	Onboarding		Non Prior Service	Non Prior Service Gain 03/09/2		W90R INDIANA RE	C & RET	Standard Excess	INDIANAF	OLIS Other Actions ()
	- Tempora	ry Assignn	nents									
								Ci	reate Temporary	Assignment		~
												3 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End	Dt UIC		Position		Location		
	116581092	Departed	Guard	ASG	03/12/2023	W90R07		05442063		00103142		
	Online Asg	Departeu	Guaru	ATC	03/11/2025	DET 2, CO	B INARNG R&R BN	New Enlisted		GARY	Other Actions View C	rder
	117087527			ASG	03/31/2023	W0G49B		06851442		00145135		
	Onboarding	Departed	Guard	ADI	04/09/2023	W0G4 CO	B 2BN 39INF TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕑	
	117087537			ASG	04/10/2023	W0GR6A		08836357		00145257		
	Onboarding	Approved	Guard	ADI	04/28/2023	W0GR HH	C 120TH AG BN TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕤	

Click "Other Actions" on the Approved Temp Assignment for AIT Select "Arrive Member"



Click "Submit Arrival"

Assignment Details	Submit Arrival					
Addl Instructions	Assignment Header Information	on nt Temporary		Assign	ment ID 117087537	
Approvals/Eligibility	Employee Reco	rd 0		Assignm	ent Seq 0	
Comments/Attachments	Assignment Stati Workflow Stati	us Approved us None Required		User	r Action 0000 tat Auth C 12301 (D) OF REFERENC	E(C)
Orders	Component Category Assignment Arrivals	Training Status	PERSTEMPO Info			
Arrivals/Departures	Arrival Seque	nce# ◇ Arrival Date ◇	Arrival Status 🗘	Assignment Departed From \Diamond	Last Updated By \Diamond	Last Updated 🛇
	1	1 04/10/2023	Active	117087527	0002607109.01	04/25/2023 5:21:20PM
	Audit Fields					
	Last Updated B	By IPPSA.PRCS		Last Update Da	te/Time 04/22/23 6:16:14AM	
	Return to Landing Page	ce Onboarding HIRE Data		Sc	urce ID 3105360	

Assignment Status now shows "Arrived On Assignment" Click "Return to Landing Page

Assignment Details	Assignment Header Informa	tion				
	Assignm	ent Temporary		Assignme	nt ID 117087537	
Addi Instructions	Employee Rec	ord 4		Assignment	Seq 0	
Approvals/Eligibility	Assignment Sta	tus Arrived On Assignment		User Ad	ction 0000	
-	Workflow Sta	tus None Required		Stat	Auth C 12301 (D) OF REFERENCE	CE(C)
Comments/Attachments	Component Category	Training Status	PERSTEMPO Info			
Orders	Assignment Arrivals					
	Arrival Seq	Jence# 🌣 Arrival Date 🗘	Arrival Status 🛇	Assignment Departed From \Diamond	Last Updated By \Diamond	Last Updated 🛇
Arrivals/Departures	1	1 04/10/2023	Active	117087527	0002607109.01	04/25/2023 5:21:20PM
	Audit Fields					
				Level Herderer Devel	0.1/05/00 F-01.10DM	
	Last Updated	By 0002607109.01		Last Opdate Date/	Time 04/25/23 5:21:42PM	
	Last Updated	By 0002607109.01		Last Opdate Date/	e ID 3105360	

Temp Assignment now shows "Arrived"

Current/Approved	🕶 Organiza	ational Inst	ance									
		Business	Unit Ind	iana Army Natl Guard				Locatio	n INDIANAPOL	IS		
Pending/Working	Comp	onent Cate	gory Tra	ining Pipeline-Non Depl	loy IADT			Job Cod	le E09M DELA	YED TRAINEE		
Completed			UIC W9	ORAA W90R INDIANA	REC & RET	r		Positio	n 05260464 S	tandard Excess		
							Duty Status Present for Duty					
Canceled							Duty	Status Attribut	te Active Duty T	raining School		
	✓ Permane	ent Assigni	ments									
		-						Cre	ate Dermanent	Assignment		
								Cre	ate Permanenti	Assignment		
	ID/Source	Status	Com	po Action/Reason (Code E	Begin/End Dt	UIC		Position	Location		Trow
	116535405			PCA		13/10/2023	WOORAA		05260464	00020544		
	110000400	Departe	d Gua	rd		00/10/2020	W501044		05200404	00020344	Other Actions	0
	Onboarding			Non Prior Service	e Gain ()3/09/2029	W90R INDIANA RE	C & RET	Standard Exces	s INDIANA	POLIS	
	- Tempora	ry Assign	nents									
									reate Temporar	Assignment		~
									areate temporar	y Assignment		•
	ID/Source	Status	Compo	Action/Reason Code	Begin/Eng			Position		Location		2 rows
	tor source	Status	compo	Actioninceason code	Deginicine			Position		Cocation		
	116581092	Departed	Guard	ASG	03/12/2023	3 W90R07		05442063		00103142	Other Actions (Order
	Online Asg			ATC	03/11/2025	5 DET 2, CO	B INARNG R&R BN	New Enlisted		GARY		
	117087537	Animal	Quard	ASG	04/10/2023	3 W0GR6A		08836357		00145257		
	Onboarding	Arrived	Guard	ADI	04/28/2023	3 W0GR HH	C 120TH AG BN TR	Initial Active [Duty Tng (IADT)	FT JACKSON	Other Actions 🕑	
	Conditio	nal Releas	e Assigi	nments								
	Return to	Search										

Note: Select Curtail/Extend if the end date is in the future to make it current. And / Or Select "Depart" if the effective date has passed (Check DD214 End Date)

For this example, we want to change the End Dt for the Members AIT to 20230424. Select "**Other Actions**" Click "**Curtail/Extend**"

Current/Approved	 Organiza 	tional Inst	ance								
		Business	Unit Ind	iana Army Natl Guard				Location	INDIANAPOLIS	3	
Pending/Working	Compo	onent Cate	gory Tra	iining Pipeline-Non Depl	oy IADT			Job Code	E09M DELAY	ED TRAINEE	
Completed			UIC WS	ORAA W90R INDIANA	REC & RET			Position	05260464 Sta	ndard Excess	
								Duty Status	Present for Dut	у	
Canceled							Duty S	Status Attribute	Active Duty Tra	ining School	
	✓ Permane	nt Assigni	ments								
								Crea	te Permanent As	Actions ×	~
										Curtail/Extend	1 row
	ID/Source	Status	Com	po Action/Reason C	code Beg	in/End Dt	UIC	ł	Position		
	116535405	Departe	d Gua	PCA	03/1	0/2023	W90RAA	(05260464	Depart Member	ar Actions
n	Onboarding			Non Prior Service	Gain 03/0	9/2029	W90R INDIANA RE	C & RET	Standard Excess	Revoke Arrival	IEI ACIOIIS
	- Temporar	ry Assigni	ments							Location Change	
								Cr	eate Temporary		~
										Update PERSTEMPO	2 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	L	Report Date Change	
	116581092		0	ASG	03/12/2023	W90R07		05442063	(Update REFRAD	
	Online Asg	Departed	Guard	ATC	03/11/2025	DET 2, CO	B INARNG R&R BN	New Enlisted	(3	s 🕑 View Order
	117087537			ASG	04/10/2023	W0GR6A		08836357	(Position Change	
	Onboarding	Arrived	Guard	ADI	04/28/2023	W0GR HH	IC 120TH AG BN TR	Initial Active D	uty Tng (IADT) F	Update Training Status	
	Condition	nal Releas	e Assia	nments							
	Return to S	Search									

Under Assignment Dates find Projected End Dt



Enter the date (MM/DD/YYYY) into Projected End Dt field or use the Calendar icon

Assistment Details	Submit Custal/Extand							Cal	lendar		×
Assignment Details	Assignment Header Information					April		3	· 2023		,
Addl Instructions	Assignment Header Information	Татрогар		Accionment ID	117097527	s	м	т	w 1	F	s
Assessments (The billing	Employee Deport	A		Assignment Sea	1						1
Approvals/Eligibility	Accimment Status	Arrived On Assignment		User Action	2001 Curtail/Extend	2	3	4	5 6	7	8
Comments/Attachments	Masignment Status	None Deguined		Stat Auth	C 12201 (D) OF REFERENCE	9	10	11	12 1	3 14	18
	Component Category	Training Status DEDS	DSTEMPO Info	Viewill Indate TOV Event	G 12301 (D) OF REFEREN	16	17	18	19 2	21	22
Arrivals/Departures	Assignment Dates	Training Status	NOTEMPO IND	view opuale 101 Even		23	24	25	26 2	28	29
	Projected Begin Dt	04/10/2023		Report Date	04/10/2023	30					
	Number of Days	19		*Projected End Dt	04/24/2023	۲		Cum	ent Date		
	Assignment From	117087527									
	Assignment Prom	117001321									
	Standard Fields										
	Action	Assignment		"Reason	ADT-IADT (Initial AD Training)					
	Trans Type	Initial Skills		Subtrans Type	AIT						
	UIC	WOGR6A WOGR HHC 120TH AG BN TR		Position	08836357						
	Location	00145257 FT JACKSON		Over Strength Indicator	NOT OVERSTRENGTH						
	With Duty At	No									
	Estab ID	CONUS		Tour Type	NOT APPLICABLE						
				Tour Indicator							
	Job Code	E09M DELAYED TRAINEE		Duty Title	DELAYED TRAINEE						
	Duty Position Qual	N NOT QUAL-ASST IN TNG									
	Audit Fields										
	Last Updated By	0002607109.01		Last Update Date/Time	04/25/23 5:21:42PM						
	Source	Onboarding HIRE Data		Source ID	3105360						

Click "Submit Curtail/Extend"

Assignment Details	Submit Curtail/Extend				
Addl Instructions	Assignment Header Information	Tamaaraa		Angian ment ID	447007507
	Assignment	remporary		Assignment ID	11/08/53/
Approvals/Eligibility	Employee Record	4		Assignment Seq	1
Comments/Attachments	Assignment Status	Arrived On Assignment		User Action	2001 Curtail/Extend
	Workflow Status	None Required		Stat Auth	C 12301 (D) OF REFERENCE (C)
Arrivals/Departures	Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event	
	Assignment Dates	0.1140.0000		2	0.110.0000
	Projected Begin Dt	04/10/2023		Report Date	04/10/2023
	Number of Days	19		*Projected End Dt	04/24/2023
	Assignment From	117087527			
	Standard Fields				
	"Action	Assignment		"Reason	ADT-IADT (Initial AD Training)
	Trans Type	Initial Skills		Subtrans Type	AIT
	UIC	WOGR6A WOGR HHC 120TH AG E	BN TR	Position	08836357
	Location	00145257 FT JACKSON		Over Strength Indicator	NOT OVERSTRENGTH
	With Duty At	No			
	Estab ID	CONUS		Tour Type	NOT APPLICABLE
				Tour Indicator	
	Job Code	E09M DELAYED TRAINEE		Duty Title	DELAYED TRAINEE
	Duty Position Qual	N NOT QUAL-ASST IN TNG			
	Audit Fields				
	Last Undated By	0002607109.01		Last Undate Date/Time	04/25/23 5·21·42PM
	Last opuated by	Orbeerfee LIPE Date		Last Opdate Dater Time	0405020 0.21.421 W
	Source	Unboarding HIKE Data		Source ID	3105300

Scroll Down Click "Return to Landing Page"

Assignment Details	Assignment Dates	na an a	
	Projected Begin Dt	04/10/2023 Report Date	04/10/2023
Addi Instructions	Number of Days	15 Projected End Dt	04/24/2023
Approvals/Eligibility	Assignment From	117087527	
Comments/Attachments	Standard Fields		
	*Action	Assignment *Reason	ADT-IADT (Initial AD Training
Arrivals/Departures	Trans Type	Initial Skills Subtrans Type	AIT
	UIC	W0GR6A W0GR HHC 120TH AG BN TR Position	08836357
	Location	00145257 FT JACKSON Over Strength Indicator	NOT OVERSTRENGTH
	With Duty At	No	
	Estab ID	CONUS Tour Type	NOT APPLICABLE
		Tour Indicator	
	Job Code	E09M DELAYED TRAINEE Duty Title	DELAYED TRAINEE
	Duty Position Qual	N NOT QUAL-ASST IN TNG	
	 Movement Fields 		
	* Movement ID	698 Description	
		Asgmt Loss Reason	ENLST
		MPA Reason	ENLISTMENT
		Reenlistment Eligibility	REENL ELIG 1
		Action Type	Voluntary
	Audit Fields		
	Last Updated By	0002607109.01 Last Update Date/Time	04/25/23 5:27:49PM
	Source	Onboarding HIRE Data Source ID	3105360
	Return to Landing Page	-	

Current Temp Assignment now reflects the correct end date Member is ready to be Departed

Current/Approved	 Organizat 	tional Inst	ance									
Pending/Working		Business	Unit Indi	iana Army Natl Guard				Location	INDIANAPOLI	s		
	Compo	onent Categ	jory Tra	ining Pipeline-Non Depl	oy IADT			Job Code	e E09M DELAY	ED TRAINEE		
Completed			UIC W9	ORAA W90R INDIANA	REC & RET			Position	n 05260464 Sta	andard Excess		
Canceled								Duty Status	s Present for Du	ty		
Ganceleu							Duty	Status Attribute	 Active Duty Trans 	aining School		
	▼ Permanent Assignments											
		Create Permanent Assignment										~
												1 row
	ID/Source	Status	Com	po Action/Reason C	Code Be	gin/End Dt	UIC		Position	Location		
	116535405	Departer	d Guar	PCA	03	/10/2023	W90RAA	(05260464	00020544		
1	Onboarding	Departer	Jouan	Non Prior Service	Gain 03	/09/2029	W90R INDIANA RE	C & RET	Standard Excess	INDIANAF	OLIS Other Actions	 Image: Second sec
	- Temporar	y Assignn	nents									
								Cr	reate Temporary	Assignment		~
									,			2 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End (Dt UIC		Position		Location		
	116581092			ASG	03/12/2023	W90R07		05442063		00103142		
	Online Asg	Departed	Guard	ATC	03/11/2025	DET 2, CO	B INARNG R&R BN	New Enlisted		GARY	Other Actions View	Order
	117087537			ASG	04/10/2023	W0GR6A		08836357		00145257		
	Onboarding	Arrived	Guard	ADI	04/24/2023	W0GR HH	C 120TH AG BN TR	Initial Active D	uty Tng (IADT)	FT JACKSON	Other Actions 🕑	
	Condition	nal Releas	e Assigr	nments								
	Return to S	Search										

Click "**Other Actions**" on the Current Arrived Temp Assignment Select "**Depart Member**"

Current/Approved	- Organiza	tional Inst	ance								
Pending/Working	Compo	Business	Unit Ind gory Tra	iana Army Natl Guard ining Pipeline-Non Depl	oy IADT			Location Job Code	INDIANAPOLIS	ED TRAINEE	
Completed			UIC W9	IORAA W90R INDIANA	REC & RET			Position	n 05260464 Star	ndard Excess	
Canceled							Duty S	Status Attribute	Active Duty Trai	ining School	
	✓ Permane	nt Assign	ments							Actions ×	
								Crea	ate Permanent As	Curtail/Extend	~
	ID/Source	Status	Com	po Action/Reason C	ode Beg	in/End Dt	JIC	4	Position	Depart Member	1 row
	116535405 Onboarding	Departe	d Guar	PCA rd Non Prior Service	03/1 Gain 03/0	10/2023 09/2029	W90RAA W90R INDIANA REI	C & RET	05260464 Standard Excess	Revoke Arrival	ner Actions 📀
	Temporary Assignments									Revoke Amendment	
								C	reate Temporary	Update PERSTEMPO	~
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	t UIC		Position	L	Report Date Change	2 rows
	116581092 Online Asa	Departed	Guard	ASG ATC	03/12/2023	W90R07 DET 2 CO B	INARNG R&R BN	05442063 New Enlisted	0	Update REFRAD	s 🕑 View Order
	117087537	Arrived	Guard	ASG	04/10/2023	W0GR6A		08836357	0	Position Change	
	Onboarding	Anived	Guard	ADI	04/24/2023	W0GR HHC	120TH AG BN TR	Initial Active D	uty Tng (IADT) F	Update Training Status	¢©
	Condition	nal Releas	e Assign	nments							
	Return to !	Search									

Click the Search Icon under Training Status

Assignment Details	Submit	Departure		Override to Home	No					
Addl Instructions	Assignm	ent Header Informatior Assignment	Temporary		As	signment ID 117087537				
Approvals/Eligibility		Employee Record	4		Assignment Seq 1					
Comments/Attachments		Assignment Status Workflow Status	Arrived On Assignment None Required			User Action 2001 Curtail/Extend Stat Auth C 12301 (D) OF REFER	ENCE (C)			
Orders	Co Assignm	mponent Category ent Departures	Training Status	PERSTEMPO Info	View/Update TDY Event					
Arrivals/Departures		Departure Se	equence 🗘 Depart Date 🗘	Depart Status 🛇	Assignment Depart To \diamondsuit	Last Updated By \Diamond	Last Updated 🛇			
	1		1 04/24/2023	Active	116581092	0002607109.01	04/25/2023 5:31:41PM			
	Training	Status								
	h	Training Status 🛇				Effective Date 🛇				
	1	к				04/10/2023				
	2		۹			04/24/2023				
	Audit Fie	lds								
		Last Updated By	0002607109.01		Last Updat	e Date/Time 04/25/23 5:27:49PM				
		Source	Onboarding HIRE Data			Source ID 3105360				
	Return to I	anding Page								

Select "C" for INITIAL ACTIVE-DUTY TRAINING COMPLETED

				A ·	aakun		
Ľ	ancei			-	оокир		- 57
S	earch for: Training Sta	atus					
ſ	Search Criteri	a					
-	Search Result	S					
	⊞ ∷≣					2 rows	
1	Training Status ≎	Effective Date	Status as of Effective Date \Diamond	Short Description \Diamond	Description \Diamond	Long Description \Diamond	Ξ.(
	с	01/01/1901	Active	INIT ACTV	INIT ACTV DTY TNG COMPL	INITIAL ACTIVE DUTY TRAINING COMPLETED	
Ī	F	12/08/2012	Active	SOLDR DID	SOLDR DID NOT COMPL INIT AD T	SOLDIER DID NOT COMPLETE INITIAL ACTIVE DUTY TRAINING	

Verify Row 2 under Training Status shows "C"

Click "Submit Departure"

	_							
Assignment Details	Su	Ibmit Departure		Override to Home	No			
Addl Instructions	Assi	gnment Header Information						
		Assignment	Temporary			Assignment ID	117087537	
Approvals/Eligibility		Employee Record	4		ŀ	Assignment Seq	1	
		Assignment Status	Arrived On Assignment			User Action	2001 Curtail/Extend	
Comments/Attachments		Workflow Status	None Required			Stat Auth	C 12301 (D) OF REFERENCE (C)
Orders		Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event			
010015	Assi	gnment Departures						
Arrivals/Departures		Departure for						Least Undeted A
		Departure Sec	Juence 🗸 Depart Date 🗸	Depart Status V	Assignment Depart 10 V		Last opdated by V	Last Opdated V
	1		1 04/24/2023	Active	116581092		0002607109.01	04/25/2023 5:31:41PM
	Trair	ning Status						
		Training Status 🛇					Effective Date 🛇	
	1	К					04/10/2023	
	2	a	Q				04/24/2023	
	Audi	it Eielde						
	naa		000007100.01				0.105 D0 5 07 10 D1	
		Last Updated By	0002607109.01		Last Up	odate Date/ lime	04/25/23 5:27:49PM	
		Source	Onboarding HIRE Data			Source ID	3105360	
	Retur	m to Landing Page						

Temp Assignment now shows "**Departed**" Component Category now shows Train in Units-Drill Unit Res Now you can Arrive the Member back to their original Temp Assignment No auto arrival for the return to the original Temp Assignment

Current/Approved	 Organiza 	tional Inst	ance									
Pending/Working		Business	Unit Ind	iana Army Natl Guard				Locatio	n INDIANAPOL	IS		
r chang working	Comp	onent Categ	gory Tra	in in Units-Drill Unit Res				Job Cod	e E09M DELA	YED TRAINEE		
Completed			UIC W9	ORAA W90R INDIANA	REC & RET			Positio	n 05260464 Si	andard Excess		
Canceled								Duty Statu	s Present for D	uty		
Galiceled		Duty Status Attribute Active Duty Training School										
✓ Permanent Assignments												
								Cre	ate Permanent /	Assignment		
												1 ro
	ID/Source	Status	Com	po Action/Reason C	ode B	egin/End Dt	UIC		Position	Location		
	116535405	Departer	d Guar	PCA	0	3/10/2023	W90RAA		05260464	00020544		
	Onboarding	Onboarding		Non Prior Service	Gain 0	3/09/2029	W90R INDIANA RE	C & RET	Standard Exces	s INDIANAF	OLIS Other	Actions 🕑
	 Temporal 	v Assiann	nents									
									reate Temporar	Assignment		
									reate temporar	y Assignment		3
	ID/Source	Status	Compo	Action/Reason Code	Begin/End	Dt UIC		Position		Location		2100
	116581092			ASG	03/12/2023	W90R07		05442063		00103142		
	Online Asg	Departed Online Asg		ATC	03/11/2025	DET 2, CC	B INARNG R&R BN	New Enlisted		GARY	Other Actions	View Order
	447007507			490	04/40/2022	MOODEA		00000057		00145257		
	Ophoardina	Departed	Guard	ADI	04/10/2023		C 120TH AC PN TR	U0030337		ET IACKSON	Other Actions	
	Chibbarding			AUI	04/24/2023	WUGK HH	C 120TH AG BN TR	mua Active L	July Thg (IADT)	FIJACKSON		
	Condition	al Releas	e Assigr	nments								
	Return to :	Search										

Click "Other Actions" on the original Temp Assignment Select "Arrive Member"

🕶 Organizat	tional Insta	ance								
	Business I	Unit India	ana Army Natl Guard				Locatio	n INDIANAPOL	IS	
Compo	onent Categ	jory Trai	n in Units-Drill Unit Res				Job Cod	e E09M DELA	ED TRAINEE	
		UIC W90	RAA W90R INDIANA	REC & RET			Positio	n 05260464 St	andard Excess	
	Duty Status Present for I									
	Duty Status Attribute Active Duty									
- Permaner	✓ Permanent Assignments									
Create Permanent A:										`
									Actions ×	1 row
ID/Source	Status	Comp	oo Action/Reason C	ode Be	gin/End Dt	UIC		Position	Curtail/Extend	
116535405 Onboarding	Deserte		PCA	03	/10/2023	W90RAA		05260464	Arrive Member	
	Guard	Non Prior Service	Gain 03	/09/2029	W90R INDIANA REG	C & RET	Standard Excess	s and a second	her Actions 🕑	
									Location Change	
 Temporar 	y Assignn	nents							Update PERSTEMPO	
							С	reate Temporary	Report Date Change	~
1010	C 1 1 1 1 1 1 1 1 1 1	0	And an ID and a state	De ala (Da da			De el tri e e			2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End L	DE UIC		Position		Position Change	
00581092	Departed	Guard	ASG	03/12/2023	DET 2 CO		05442063		Update Training Statu	
Online Asg			AIC	03/11/2025	DET 2, CO	B INARING R&R BIN	New Enlisted		٩	
117087537	Departed	Guard	ASG	04/10/2023	W0GR6A		08836357		00145257	O
Onboarding	Onboarding AD		ADI	04/24/2023	W0GR HH0	C 120TH AG BN TR	Initial Active D	outy Tng (IADT)	FT JACKSON Other Act	ions 🕑
Condition	al Release	e Assian	ments							
	Organizat Compo Compo Permanen ID/Source 116535405 Onboarding Temporar ID/Source 116581092 Online Asg 117087537 Onboarding Condition	Conditional Release Conditional Release	Crganizational Instance Business Unit Indi Component Category Trai UIC W9 UIC W9 Vermanent Assignments D/Source Status Compo Inf535405 Departed Guard Onboarding Departed Guard Online Asg Departed Gu	Corganizational Instance Business Unit Indiana Army Natl Guard Component Category Train in Units-Drill Unit Res UIC W90RAA W90R INDIANA Vermanent Assignments DISource Status Compo Action/Reason C 116535405 Departed Guard PCA Non Prior Service Temporary Assignments DISource Status Compo Action/Reason Code 116581092 Departed Guard ASG Online Asg Departed Guard ADI I17087537 Departed Guard ADI Online Asg Departed Guard ADI	 Organizational Instance Business Unit Indiana Army Natl Guard Component Category Train in Units-Drill Unit Res UIC W90RAA W90R INDIANA REC & RET Permanent Assignments Disorce Status Compo Action/Reason Code Be 116535405 Departed Guard Ron Prior Service Gain 03 v Temporary Assignments To Status Compo Action/Reason Code Begin/End I Temporary Assignments Di/Source Status Compo Action/Reason Code Begin/End I Mon Prior Service Gain 03 v Temporary Assignments Di/Source Gaard Guard ASG 03/12/2023 Contine Asg Departed Guard AC ASG 04/10/2023 Online Asg Departed Guard ADI 04/24/2023 	Corganizational Instance Business Unit Indiana Army Nati Guard Component Category Train in Units-Drill Unit Res UIC W90RAA W90R INDIANA REC & RET Vermanent Assignments DiSource Status Compo Action/Reason Code Begin/End Dt 116535405 Departed Guard PCA 03/10/2023 Non Prior Service Gain 03/09/2029 Temporary Assignments DiSource Status Compo Action/Reason Code Begin/End Dt UIC W90RAA W90R INDIANA REC & RET Discrete Guard PCA 03/10/2023 Non Prior Service Gain 03/09/2029 Temporary Assignments DiSource Status Compo Action/Reason Code Begin/End Dt UIC 116581092 Departed Guard ASG 03/12/2023 W90R07 ATC 03/11/2025 DET 2, CO 117087537 Departed Guard ADI 04/24/2023 W00R Heid ADI 04/24/2023 W00R Heid Conditional Release Assignments	Corganizational Instance Business Unit Indiana Army Nati Guard Component Category Train in Units-Drill Unit Res UIC W90RAA W90R INDIANA REC & RET Dury : • Permanent Assignments Disource Status Compo Action/Reason Code Begin/End Dt UIC 116535405 Departed Guard PCA 03/10/2023 W90RAA Non Prior Service Gain 03/09/2029 W90R INDIANA REC • Temporary Assignments Diffusion of the service of t	Crganizational Instance Business Unit Indiana Army Natl Guard Component Category Train in Units-Drill Unit Res Job Cod UIC W90RAA W90R INDIANA REC & RET Positio Duty Status Duty Status Attribut Permanent Assignments Cre D/Source Status Compo Action/Reason Code Begin/End Dt UIC Orlioarding Departed Guard PCA 03/10/2023 W90RAA Non Prior Service Gain 03/09/2029 W90R INDIANA REC & RET Con Orlioarding Departed Guard ASG 03/12/2023 W90R07 05442063 Online Asg Departed Guard ASG 03/12/2023 W90R07 05442063 Online Asg Departed Guard ASG 03/12/2023 W90R07 05442063 ADI 04/2/4/2023 W00R6A 08836357 Onboarding Departed Guard ASG 04/10/2023 W00R6A 08836357 Onboarding Departed Guard ADI 04/2/4/2023 W00R HHC 120TH AG BN TR Initial Active D Conditional Release Assignments	Crganizational Instance Business Unit Indiana Army Natl Guard Component Category Train in Units-Drill Unit Res Job Code E09M DELA UIC W90RAA W90R INDIANA REC & RET Position 05280464 St Duty Status Present for Du Duty Status Attribute Active Duty Tr Permanent Assignments Create Permanent / Create Permanent / Create Quard PCA 03/10/2023 W90RAA 05260464 Non Prior Service Gain 03/09/2029 W90R INDIANA REC & RET Standard Excess Create Temporary Assignments Create Assignments Create Temporary Assignments Create Assignment Create Temporary Assignment Create Temporary Assignment Assignment Create Temporary Assignment As	Crganizational Instance Business Unit Indiana Army Natl Guard Component Category Train in Units-Drill Unit Res Job Code E09M DELAYED TRAINEE UIC W90RAA W90R INDIANA REC & RET Position 05280464 Standard Excess Duty Status Present for Duty Duty Status Attribute Active Duty Training School Permanent Assignments DISource Status Compo Action/Reason Code Begin/End Dt UIC Position Departed Guard Action/Reason Code Begin/End Dt UIC Position Create Temporary Assignments Create Temporary Assignments DiSource Status Compo Action/Reason Code Begin/End Dt UIC Position Create Temporary Create Temporary Create Temporary Assignments DiSource Status Compo Action/Reason Code Begin/End Dt UIC Position Create Temporary Create Temporary Create Temporary Assignments DiSource Status Compo Action/Reason Code Begin/End Dt UIC Position Create Temporary Create Temporary Assignments Diffeource Status Compo Action/Reason Code Begin/End Dt UIC Position Temporary Assignments Diffeource Status Compo Action/Reason Code Begin/End Dt UIC Position Todate PERSTEMPC Create Temporary Assignments Diffeource Status Compo Action/Reason Code Begin/End Dt UIC Position tide

Click "Submit Arrival"

Assignment Details	Submit Arrival						
Comments/Attachments	Assignment	Temporary		Assignment ID	116581092		
Orders	Employee Record	1		Assignment Seq 0			
Arrivals/Departures	Assignment Status Workflow Status	Departed To Assignment None Required		User Action	0014 Attachment		
	Component Category Assignment Arrivals Arrival Sequence	Training Status	Assignment Departed From \Diamond	Last Updated By \Diamond	Last Updated 🛇		
	1	1 03/12/2023	Revoke Arrival	116535405	0003728750.30	03/16/2023 1:41:15PM	
	2	2 04/25/2023	Active	117087537	0002607109.01	04/25/2023 5:36:00PM	
	Audit Fields						
	Last Updated By	0002607109.01		Last Update Date/Time	04/25/23 4:59:47PM		
	Source	Online Assignment		Source ID			
	Return to Landing Page						

Assignment Status now shows "Arrived On Assignment" Click "**Return to Landing Page**"

	Assignment Terr	porary		Assignment II	116581092			
En	ployee Record 1			Assignment Se	ą O			
Ass	ignment Status Arri	ved On Assignment		User Action	n 0014 Attachment			
v	orkflow Status Non	e Required						
Component (Category	Training Status	PERSTEMPO Info					
Assignment Arriv	als							
	Arrival Sequence# 0	Arrival Date 🗘	Arrival Status 🛇	Assignment Departed From ♦	Last Updated By \Diamond	Last Updated 🛇		
1	1	03/12/2023	Revoke Arrival	116535405	0003728750.30	03/16/2023 1:41:15		
2	3	2 04/25/2023	Active	117087537	0002607109.01	04/25/2023 5:36:00F		
Audit Fields								
	ast Updated By 000	2607109.01		Last Update Date/Time	04/25/23 5:36:29PM			
L				Source ID				

Member is Arrived back at their original Temp Assignment

Members Duty Status shows "Ready for Drill"

Current/Approved	Ξ	Organizati	onal Inst	ance									
Pending/Morking		1	Business	Unit Indi	ana Army Natl Guard			Loc	ation INDIANAF	POLIS			
r ending/working		Compo	nent Cate	gory Trai	n in Units-Drill Unit Res			Job	Code E09M DE	LAYED	TRAINEE		
Completed				UIC W90	RAA W90R INDIANA RE	C & RET		Po	sition 05260464	Stand	lard Excess		
								Duty S	status Ready for	Drill			
Canceled		Duty Status Attribute Attachment											
	-	Permanent	t Assign	ments									
									Create Perman	ent As	signment		~
													1 row
	10	D/Source	Status	Com	o Action/Reason Code	Begin/End	Dt	UIC	Position		Location		
	1	116535405 Onboarding Departed G		PCA	03/10/2023	3	W90RAA	05260464		00020544			
	•		ling	Non Prior Service Gai	in 03/09/2029)	W90R INDIANA REC & RET	Standard Ex	cess	INDIANAPOLIS	Other Actions 🕑)	
	-	Temporary	Assign	ments									
									Create Temp	orany A	ssignment		~
									oreate temp	orary	signifient		1 row
	10	D/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	:	Position	Loca	tion		
	1	16581092			ASG	03/12/2023	W9	0R07	05442063	0010	3142		
	0	Inline Asg	Arrived	Guard	ATC	03/11/2025	DE	T 2, CO B INARNG R&R BN	New Enlisted	GAR	Y Other Acti	ons 🕑 View Order	
	•	Conditiona	al Releas	e Assign	ments								
		Return to Se	earch										

2-36. Mass Update Reassignments

The purpose of this process is to assist the HR Supervisor in understanding how to create/manage assignments for multiple Members using mass update features.

Applicability: OFF, WO, ENL Subcategories: HR Professional, HR Supervisor Navigation: Workforce Administration > Mass Update R3 > Mass Update

Click on	the	"Add	a l	New	Value"	button
----------	-----	------	-----	-----	--------	--------

Mass Update
Find an Existing Value
V Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.
Searches Choose from recent searches V 🖉 🔍 Saved Searches V
Mass Update ID 🗧 🗸
Mass Update Type 🗧 🗸
Mass Update Status 🛛 🗨 🗸
Description begins with V
∧ Show fewer options
Case Sensitive
Search Clear
Nothing yet Your search results will appear here

Click on the "Add" button

Mass Update	
Add a New Value	Q Find an Existing Value
Mass Update ID 99999999999999	

Click on the "Mass Update Type" dropdown.

Select "PCA Reassignment".

Note: Same process for all Mass Update Types, only different action taken and information you will need to provide

		Marcalla data Protoco	Maxw	
Mass Update ID		Mass Opdate Status	New	Process Monitor
opulation	Assignment Revoke Departures Awards Eield Duty	*Description		
Groupbox Search Option © One UIC OUIC UIC Q Date Search Option © Current	Flags Flags Flags HR Job - Seniority Date Update MPC Change PCA Reassign vent Position Change Restrictions HR School Scrolling TDRL to Discharged TDRL to Discharged USAR IRR to Discharged USAR TPU to Discharged USAR TPU to Discharged USAR TPU to Retired Reserve	5 	Search	
Additional Search Crit	teria			
Location	Q MOS Q	Grade	Q	

In the **Description** box, state a short description

s Update					
Mass Update ID	99999999999999999	Mass	Update Status	New	Process Monito
*Mass Update Type	PCA Reassignment	*	*Description	GAARNG_118th MOB_20231002	
pulation					
Groupbox					
Search Option				Saarch	
One UIC OUIC a	nd Hierarchy OS	et of UICs		Search	
Date Search Option					
Current	Date Range				13
Additional Search Criter	ria				
Location	Q MOS	Q	Grade	Q	

The Groupbox allows for a particular group of members to be populated for update. Fill in the UIC and hit "**Search**", all members will populate at the bottom of the screen

lass Update				
Mass Update ID "Mass Update Type Population	999999999999999999 PCA Reassignment	Mass Update Status	New GAARNG_118th MOB_20231002	Process Monitor
Groupbox Search Option	nd Hierarchy O Set o	of UICs	Search	
Date Search Option	Date Range	Q. Grade	۹	La:

Select the "Download File" for the .cvs excel format that will show what information is needed for the transaction

Ρ	opulation													
	Mass Update Records													
	E, Q													
	Include	*Empl ID	Name	*Begin Date	"End Date	"UIC	*Position	Jobcode	Duty Title					
		٩				٩	٩	٩	C	λ				
	Download File Include All Exclude All													
	Important Note: T	his page is designed to handle	approximately 25,000 records at a time. In	put files and search criteria s	hould be reviewed and up	dated accordingly to stay unde	er that limit.							
	Data files can be lo	aded without needing to utilize	e the search criteria. After loading the file, th	ne "default values" can be app	plied or the user can proce	ss the entries as loaded from t	the file.							
	 Click the 'Down Click the 'Uploa 	load File' button to export the d File' button to import your m	data in the grid above to a CSV file, which odified CSV file back into the grid above fo	will open in Excel. If there are r processing.	e no records in the grid, it w	ill simply download the format	of the data needed for the mass	update.						
	Note: In order to up	load a file, the file must be in	CSV format. Users may find it easier to utili	ze a text editor to create/mod	lify entries or save an Exce	I template file for formatting po	urposes and when done, save th	e file as a CSV file.						
	 The EMPLID million The date format 	ist have the leading zeroes to s must be in "YYYY-MM-DD" f	make up ten total characters (i.e. 0001234 ormat (i.e. 21-JAN-20 would be 2020-01-2	567 instead of 1234567). 1).										

After the excel file is downloaded, fill in the required fields. **NOTE:** Required information will change based on the Mass Update Type selected.

A	L	T = 2	×	<i>f</i> _∞ Em	plid						
	А	В	с	D	E	F	G	н	I.	J	к
1	Emplid	Begin Dat	End Date	UIC	Position	Jobcode	Duty Title	Duty Posit	Assignme	Movemer	nt ID
2											
3											
4											
5											
6											
/											
ð 0											
9 10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Click the **"Upload File**" button. Click **"Choose File**". Select your .cvs file and click **"Upload**".

Include	*Empl ID↑	Name	*Begin Date	*End Date	File Attachment	×	Jobcode	Duty Title
	٩			Ch	oose File No file chosen	Q	٩	
Downle	pad File	Ipload File	Include All	Exclud	Jpload Cancel			
nportant Note	a: This page is designed to han	die approximately 25,000 records	at a time. Input files and search criteria :	should be review				

Once the file is uploaded, the Members and information from the .cvs file will populate in the fields.

Include	"Empl ID		Name	"Begin Date	"End Date	-uic		*Position		Jobcode		Duty Title	*Duty Pos Qual	ition	*Assignment	From	*Movemen
53	000	Q		09/30/2023	07/02/2026	WQV3TD	Q	00231931	Q,	E13R	Q	WEAPONS LOC Q	Q	Q	117337203	Q	121
53	000	Q		09/30/2023	05/31/2042	WQV3TD	Q,	02990375	Q	013A	Q	S2/Intelligence S Q	Q	Q	118888543	Q	221
53	000	Q		09/30/2023	01/08/2026	WQV3AD	Q	02990478	Q	E138	Q	Gunner Q	Q	Q	8509813	Q	121
53	000	Q		09/30/2023	04/06/2025	WQV3BD	Q	02990492	Q	E13B	Q	Gunner Q	s	Q	8337699	Q	121
5	000	Q		09/30/2023	05/27/2026	WQV3TD	Q	02990419	Q	E13Z	Q	First Sergeant (1 Q	Q	Q	118560093	Q	121
53	000	Q		09/30/2023	01/07/2028	WQV3AD	Q,	06705038	Q	E138	Q	Howitzer Section Q	Q	Q	8526303	Q	121
2	000	Q		09/30/2023	07/31/2040	WQV3TD	Q	00231935	Q	W001A	Q	UNQUAL IN AUT Q	s	Q	8532089	Q	221

Common Issue: When you upload your .csv and there is a comma in the "**Duty Title**", the fields will all shift to the right. Manually correct them before processing. Information input needs to match exactly.

J2			×	1	f _x	121					_	
1			в	c		D						J.
1	Emplid 💌	Begin	Da 🔻	End Dat	te 🔻	UIC 💌	Position •	Jobcode 💌	Duty Title	Duty	 Assignment Fro 	Movement *
2	0002223067	2023-	09-30	2026-07	7-02	WQV3TD	00231931	E13R	WEAPONS LOCATING RADAR (WLR)	SQ	117337203	121
3	0002233175	2023-	09-30	2042-05	5-31	WQV3TD	02990375	013A	S2/Intelligence Staff Officer	Q	118888543	221
4	0002297733	2023-	09-30	2026-05	5-27	WQV3TD	02990419	E13Z	First Sergeant (1SG)	Q	118560093	121
5	0002470213	2023-	09-30	2040-07	7-31	WQV3TD	00231935	W001A	UNQUAL IN AUTH WO MOS	S	8532089	221
6	0002482767	2023-	09-30	2027-11	L-07	WQV3TD	03257802	E25B	Information Technician Special	Q	116553172	121
7	0002515110	2023-	09-30	2041-05	5-31	WQV3TD	00231937	013A	FIELD ARTILLERY, GENERAL	Q	117140024	221
8	0002526190	2023-	09-30	2028-08	3-05	WQV3TD	00231936	E68W	COMBAT MEDIC SPECIALIST	Q	118417365	121
9	0002539346	2023-	09-30	2027-04	1-23	WQV3TD	06705016	E13R	COUNTERFIRE NCO	Q	117829972	121
10	0002542960	2023-	09-30	2027-12	2-22	WQV3TD	02990423	E68W	Platoon Sergeant	Q	8172481	121
11	0002545647	2023-	09-30	2024-02	2-21	WQV3TD	02990408	E25U	Signal Operations Support Spec	5	116552939	121
12	0002551043	2023-	09-30	2039-05	5-31	WQV3TD	02990378	013A	S3/Operations Staff Officer	Q	118180533	221
13	0002552905	2023-	09-30	2044-06	5-30	WQV3TD	02990388	013A	Fire Direction Officer	Q	117437746	221
14	0002553841	2023-	09-30	2029-09	9-08	WQV3TD	03232166	E13R	Section Chief	Q	118826758	121
15	0002576634	2023-	09-30	2028-09	9-15	WQV3TD	02990442	E13R	Platoon Sergeant	Q	7905197	121
16	0002586708	2023-	09-30	2025-12	2-31	WQV3TD	00014157	E13J	Fire Control Non-commissioned	Q	8201115	121
17	0002646752	2023-	09-30	2047-05	5-31	WQV3TD	00231934	035A	INTELLIGENCE OFFICER	Q	8041884	221
18	0002751835	2023-	09-30	2043-12	2-31	WQV3TD	05324106	013A	FIELD ARTILLERY, GENERAL	Q	8539386	221
19	0002802009	2023-	09-30	2048-05	5-31	WQV3TD	02990407	025A	Communication Staff Officer	Q	8619816	221
20	0002927643	2023-	09-30	2024-05	5-31	WQV3TD	03232175	E25U	Radio Retransmission Superviso	Q	117173212	121
21	0002963740	2023-	09-30	2024-12	2-16	WQV3TD	02990376	E35F	#2 Intelligence Sergeant	Q	7904663	121
22	0003052889	2023-	09-30	2027-08	3-07	WQV3TD	02990404	E92Y	Supply Specialist	Q	3004414	121
23	0003105388	2023-	09-30	2028-06	5-16	WQV3TD	06705014	E13R	Weapon Locating Radar (WLR) Sp	Q	8522237	121

Below shows as example of "Field Artillery, General" as the Duty Title. The "General" portion moved into the "Duty Position Qual" Row pushing all other information to the right of their appropriate column. All information for that row must be corrected to appropriate column.

*Begin Date	"End Date	"UIC		"Position		Jobcode		Duty Title	*Duty Position Qual		*Assignment	From	"Movement ID	,		
09/30/2023	07/02/2026	WQV3TD	Q	00231931	Q	E13R	Q	WEAPONS LOC Q	Q	Q.	117337203	Q	121	Q	+	
09/30/2023	05/31/2042	WQV3TD	Q	02990375	Q	013A	Q	S2/Intelligence SQ	Q	Q.	118888543	Q	221	Q	+	-
09/30/2023	05/27/2026	WQV3TD	Q	02990419	Q	E13Z	Q	First Sergeant (1 Q	Q	Q.	118560093	Q	121	Q	+	
09/30/2023	07/31/2040	WQV3TD	Q	00231935	۹	W001A	Q	UNQUAL IN AUT Q	s	Q.	8532089	Q	221	Q	+	-
09/30/2023	11/07/2027 🛅	WQV3TD	Q	03257802	Q	E25B	Q	Information Tech Q	Q	Q	116553172	Q	121	Q	+	-
09/30/2023	05/31/2041	WQV3TD	Q	00231937	۹	013A	٩	"FIELD ARTILLE Q	GENERAL"	٩	Q	Q	117140024	Q	+	
09/30/2023	08/05/2028	WQV3TD	Q	00231936	Q	E68W	Q	COMBAT MEDIC Q	Q	٩	118417365	Q	121	Q	+	

*Begin Date	*End Date	*UIC	*Position		Jobcode		Duty Title	"Duty Position Qual	"Assignment From	*Movement ID		
09/30/2023	07/02/2026	WQV3TD Q	00231931	Q	E13R	Q	WEAPONS LOC Q	Q Q	117337203 Q	121 Q	+	-
09/30/2023	05/31/2042	WQV3TD Q	02990375	Q	013A	Q	S2/Intelligence SQ	Q Q	118888543 Q	221 Q	+	-
09/30/2023	05/27/2026	WQV3TD 0	02990419	Q	E13Z	Q	First Sergeant (1 Q	Q Q	118560093 Q	121 Q	+	
09/30/2023	07/31/2040	WQV3TD Q	00231935	Q	W001A	Q	UNQUAL IN AUT Q	s q	8532089 Q	221 Q	+	-
09/30/2023	11/07/2027	WQV3TD 0	03257802	Q	E258	Q	Information Tech Q	Q Q	116553172 Q	121 Q	+	
09/30/2023	05/31/2041	WQV3TD Q	00231937	Q	013A	Q	FIELD ARTILLEF Q	Q Q	117140024 Q	117140024 I Q	+	-
09/30/2023	08/05/2028	WQV3TD Q	00231936	Q	E68W	Q	COMBAT MEDIC Q	Q Q	118417365 Q	121 Q	+	-
A member in the S1 Pool will get the notification for a pending Mass Update Request in their notification box



Mass Update			
Find an Existing Value V Search Criteria Enter any information you have and click Search. Leave fields b	plank for a list of all values.		⊕Add a New Value
Recent Searches Choose from recent searches	✓ Ø □ Saved Searches	Choose from saved searches	• //
Mass Update ID = 🗸	11902		
Mass Update Type = 🗸	~		
Mass Update Status 🛛 = 🗸 🗸	•		
Description begins with V			
Case Sensitive			
Search	Clear		

The results will populate below the Search Criteria box. Click on the results.

Search Re rows - Ma	sults ass Update ID "119	902''		
			< < [1-1 of 1 → > >]	View All
Mass Update ID	Mass Update Type	Mass Update Status	Description	
11902	PCA/RAS	Submitted	GAARNG_118th_X1_20231002	>

Scroll to the bottom of the request for the Approval Map.

Click the plus sign next to Multiple Approvers to add an approver.

Search for an approver by entering the EMPLID or selecting the search icon. You can select yourself as an approver. Then click "**Insert**".

You will need to be in the Joint Force S1 Pool to be able to Approve

 Mass Update 	e:Pending		
1 Pending Multiple Appr Mass Update Pool	overs -m		
Comment			
Comment		-	

hr.ipps	a.army.mil/psc/hcpdc_1/EMPLOYEE/ —	0	×
🗇 ht	tps://hr.ippsa.army.mil/psc/hcpdc_1/EMI	PLOY	A
Insert add	ditional approver or reviewer		
Choose	an approver or reviewer to insert		
Identifier:			
Insert as:	Approver		
	O Intermediate Approver		
	O Reviewer		
	O HR Specialist		
	O User List		
Insert	Cancel		

The inserted approver will populate to the right. Click "**Recommend Approve**" to have the request pushed to the final approver

Mass Update:P Pending Multiple Approve	ending TS Not Routed SFC ■ Inserted App	ngrover −€		
Comment				
rocess Mass Update	Reprocess	Submit	Recommend Approve	Recommend Deny
		Ļ		
pproval Map		Ļ		
Mass Upd Mass Upd Recommend Apr SFC Mass Update F Mass Update F	ate:Pending roval → SF SF Sf Sf Sf Sf	C Sted Approver		
Mass Upd Mass Upd Recommend App SFC Mass Updat 5 Mass Updat 5 Comment	ate:Pending roval → Pending SF SF SF SF SF	C sted Approver		

If you inserted yourself as the final approver, click "Return to Search" then select the request again.

Approval Map The Mass Update:Pending					
Tecommend Anoroval SFC ✓ Mass Update Pool 1000223 - 10 38 AM → ● Pending SFC © Inserted Approver					
Comment					
Process Mass Update Reprocess Submit	Recommend Ap	oprove			
Save Return to Search Notify					
	✓ Search Re 1 rows - Ma	sults ass Update ID "11	002''		
				< < 1-1 of 1 → > >	View All
	Mass Update ID	Mass Update Type	Mass Update Status	Description	
	11902	PCA/RAS	Submitted	GAARNG_118th_X1_20231002	>

Click the "Approve" button A notification box will then show stating Mass Update Process Initiated Select "OK"

			23
Mass Update	Pending		
Mass Update Pool 10/02/23 - 10:38 AM	Inserted Approver		
rocess Mass Update	Reprocess Submit	Approve	Deny
)
ass Update Process Initiat	ed - Process Instance 2199010 (20500,1)		
ass Update Process Initiat te batch process for this m stance.	ed - Process Instance 2199010 (20500,1) ass update has initiated. The status of this proces	as can be viewed via Process Mon	tor using the above process

Once approved it will move into **Process Monitor** where you can check the status. Scroll up and select "**Process Monitor**"

Mass Update	
Mass Update ID 11902 Mass Update Status Submit Mass Update Type PCA Reassignment Description GAAR Population	ted Process_Monitor Process_M
Groupbox Search Option	
UIC Date Search Option Current Obte Range	
Additional Search Criteria Location MOS Grade	

Select "Refresh" until Run Status shows "Processing".

w Process Req	uests									
User ID	Q	Туре	~ L	Last 🗸	2	Days 🗸	efresh			
Server	~	Name	Q	Instance	Range		Clear			
Run Status	~	Distribution	Status	✓ Sa	ave On Refresh	Report Manager F	Reset			
Process List										
Process List								< < 1-1 of	1 -	> View All
Process List Q lect Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	C C 1-1 of Distribution Status	1 ~ > Details	Actions
Process List	Seq	Run Control ID	Process Type	Process	User	Run Date/Time	Run Status	C C 1-1 of Distribution	1 v >	



✓ Proce	o List								< < 1-1 of		View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	2199010		MU_11902	Application Engine	IP_MASS		10/02/2023 10:38:58AM EDT	Processing	N/A	Details	✓Actions

Once the Run Status shows **Processing**, select "**Details**" Select "**Message Log**" to view where it is in process.

✓ Proce	ess List								I< < 1-1 o	1 ->	> View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
0	2199010		MU_11902	Application Engine	IP_MASS		10/02/2023 10:38:58AM EDT	Processing	N/A	Details	~Actions

		Pro	cess Detail			>
						He
Process						
Instar	nce 2199010		Type	Application En	gine	
Na	me IP_MASS	5	Description	IP_MASS		
Run Sta	tus Processir	ng Dist	ribution Status	N/A		
Run			Update P	rocess		
Run Contr Loc Securr Current	ol ID MU_111 ation Server erver PSBAT: ence Step Main	902	Gueu Gueu Cano Delet Re-sa	Request e Request el Request e Request and Content	C Restart Request	
Date/Time			Actions			
Request Run Ar Began Ended	Created On hytime After Process At Process At	10/02/2023 10 38 58AM ED1 10/02/2023 10 38 58AM ED1 10/02/2023 10 39 21AM ED1	Paran Messi Batch View I	neters age Log Timings Log/Trace	Transfer View Locks	
ок са	incel					

Rows are done numerically by number. **Note:** If you see the rows Message Log and they are skipping, there has been an error. Details will be listed. Click "**Return**" and click back into "**Message Log**" while it is still processing to continue to check the status.

		Process	Detail		
		Message	Log	×	
Process				Help	
	Process				
	Instance: 2199010	Type:	Application Engine		
	Name: IP_MASS	S Description:	IP_MASS		
Run					
	er Q		K K 1-6 of 6	View All	
	Severity Log Time	Message Text		Explain	
	10:39:21AM	Mass Update ID is 11902 (23	009.999)	Explain	
	10:39:21AM	Member EMPLID 000	Row 1 of 29 (23009,999)	Explain	
Date/Time	10:39:35AM	Member EMPLID 000	Row 2 of 29 (23009,999)	Explain	
	10:39:40AM	Member EMPLID 000	Row 3 of 29 (23009,999)	Explain	
	10:39:45AM	Member EMPLID 000	Row 4 of 29 (23009,999)	Explain	
	10:39:50AM	Member EMPLID 000	Row 5 of 29 (23009,999)	Explain	
	Return				
OK					
				.:I	

Once the process is complete the Run Status will say Success and the Distribution Status will say Posted Click "Details"

Click "View Log/Trace" to view the whole file

-										. U 1955		100 W 100
B	2								2	K (1-1 o	£1 • >	>1 View/
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time		Run Status	Distribution Status	Details	Actions
	2199010		MU_11902	Application Engine	IP_MASS	0002681553.01	10/02/2023 10:38	58AM EDT	Success	Posted	Details	~Actions
									_			-
				ř – – – – – – – – – – – – – – – – – – –		Process D	etail		×	7		
						1100035	cum		Help	2		
				Process								
				Instance	2199010		Type Application Engin	e				
				Name	IP_MASS	Descr	ption IP_MASS					
				Run Status	Success	Distribution :	tatus Posted					
				Run		Up	date Process					
				Run Control ID	MU_11902		Hold Request					
				Location	Server		Cancel Request					
				Recurrence	PSBA12	E	Delete Request		10000000			
							Re-send Content	C Restart Re	Iquest			
				Date/Time		Ac	tions					
				Request Creat	ed On 10/02/2023	10.38.58AM EDT	Parameters	Transfer				
				Run Anytim	After 10/02/2023	10.38 58AM EDT	Message Log	View Locks				
				Began Proc	ess At 10/02/2023	10.39.21AM EDT	View Log/Trace					
				Ended Proc	ess At 10/02/2023	10:41:58AM EDT	D					
				OK Cancel	1					1		
					-							
										1		

Click on the file to view the results

		Process Detail		×
		View Log/Trace		× Help
Proce				Help
	Report			
	Report ID 2108304	Process Instance 2199010	Message Log	
	Name IP_MASS	Process Type Applicat	ion Engine	
	Run Status Success			
Run	IP_MASS			
	Distribution Details			
	Distribution Node HCPDC	Expiration Date 11	/01/2023	
	File List			
	Name	File Size (bytes)	Datetime Created	-
Date/	AE IP MASS 2199010 log			
	Land The second second	345,298	10/02/2023 10:41:58.214604AM EDT	
	AE_IP_MASS_2199010.trc	345,298	10/02/2023 10:41:58.214604AM EDT	
	AE_IP_MASS_2199010.trc Distribute To	345,298	10/02/2023 10:41:58.214604AM EDT	
	AE_IP_MASS_2199010 trc Distribute To Distribution ID Type	345,298 151,581 •Distribution ID	10/02/2023 10:41:58.214604AM EDT	
	AE_IP_MASS_2199010.trc Distribute To Distribution ID Type User	345,298 151,581 •Distribution ID 0002681553.01	10/02/2023 10:41:58:214604AM EDT	
	AE_IP_MASS_2199010 trc Distribute To Distribution ID Type User Return	345,298 151,581 •Distribution ID 0002681553.01	10/02/2023 10:41:58.214604AM EDT	1

If the file does not go straight to the results scroll to the bottom to view them

Member	EMPLID	000		Row	2	of	29	(2300,9	99)	
Member	EMPLID	000	-	Row	3	of	29	(23009,9	99)	
Member	EMPLIO	000	,	Row	4	of	29	(23009,9	99)	
Member	EMPLID	999	,	Row	5	of	29	(23009,9	99)	
Member	EMPLID	000		Row	6	of	29	(23009,9	99)	
Member	EMPLID	000		Row	7	of	29	(23009,9	99)	
Member	EMPLID	000	;	Row	8	of	29	(23009,9	99)	
Member	EMPLID	999	4	Row	9	of	29	(23009,9	99)	
Member	EMPLID	000		Row	10	of	29	9 1	(23009,	999)	
Member	EMPLID	000	,	Row	11	of	25	9	(23009,	999)	
Member	EMPLID	000	2	Row	12	of	25	9	(23009,	999)	
Member	EMPLID	000		Row	13	of	29	9	(23009,	999)	
Member	EMPLID	000	,	Row	14	of	29	9	(23009,	999)	
Member	EMPLID	999		Row	15	of	25	9	(23009,	999)	
Member	EMPLID	898		Row	16	of	29	9 1	(23009,	999)	
Member	EMPLID	000	,	Row	17	of	29	9	(23009,	999)	
Member	EMPLID	000	-	Row	18	of	25	9	(23009,	999)	
Member	EMPLID	000	,	Row	19	of	25	9	(23009,	999)	
Member	EMPLID	000	÷	Row	20	of	29	9	(23009,	999)	
Member	EMPLID	000	5	Row	21	of	29	9	(23009,	999)	
Member	EMPLID	000		Row	22	of	25	9	(23009,	999)	
Member	EMPLID	000		Row	23	of	29	9	(23009,	999)	
Member	EMPLID	000	5	Row	24	of	25	9	(23009,	999)	
Member	EMPLID	000	,	Row	25	of	25	9	(23009,	999)	
Member	EMPLID	000		Row	26	of	25	9	(23009,	999)	
Member	EMPLID	000		Ros	27	of	29	9	(23009,	999)	
Member	EMPLID	999		Row	28	of	25	9 1	(23009,	999)	
Member	EMPLID	800		Row	29	of	29		(23009,	999)	
Applica	ation En	ngine	progra	m IP	MA	55	enc	der	d norma	lly	

Once all is approved, navigate to Position Inquiry to verify assignments have been approved.

osition Inquiry	
Instructions	
Below you will see the positions available or encumbered for UICs entered in the search criteria	
Search Criteria	
UIC Search Option	Search
One UIC O UIC and Hierarchy O Set of UICs UIC Q Department	
Assignment Attributes	
Position Attributes	
Department Attributes	

Select "**UIC and Hierarchy**" and Input the UIC Select "**Approved**" in the Assignment Status. Click "**Search**"

osition Inquiry		
structions		
Below you will see the position	s available or encumbered for UICs entered in the search criteria	
Search Criteria		
UIC Search Option		Search
One UIC One UIC and UIC And UIC R D	d Hierarchy O Set of UICs Department 0000	
Assignment Status Appro	Action Taken Assignment From	٩
Change Date	Movement ID Q	
Source	Source ID	
Position Attributes		

Click on the **"Assignment Attributes**" tab. Verify all the Members are Approved by comparing the report to what was submitted

Position Det	ails						
Position Attributes Department Attributes Assignment Attributes [TTT]							
Business Unit	Position	Title	Effective Date	Department Description	Location	GFM Long Name	
NGDGA	06706220	Howitzer Section Chief	09/30/2023	AUGOEQV3CD		Howitzer Section Chief	
NGDGA	06706217	Fire Control Sergeant	09/30/2023	AUGOEQV3CD		Fire Control Sergeant	
NGDGA	06706211	Gunnery Sergeant (GYSGT)	09/30/2023	AUGOEQV3CD		Gunnery Sergeant (GYSGT)	
NGDGA	06705074	#1 Fire Control Sergeant	09/30/2023	AUGOEQV3BD		#1 Fire Control Sergeant	
NGDGA	06705052	Howitzer Section Chief	09/30/2023	AUGOEQV3AD		Howitzer Section Chief	
NGDGA	06705045	Howitzer Section Chief	09/30/2023	AUGOEQV3AD		Howitzer Section Chief	
NGDGA	06705038	Howitzer Section Chief	09/30/2023	AUGOEQV3AD		Howitzer Section Chief	
NGDGA	06705028	Gunnery Sergeant (GYSGT)	09/30/2023	AUGOEQV3AD		Gunnery Sergeant (GYSGT)	
NGDGA	06705025	Platoon Leader	09/30/2023	AUGOEQV3AD		Platoon Leader	
NGDGA	06705016	COUNTERFIRE NCO	09/30/2023	AUGOEQV3TD		COUNTERFIRE NCO	
NGDGA	05323059	Attachment	09/30/2023	AUGOEQV3TD		Attachment	
NGDGA	03257802	Information Technician Special	09/30/2023	AUGOEQV3TD		Information Technician Specialist	
NGDGA	03232117	Gunnery Sergeant (GYSGT)	09/30/2023	AUGOEQV3CD		Gunnery Sergeant (GYSGT)	
Nanas	02000540	Elent Onronant (100)	00/20/2022	100000000		Einet Compont (10/2)	

2-37. Mass Update Departures

The purpose of this process is to assist the HR Supervisor in understanding how to depart assignments for multiple members using mass update features.

Applicability: OFF, WO, ENL Subcategories: HR Professional, HR Supervisor Navigation: Workforce Administration > Mass Update R3 > Mass Update

Click "Add a New Value"

Mass Update							
Find an Existing Value							
V Search Criteria							
Enter any information you have and click Search. Leave fields blank for a list of all values.							
Recent Searches Choose from recent searches Image: Searches Image:							
Mass Update ID 🗧 🗸							
Mass Update Type 📮 🗸 🗸							
Mass Update Status 🔹 🗸 🗸							
Description begins with 🗸							
Search Clear							
Nothing yet Your search results will appear here							

Click on the "Add" button

Mass Update	
Add a New Value	Q Find an Existing Value
Mass Update ID 99999999999999999999999999999999999	

Click on the "Mass Update Type" dropdown. Select "Assignment Departure".

Mass Update ID *Mass Update Type	99999999999999999	Mass Update Status	New	Process Monitor
		Description		
pulation	Absences Active Termination - Discharge			
Groupbox	Active Termination-Resignation			
oroupbox	Active to PDRL			
Search Option	Active to Retired List Active to TDRL		Search	
One UIC OUIC	Active to USAR IRR	5		
	Assignment ADI Assignment Accession	•		
	Assignment Arrivals			
	Assignment Attachment Assignment Curtail/Extend			
Date Search Option	Assignment Deferment			
Current	Assignment Displaced UIC			
-	Assignment Exec Order Nbr Assignment Inactive UIC			
	Assignment Revoke	-		
Additional Search Crit	eria			

In the **Description** box, state a short description.

ass Update				
Mass Update ID "Mass Update Type Conulation	Assignment Depart	Ma ures 🗸	ss Update Status Ner "Description GA	N Process Monitor
opulation				
Groupbox				
Search Option				Search
One UIC OU	IC and Hierarchy	○ Set of UICs		
				Mass Update for PCS Accession Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and click the "Search" button to populate the Member grid with anyone matching that criteria. Alternatively, download the file template by clicking the "Download File" button, populating the data in the file, and then populate the grid by clicking the "Upload File" and selecting the file for upload. "Vola- With Mass Update Approvals on, submission is limited to user accounts ending in .01 in order to find an appropriate S1 Pool for approval. Entry Defaults:
Date Search Option	O Bata Baara			 The "Begin Date" and "End Date" are the days that the Member will be on the Assignment. The "Trans" field has all values related to a PCS Accession Assignment configured in the FABS. The "Sub Tomes" field has all values related to a Tome selected.
Additional Search C	riteria		Croth 0	The "UBC" field contains all active UIC's in the system The "Position" field contains all active Vaciation related to the UIC The "Douty Title" field contains the Position description and the description of all JobCodes related to the members grade. The Position Description will be defaulted if one is not selected. The "Position Qualification" field contains all active Position Qualifications in the system. "Q" (Qualified) will be defaulted if one is not selected. The "Assignment From" field contains all active Assignments for a member in the system. The members existing home assignment record will be defaulted fore is not selected.
Location	MOS			NOTE: Once all data is entered for each Member, the Mass Update can be submitted for approval. The system will automatically process the Member's records upon final approval of the Mass Update. A notification will be provided to the initiator of the request stating that I completed successfully or with error. If there were errors, they can be resolved/revorked within the original Mass Update request or handled as individual entries outside of the Mass Update process.

Scroll down to the Population field. Only Employee ID, Assignment ID, and Tour Complete is required for this Mass Update Type. Add appropriate Tour Complete Code. Tour Complete will all be "Z" in this example.

Q				IC C 1-1 of 1 View
Include	*Empl ID↑	Name	*Assignment ID	*Tour Complete
V	٩			
Download File	Upload File	Include All Exclude All	1	
aportant Note: This pa	ge is designed to handle approximately 25,	000 records at a time. Input files and search criteria should be reviewe	d and updated accordingly to stay under	that limit.
ata mes can de loaded	The budget to support the date to the solid ele-	. Alter loading the rile, the identitivations ican be applied of the deer c	and process the entries as loaded from th	er me.

Adjust .csv file to just include Emplid, Assignment ID, and Z for Tour Completion (or download the format as per slide 10) . The column headers are irrelevant when uploading the .csv file. You just need the column information to be correct.

EmplId	▼ Assignment Fro ▼	Movement -
00	117337203	Z
00	118888543	Z
00	\$ 8509813	Z
00	8337699	Z
00	118560093	Z
00	i 8526303	Z
00	i 7935400	Z
00	116553172	Z
00	118826905	Z
00	8524195	z
00	118417365	z 🗘
00	8526347	Z
00	\$ 8526378	Z
00	\$ 8524967	Z
00	8523316	Z
00	i 8062771	Z
00	4287378	Z
00	i 117829972	Z
00	\$ 8568904	Z
00	\$ 8521796	Z
00) 8172481	Z
00	8422148	Z
00	8524230	Z
00	116552939	Z
00	i 8523982	Z
00	\$ 8522880	Z
00	116385240	Z
00	8523343	Z

Click the **"Upload File**" button. Click **"Choose File**". Select your .cvs file and click "Upload".

Q			I< _ (1-1 of 1 → _) → _ I View A
Include	*Empl ID↑	Name	File Attachment ×
2	٥		Choose File No file chosen
Download Fil	e Upload File	Include All Exclude	Upload Cancel

No approver is needed for this action, so the Submit button is greyed out. Click the "**Process Mass Update**" button.

₽,	13	K <	I< < 1-1 of 1 v > > I View All				
Description	Attached File	Attach	View				
]	Attach	View	+			
Comments							
	\						

A notification box will then show stating Mass Update Process Initiated Select "OK"

ai V	cters (i.e. 0001234567 instead of 1234567) ol	
-	Mass Update Process Initiated - Process Instance 2199120 (20500,1)	
	The batch process for this mass update has initiated. The status of this process can be viewed via Process Monitor using the above process instance.	
	OK	
	IC C 1-1 of 1 View All	

Scroll up and click "Process Monitor"

ass Update			
Mass Update ID 11910 Mass Update Type Assignment Departures Population	Mass Update Status Description	Saved GAARNG_118th_x1_20231002	Process Monitor
Groupbox			
Search Option One UIC O UIC and Hierarchy Set	of UICs	Search	

Enter your Empl ID in the User ID field Click "Refresh"

Process Monitor		
Process List Server List		
View Process Requests User ID Q Server Run Status View Process Requests	Type 1 Days Name Q Instance Range Distribution Status Save On Refresh Report Manager	Refresh Clear Reset

The results will populate Run Status will show "Processing" Click the "Details"

Use	rID		Туре	~	Last	1	Days 🗸	Refresh				
Se	rver	~	Name	Q	Instance	Range		Clear				
Run	Status	~	Distributi	on Status	Y Save	On Refresh	Report Manager	Reset				
Proce	ess List											
Proc	ess List									< 1.2 of 2	· · >	> View A
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time		Run Status	< 1-2 of 2 Distribution Status	Details	Actions

Select "**Message Log**" to view while it is processing to see if there are issues. To refresh results, close out of Message Log and Process Details. Click "**Refresh**" and repeat the process until complete.

	Pro	cess Detail		×	1 1			Messag	ge Log	×
				Help						Help
Process						Process	3			
Instance	2199120	Type Application Engin	e			and the second				
Name	IP_MASS	Description IP_MASS				In	stance: 21991.	20 Type	 Application Engine 	
Run Status	Processing Dist	ribution Status N/A					Name: IP_MA	SS Description	n: IP_MASS	
Run		Update Process								
Run Control 1	D MU_11910	O Hold Request				E	2		K K 1-6 of 6	View All
Locatio	n Server	Queue Request				السنا ال				
Serve	er PSBAT2	Delete Request				Severity	Log Time	Message Text		Explain
Recurrent Current Ste	e p Main	Re-send Content	C Restart Request				10:57:42	Mass Update ID is 11910 (23009,999)	Explain
							10:57:42	Member EMPLID 000	. Row 1 of 28 (23009,999)	Explain
Date/Time		Actions	Transfer			*********	10:57:47	Member EMPLID 000	Row 2 of 28 (23009,999)	Explain
Request Cre Run Anyti Began Pro	ated On 10/02/2023 10:57:34 EDT me After 10/02/2023 10:57:34 EDT pcess At 10/02/2023 10:57:42 EDT	Magsage Log Baten Timings	View Locks				10:57:53	Member EMPLID 000	Row 3 of 28 (23009,999)	Explain
Ended Pro	ocess At	View Log/Trace					10:57:58	Member EMPLID 000:	Row 4 of 28 (23009,999)	Explain
	-						10:58:03	Member EMPLID 000	Row 5 of 28 (23009,999)	Explain
	<u> </u>					Return				

Once the process is complete, the Run Status will say Success and the Distribution Status will say Posted Click "Details"

Use		Q	Туре	•	Last		Days V	Refresh			
Sei	ver	~	Name	Q	Instance	Range		Clear			
Run	Status	~	Distributio	on Status	* El car	e On Refresh	Penort Manager	Reset			
Proce	ss List								(1-2 d	2 - >	> View /
Proce	List Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	< 1-2 of Distribution Status	2 V >	Actions
Proce	Instance	Seq.	Run Control ID MU_11910	Process Type Application Engine	Process Name	User 0002518031.01	Run Date/Time 10/02/2023 10:57:34 EDT	Run Status Success	 1-2 of Distribution Status Posted 	2 V > Details	Actions

Click "View Log/Trace". Select the file to view the results

	Process	Detail	×
Process			Help
	Instance 2199120 Name IP_MASS Des Run Status Success Distribution	Type Application Engine cription IP_MASS 1 Status Posted	
Run	U Run Control ID MU_11910 Location Server Server PSBAT2 Recurrence	pdate Process Nold Request Ourwer Request Concel Request Detes Request Re-send Content Restart Request	
Date/Tim OK	e Request Created On: 1002/2023 10.57.34 EDT Run Anytime After: 1002/2023 10.57.34 EDT Began Process At: 1002/2023 11.07.32 EDT Ended Process At: 1002/2023 11.00.20 EDT Cancel	Actions Parameters Transfer Message Log View Locks Batch Timings Men JageTrate	

	View Log/Trace	×
Report ID 2108411 Name IP_JMASS Run Status Success	Process Instance 2199120 Message Log Process Type Application Engine	Help
Distribution Details Distribution Node HCPDC	Expiration Date 11/01/2023	
AE IP MASS 2109120.log	1 850 10/02/022 11/00/20 960991 5D	-
Distribute To Distribution ID Type User Return	Distribution ID 0002518031.01	

If there is an error, the error will be listed next to that row

ass opency to is i.	(2003))
lember EMPLID 000	Row 1 of 28 (23009,999)
1ember EMPLID 000	Row 2 of 28 (23009,999)
Member EMPLID 000	Row 3 of 28 (23009,999)
Member EMPLID 000	Row 4 of 28 (23009,999)
Member EMPLID 000	Row 5 of 28 (23009,999)
Member EMPLID 000	Row 6 of 28 (23009,999)
Member EMPLID 000	Row 7 of 28 (23009,999)
Member EMPLID 000	Row 8 of 28 (23009,999)
Member EMPLID 000	Row 9 of 28 (23009,999)
Member EMPLID 000	Row 10 of 28 (23009,999)
Member EMPLID 000	Row 11 of 28 (23009,999)
Member EMPLID 000	Row 12 of 28 (23009,999)
Member EMPLID 000	Row 13 of 28 (23009,999)
Member EMPLID 000	Row 14 of 28 (23009,999)
Member EMPLID 000	Row 15 of 28 (23009,999)
Member EMPLID 000	Row 16 of 28 (23009,999)
Member EMPLID 000	Row 17 of 28 (23009,999)
Member EMPLID 000	Row 18 of 28 (23009,999)
Member EMPLID 000	Row 19 of 28 (23009,999)
Member EMPLID 000	Row 20 of 28 (23009,999)
Nember EMPLID 000	Row 21 of 28 (23009,999)
Member EMPLID 000	Row 22 of 28 (23009,999)
Member EMPLID 000	Row 23 of 28 (23009,999)
Member EMPLID 000	Row 24 of 28 (23009,999)
Member EMPLID 000	Row 25 of 28 (23009,999)
Member EMPLID 000	Row 26 of 28 (23009,999)

2-38. Mass Update Arrivals

The purpose of this process is to assist the HR Supervisor in understanding how to arrive assignments for multiple members using mass update features.

Applicability: OFF, WO, ENL Subcategories: HR Professional, HR Supervisor Navigation: Workforce Administration > Assignment Tracking> Position Inquiry

NOTE: When you do arrivals, you arrive them to the Assignment ID and not the Position

Select UIC and Hierarchy. Enter the UIC Under Assignment Status dropdown, select "**Approved**" Click "**Search**".

sition Inquiry		
etructions		
Below you will see the positions	vailable or encumbered for UICs entered in the search criteria	
 Search Criteria 		
UIC Search Option	lierarchy O Set of UICs artment 00002887 0118 FA BN 01 FIELD ARTILLERY	ch
Assignment Attributes	d V Action Taken Assignment From	
Change Date	B Movement ID Q	
Source	Source ID	
Position Attributes		
Department Attributes		

The results will populate below Click the "Assignment Attributes" tab

Position	Inquiry																
													New	Window	Help P	Personalize P	ge
Instructions																	
Below you v	II see the positions a	vallable or encur	nbered for UICs e	intered in the pr	earch criteria												
- Search	Criteria																
Latter France	orb Chatlers					and the second se											
UPL Seat	ch Option					Search											
UN	UIC ® UIC and I	Herarchy C	Set of UICs 887 0118 F/	ABN 01 FIELD	ARTILLERY												
- Assig	nment Attributes																
Assimm	ent Status Approve	d v Action	Taken	Assignment	From	0											
Channel	late	Mover	nent ID			-17											
Fource		M Econo	- 10	3													
Source			e iu														
> Posit	ion Attributes																
> Depa	rtment Attributes																
Position De	tails Indes Departmen		essionment Attrib	inter inter												Find [2]	(E
Start Date	End Date	Position	Empl ID	Rank	Last Name	First Name	Srvc Crep	Aegn Job Code	Mbr MOS	sa	ASI	Assignment Status	Action	Reason	Trane	SubTrane	
09/30/2023	12/13/2024	06706220	0007	890	r	JUSTIN	G	E138	E138	EO		Approved	PCA	RAS			(15
09/30/2023	01/05/2028	06706217	000	SOT		CHRISTOPHER	0	E13J	E13J	EO		Approved	PCA	RAS			115
09/30/2023	05/23/2029	06706211	000	SFC		ANDREW	6	E13B	E138	EO		Approved	PCA	RAS			21E
09/30/2023	01/02/2026	06705081	000	SGT		ANDREW	0	E138	E138	EO		Approved	PCA	RAS			115
09/30/2023	03/07/2024	06705074	000	SGT		SAVANNA	0	E13J	E13J	EO		Approved	PCA	RAS			115
09/30/2023	05/05/2027	06705052	000	SSG		JACOB	6	E138	E138	EO	E2B	Approved	PCA	RAS			115
09/30/2023	11/16/2029	06705045	000	\$\$0		ZACKARY	0	E138	E138	EO		Approved	PCA	RAS			łtε
09/30/2023	01/07/2028	06705038	000	880		DAVID	G	E138	E138	EO	EU6	Approved	PCA	RAS			115
09/30/2023	04/25/2029	06705028	000	SFC		PHILLIP	0	E13B	E138	EO		Approved	PCA	RAS			115
09/30/2023	08/31/2046	06705025	000	11.7		KHORY	G	013A	013A	EO		Approved	PCA	RAS			115
09/30/2023	04/23/2027	06705016	000	SFC		ERIN	G	E13R	E13R	EO		Approved	PCA	RAS			115
	a700507455	05333050	100	000		RAVI	0	000007	E68W			Annand	100	oor	0.110		120
06/26/2023	07/05/2023	03023035		DPU.				00000				Approved	000	1000	00110		12.0
05/26/2023 09/30/2023	11/07/2023	03257802	000	SPC		MATTHEW	0	E258	E318	EP		Approved	PCA	RAS	. 9110		112

Scroll to the right to view the Assignment ID column

You can copy all the information and paste it onto an excel .csv file. Filter as needed

First Name	Srve Cmp	Asgn Job Code	Mbr MOS	sqi	ASI	Assignment Status	Action	Reason	Trans	SubTrans	Assignment ID	Permanent UIC
JUSTIN	6	E13B	E13B	EO		Approved	PCA	RAS			119012465	WQV3CD
CHRISTOPHER	0	E13J	E13J	EO		Approved	PCA	RAS			119012486	WQV3CD
ANDREW	G	E138	E13B	EO		Approved	PCA	RAS			119012470	WQV3CD
ANDREW	G	E138	E138	EO		Approved	PCA	RAS			119012481	WQV3BD
SAVANNA.	G	E13J	E13J	EO		Approved	PCA	RAS			119012456	WQV3BD
JACOB	G	E138	E13B	EO	E2B	Approved	PCA	RAS			119012463	WQV3AD
ZACKARY	G	E13B	E13B	EO		Approved	PCA	RAS			119012461	WQV3AD
DAVID	G	E138	E13B	EO	EU6	Approved	PCA	RAS			119012448	WQV3AD
PHILLIP	G	E13B	E13B	EO		Approved	PCA	RAS			119012485	WQV3AD
KHORY	G	013A	013A	EO		Approved	PCA	RAS			119012464	WQV3AD
ERIN	G	E13R	E13R	EO		Approved	PCA	RAS			119012469	WQV3TD
BAVI	G	99999Z	E68W			Approved	ASG	GOT	0110		117236079	WQV3T0
MATTHEW	G	E258	E318	EP		Approved	PCA	RAS			119012452	WQV3TD
494	0	E13R	E130	50	ELIA	Annewood	DC4	949			110010483	IN/01/200

All you need is the EMPL ID and appropriate Assignment ID to input into the excel sheet Next upload to the Mass Update page

	A	B
1	XXXX 💌	XXXXXXX 💌
2	0002223067	119012438
з	0002233175	119012440
4	0002268488	119012442
5	0002290003	119012443
6	0002297733	119012447
7	0002462226	119012448
8	0002481776	119012450
9	0002482767	119012452
10	0002504856	119012453
11	0002522952	119012456
12	0002526190	119012457
13	0002528166	119012461
14	0002528174	119012463
15	0002530353	119012464
16	0002532423	119012465
17	0002535416	119012466
18	0002537975	119012467
19	0002539346	119012469
20	0002539504	119012470
21	0002540128	119012471
22	0002542960	119012472
23	0002543961	119012474
24	0002545165	119012477
25	0002545647	119012479
26	0002547186	119012481
27	0002548074	119012483
28	0002548895	119012485
29	0002550507	119012486

Navigate to Mass Update Click "Add a New Value"

Mass Update
Find an Existing Value
Search Criteria Enter any information you have and click Search Leave fields blank for a list of all values.
Image: Searches Image: Searches Image: Searches Image: Searches Image: Searches Image: Searches
Mass Update ID 😑 🗸
Mass Update Type = 🗸
Mass Update Status 📮 🗸
Description begins with V
Search Clear
Nothing yet Your search results will appear here

Click on the "Add" button

Mass Update	
Add a New Value	Q Find an Existing Value
Mass Update ID 99999999999999999999999999999999999	

Click on the **"Mass Update Type**" dropdown. Select **"Assignment Arrivals**"

Mass Update ID	9999999999999999	Mass Update Status	New		Process M	onitor
*Mass Update Type	~	"Description				
opulation	Absences	Î				
Groupbox	Active Termination-Resignation					
Groupbox	Active to PDRL					
Search Option	Active to Retired List		ſ	Search		
	Active to TDRL Active to USAR IRR	5	(
	Assignment ADI	U				
	Assignment Accession					
UIC Q	Assignment Attachment					
	Assignment Curtail/Extend					
Date Search Option	Assignment Departures					
Current	Assignment Displaced UIC					
	Assignment Exec Order Nbr					
	Assignment Revoke	*				
Additional Search Crit	eria					

In the **Description** box, state a short description

ss Update				
Mass Update ID "Mass Update Type	99999999999999999999 Assignment Arrivals	Ma ~	*Description	Process Monitor
pulation				
Groupbox				
Search Option				Search
One UIC OU	C and Hierarchy	○ Set of UICs		
UIC Q Date Search Option				Mass Update for PCS Accession — Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and cick the "Search" button to opputate the Member grid with anyone matching that criteria. Alternatively, download the file template by cicking the "Download File" button, populating the data in the file, and then populate the grid by Cicking the "Upload File" and selecting the file for upload. "Note - VMh Mass Update Approvals on, submission is limited to user accounts ending in .01 in order to find an appropriate S1 Fool for approval. Entry Defaults: . The "Benin Date" and "End Date" are the days that the Member will be on the Assionment.
@ Current	O Date Range			The "Trans" field has all values related to a PCS Accession Assignment configured in the FAB5. The "Sub Trans" field has all values related to a Trans selected. The "ULC" field contains all active ULCs in the system.
Additional Search Cr	iteria			 The "Position" field contains all active Positions related to the UIC. The "Duty Title" field contains the Position description and the description of all JobCodes related to the members grade. The Position Description will be defaulted if one is not selected. The "Position Qualification" field contains all active Position Qualifications in the system. "Q" (Qualified) will be defaulted if one is not selected. The "Assignment Form" field contains all active Position Qualifications in the system. "Q" (Qualified) will be defaulted if one is not selected. The "Assignment Form" field contains all active Assignments for a member in the system. The members active house the position P
Location	Q. MOS	Q	Grade Q	assignment record will be defaulted if one is no source assignment and a memory in the system. The memory setsignment record will be defaulted if one is no selected. NOTE: Once all data is entered for each Member, the Mass Update can be submitted for approval. The system will automatically
				process the Member's records upon final approval of the Mass Update. A notification will be provided to the initiator of the request stating that it completed successfully or with error. If there were errors, they can be resolved/reworked within the original Mass Update request or handled as individual entries outside of the Mass Update process.

Scroll down to the Population field. Only **Empl ID** and **Assignment ID** is required

Q			I< < 1-1 of 1 v > >I I View
Include	"Empl ID†	Name	"Assignment ID
		٩	a + -
Download File	Upland File	Include All Exclude A	
portant Note: This page is d	Jesigned to handle approximately 25,	.000 records at a time. Input files and search criteria should be review	wed and updated accordingly to stay under that limit.
ta files can be loaded withou	It needing to utilize the search criteria	After loading the file, the "default values" can be applied or the use	ar can process the entries as loaded from the file.
Click the 'Download File' bu	itton to export the data in the grid abo	ove to a CSV file, which will open in Excel. If there are no records in t	the grid, it will simply download the format of the data needed for the mass update.

Click the "**Upload File**" button. Click "**Choose File**".

Se	lect	your	.cvs	file	and	click	("Up	load	".
----	------	------	------	------	-----	-------	------	------	----

Population			
Mass Update Records			File Attachment ×
Include	*Empi ID↑	Name	Choose File No file chosen
	Q		Cancel
Download File	Upload File	Include All Exclude A	

No approver needed for this action, so the Submit button is greyed out. Click the "**Process Mass Update**" button.

			15 5	1-1 of 1 ¥ >	21 1	View All
Description	Attac	hed File	Attach	View		
			Attach	View	+	
Comments						
Comments		_ -	b			

A notification box will then show stating **Mass Update Process Initiated** Select "**OK**"

	ers (i.e. 0001234567 instead of 1234567)
-	Mass Update Process Initiated - Process Instance 2199171 (20500,1)
	The batch process for this mass update has initiated. The status of this process can be viewed via Process Monitor using the above process instance.
	OK

Scroll up and click "Process Monitor"

Mass Update		
Mass Update ID 11912 Mass Update Type Assignment Arrivals	Mass Update Status Saved Description GAARNG_118th_x1_Arrival_202310	Process Monitor
Groupbox Search Option	Search	
One UIC UIC and Hierarchy Se	t of UICs	

Enter your Empl ID in the User ID field Click "Refresh"

Process Monitor		
Process List Server List		
View Process Requests	Type Last V Days V	Refresh
Run Status	Distribution Status Save On Refresh Report Manager	Reset

The results will populate below The Run Status will show **Processing** Click the "**Details**"

Proces	s Monito	r												
Proc	Process List Server List													
View Pr	ocess Requ	lests												
Use	rID	Q	Туре	✓ Las	st 🗸	1 D	ays v Refrest							
Ser	rver	~	Name	Q	Instance	Range	Clear							
Run	Status		Distributio	on Status	¥ Save O	n Refresh R	eport Manager Reset							
~ Proce	ess List													
E,	Q								< 1-3 of 3	~ >	View All			
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions			
	2199171		MU_11912	Application Engine	IP_MASS	0002518031.01	10/02/2023 11:05:32 EDT	Processing	N/A	Details	✓Actions			

Select Message Log to view while it processes.

The transaction can also be canceled in this view if there are any issues. To refresh results, close out of Message Log and Process Details. Click "**Refresh**" and repeat the process until complete

				Process Detail			,
							He
Process							
	Instance	219917	1	Type	Application Er	ngine	
	Name	IP_MAS	s	Description	IP_MASS		
	Run Status	Process	ung	Distribution Status	N/A		
Run				Update P	rocess		
	Run Control ID	MU 1	1912	Hold	Request		
	Location	Serve	1012	Que	e Request		
	Server	PSBA	12	Canc	el Request		
	Recurrence			ODelet	e Request	Destart Descert	
	Current Step	Main			ine contant	- reason rouge at	
Date/Tim	e			Actions			
	Request Crea	ted On	10/02/2023 11 05 33 E	DT Parar	neters	Transfer	
	Run Anytim	e After	10/02/2023 11:05:32 E	DT Mess	age Log	View Locks	
	Began Pro	ess At	10/02/2023 11:05:49 E	DT Bat	Timings		
	Ended Pro	ess At		View	Log/Trace		

		Message Log	×
Process			Help
ins	tance: 219917	Type: Application Epgine	
	Name: IP_MAS	S Description: IP_MASS	
E C		IC C 1-15 of 15	✓ > > View All
Severity	Log Time	Message Text	Explain
	11:05:50	Mass Update ID is 11912 (23009,999)	Explain
	11.05.50	Member EMPLID 0002223067. Row 1 of 28 (23009,999)	Explain
	11:05:53	Warning – Head count of 2 exceeds maximum head count of 1 for position. (1000, 156)	Explain
	11.05.54	Member EMPLID 0002233175. Row 2 of 28 (23009,999)	Explain
	11:05:57	Warning – Head count of 2 exceeds maximum head count of 1 for position. (1000,156)	Explain
	11.05.57	Warning – Benefit System not unique for current jobs with same Benefit Record Number. (3000,557)	Explain
	11:05:58	Member EMPLID 0002268488. Row 3 of 28 (23009,999)	Explain
	11.06.00	Warning – Head count of 2 exceeds maximum head count of 1 for position. (1000,156)	Explain
	11.06.00	Warning Benefit System not unique for current jobs with same Benefit Record Number. (3000,557)	Explain
	11:06:01	Member EMPLID 0002290003. Row 4 of 28 (23009,999)	Explain
	11.06.03	Warning - Head count of 2 exceeds maximum head count of 1 for position. (1000, 156)	Explain
	11.00-02	Warning - Benefit System not unique for current jobs	Explain

Ignore the Warnings will still allow the transaction to process. In the message log, the row will be missing if it fails to be processed

		Message L	og	3
Process	tance: 219917 Name: IP MA	11 Type: Ap	plication Engine	Help
EF Q			K < 1-15 of 15	View All
Seventy	Log lime	message lext		Explain
	11:05:50	Mass Update ID is 11912 (23009)	399)	Explain
	11:05:50	Member EMPLID 000 R	ow 1 of 28 (23009,999)	Explain
	11:05:53	Warning – Head count of 2 excee count of 1 for position. (1000,156)	ds maximum head	Explain
	11:05:54	Member EMPLID 000 R	ow 2 of 28 (23009,999)	Explain
	11:05:57	Warning – Head count of 2 excee count of 1 for position. (1000, 156)	ds maximum head	Explain
	11:05:57	Warning – Benefit System not uni with same Benefit Record Number	que for current jobs r. (3000,557)	Explain
	11:05:58	Member EMPLID 000 R	ow 3 of 28 (23009,999)	Explain
	11:06:00	Warning – Head count of 2 excee count of 1 for position. (1000,156)	ds maximum head	Explain
	11:06:00	Warning Benefit System not uni with same Benefit Record Numbe	que for current jobs r. (3000,557)	Explain
	11:06:01	Member EMPLID 000: R	ow 4 of 28 (23009,999)	Explain
	11:06:03	Warning Head count of 2 excee count of 1 for position. (1000, 156)	ds maximum head	Explain
		Warning Benefit System not uni	que for current jobs	

Once the process is complete, the Run Status will say **Success** and the Distribution Status will say **Posted** Click "**Details**"

Proces	s Monitor	r											
Proce	Process List Server List												
View Process Requests User ID Type Q Type Instance Range Run Status Distribution Status													
✓ Proce	ass List								< 1-3 of 3	3 ♥ >	> View All		
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions		
	2199171		MU_11912	Application Engine	IP_MASS	000	10/02/2023 11:05:32 EDT	Success	Posted	Details	✓Actions		

Check in Manage Assignments to validate the Member is arrived at the correct UIC. Pull an ADR to make sure all is correct

	Business Uni	it Georgia	Army Natl Guard			Location SA	VANNAH					
Compo	nent Category	y Train in	Units-Drill Unit Res	Job Code E13R WEAPONS LOCATING RADAR (WLR) S								
	UIC	C WQV31	D AUGOEQV3TD	Position 00231931 Standard Excess								
			13		Dut	Duty Status Re	ady for Drill					
								and a second second				
)/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	e Permanent Assi	gnment		3		
D/Source 19012438	Status	Compo	Action/Reason Code	Begin/End Dt	UIC WQV3TD	Position 00231931	Location 00011517	gnment		1		
D/Source 19012438 lass Updat	Status Arrived	Compo Guard	Action/Reason Code PCA Reassignment	Begin/End Dt 09/30/2023 07/02/2026	UIC WQV3TD AUGOEQV3TD	Position 00231931 Standard Excess	Location 00011517 SAVANNAH	other Ac	tions ⊙ View Order			
D/Source 19012438 lass Updat Temporary	Status Arrived	Compo Guard	Action/Reason Code PCA Reassignment	Begin/End Dt 09/30/2023 07/02/2026	UIC WQV3TD AUGOEQV3TD	Creat Position 00231931 Standard Excess	Location 00011517 SAVANNAH	other Ac	tions ⓒ View Order			

2-39. Soldier Recovery Unit (SRU) Assignments

The Soldier Recovery Unit (SRU) Assignment Process follows the same rule set for all AC and Guard/Reserve on orders. The purpose of these scenarios is to assist the HR Pro in understanding how to process a Soldier Recovery Unit assignment. Below are three scenarios that details the different Soldier Recovery Unit transactions.

Scenario 1 Background

- Member was on MOB, and was sent to SRU via MEDIVAC
- Assignments is showing ATC and AIV.
- Member completed leave time at the SRU and has returned.
- Member is working on getting DD214 from Fort Sam.
- Unit confirmed Member is home and last date of leave was the end date on SRU amendment order.

Applicability: OFF, WO, ENL Subcategories: HR Professionals, Assignment **Navigation**: Navbar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

Action Required

Locate the TCS assignment under **Completed** tab Click the "**Completed**" tab



Verify dates of the TCS assignment are correct TCS orders need to be amended to correct date to close out all MOB associated orders

Current/Approved	~ Organizati	ional Instance								
Des des Ministers		Busin	ess Unit Ohio	Army Nati Guard			Location DELAWARE OH			
Pending/Working		Component (Category Train	in Units-Dnill Unit Res			Job Code E132 FIELD ARTILLE	RY SENIOR SERGEAN		
Completed			UIC WPN	IQTO 0134 FA BN 01 HHB FIE	LD ARTIL		Position 03128412 Operations	Sergeant		
							Duty Status Present for Duty			
Canceled						់ខ	Duty Status Attribute Mobilization			
	~ Permanen	t Assignments								
	Trace of States									3 row
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
	4356975	Completed	Guard	PCA	12/13/2017	WPNQT0	03301187	00005561	Other Advance (C)	
	Interface			INT	03/31/2018	0134 FABN 01 HHB FIELD ARTIL	Senior Fire Control Non-commis	DELAWARE OH	Opher Acadris (6)	
	7412950	Constituted	Gunnel	PCA	04/01/2018	WPNQT0	03128421	00005561		
	Interface	Completed	Goard	RAS	08/31/2018	0134 FA BN 01 HHB FIELD ARTIL		DELAWARE OH	Other Actions 🛇	
	7412977	Completed	Guard	PCA	09/01/2018	WPNQT0	03301187	00005561		
	Interface	Contracted	Guard	RAS	02/01/2021	0134 FA BN 01 HHB FIELD ARTIL	Senior Fire Control Non-commis	DELAWARE OH	Other Actions (
	~ Temporary	Assignments								
	1Diff annual	Finites	Comes	Antion Theorem Code	Desis Fad	100	Decilies	Location		3 row
	ID/Source	Status	Compo	Action Redson Code	Begin End L	URL COL	Position	Location		
	115504349	Completed	Guard	ASG	11/20/2022	WPNQ10	03128412	DAMP000250	Other Actions (C)	
	MOBCOP			TCS	05/20/2023	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	iraq		
	117745869	Constituted	Grand	ASG	06/21/2023	WPNQT0	08396382	DAMP000302		
	MOBCOP	Completed	Guaro	000	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Other Actions (©	
1	8436881	Consisted	Guard	ASG	08/21/2022	WSBRAA	06345544	00001370		
	Interface	Completed	Guard	GOS	09/22/2022	W8BR OHARNG ELEMENT, JF HQ	ARNG Title 32 ADOS	COLUMBUS OH	Other Actions (c)	

Navigate to Current/Approved on the left Click "Other Actions" on the AIV assignment

~ Permanent	Assignments									
							Create Perma	nent Assignment	~	
									1 row	
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location			
7413082			PCA	02/02/2021	WPNQT0	03128412	00005561			
Interface	Departed Guard Interface		Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAWARE OH	Other Actions View Order		
~ Temporary	Assignments									
			N				Create Tem	porary Assignment	~	
			ы.						2 rows	
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location			
8427810	-		ASG	06/01/2022	WPNQT0	08396399	00005561			
Interface	Departed	ed Guard	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL	RTIL.	DELAWARE OH	Other Actions ⊙ View Order	
8584645			ASG	09/23/2022	WPNQT0	08396399	DAMP000338			
MOBCOP	Arrived	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Other Actions ⊙		

Select "Revoke Arrival"

					-	Duty Status Attribute Mobiliz	ation		2011	
~ Permanent	t Assignments							Actions ×	1	
								Curtail/Extend	nt	~
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loc	Depart Member		1 row
7413082	Deserved		PCA	02/02/2021	WPNQT0	03128412	000	Revol		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DEL	Location Change	ions _{View} Order	
~ Temporary	Assignments							Revoke Amendment		
								Report Date Change	hent	×
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Update REFRAD		2 10113
8427810	Deceded	Quard	ASG	06/01/2022	WPNQT0	08396399	0000556	Position Change		
Interface	Departeu	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAWA	Total Carloine Otalua	s 📀 View Order	
8584645			ASG	09/23/2022	WPNQT0	08396399	DAMPOC	Update training status		
MOBCOP	Arrived	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Update Position Qualification	20	

Click "**Submit Revoke Arrival**". Click "**OK**" on the notification message

Submit Revolgenturival	nation						
	Assignment Tempora	iry			Assignment	D 8584645	
	Employee Record 6				Assignment Se	q 1	
	Assignment Status Arrived	On Assignment			User Actio	n 2001 Curtail/Extend	
	Workflow Status Approve	d			Stat Aut	h E 12304 OF REFERENCE (C)	
Component Category Assignment Transit	Training Status	PERSTEMPO Info	View/Update TDY Even	đ			
InTransit Type 14	с	alculated Days 11	Adjustment Days 1	Total Days 11 Status 11	Approval Status 14	DTOD Mileage 11 Last Updated	By 14 Last Updated 14
1		0	0	0		0	
Assignment Arrivals							
	Arrival Sequence# 1	Arrival Date 11	Arrival Status 11	Assignment Departed From	m ti	Last Updated By 11	Last Updated 11
1	1	09/23/2022	Active	8427810		0002598058.01	09/23/2022 11:08:20PM
2	2	09/30/2023	Revoke Arrival	117745869		0002586830.01	10/18/2023 4:23:30PM
3	3	09/30/2023	Active	117745869		0002586830.01	10/18/2023 4:27:57PM



Click "Return to Landing Page"

Assignment Header Infor	nation									
	Assignment Tempo	irary					Assig	ment ID 8584645		
	Employee Record 6						Assignm	tent Seq 1		
	Assignment Status Depart	ted To Assignment					Use	r Action 2001 Curtail/Extend		
	Workflow Status Approv	ved						tat Auth E 12304 OF REFERENCE (C)		
Component Category Assignment Transit	Training State	JS P	ERSTEMPO Info	View/Update TDY Ev	ent					
InTransit Type 14		Calculated Days 1		Adjustment Days 1	Total Days 1	Status 11	Approval Status 1:	DTOD Mileage ti Last	Updated By 11	Last Updated 11
1		0		0	0			0		
Assignment Arrivals										
	Arrival Sequence# 11	Arrival Date 11		Arrival Status 1		Assignment	Departed From 11	Last Updated By t ₄	Last Update	ed ti
1 [1	09/23/2022		Active]	8427810		0002598058 01	09/23/2022	11:08:20PM
2	2	09/30/2023		Revoke Arrival 🗸]	117745869		0002586830.01	10/18/2023	4:23:30PM
3	3	09/30/2023	Ē	Revoke Arrival 🗸]	117745869		0002927785.30	10/20/2023	2:14:38PM
4 [1	09/23/2022		Active]	8427810		0002598058.01	09/23/2022	11:08:20PM
Audit Fields										
	Last Updated By						Last Update D	ate/Time 10/20/23 2:14:38PM		
1.00	Source MOBC	OP/DAMPS System					s	ource ID 37-257-0094-0002590268		
Return to Landing Page										

Click "Other Actions" on the ODO assignment

 Permanent 	Assignments								
							Create Permi	anent Assignment	~
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
7413082	Departed	Cuard	PCA	02/02/2021	WPNQT0	03128412	00005561		
Interface	Departed	Guaro	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAWARE OH	Other Actions 📀 View Order	
~ Temporary	Assignments								
							Create Terr	nporary Assignment	~
									3 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8427810	Durated	Quest	ASG	06/01/2022	WPNQT0	08396399	00005561		1
Interface	Departeu	Guaro	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAWARE OH	Other Actions View Order	
8584645	Departed	0	ASG	09/23/2022	WPNQT0	08396399	DAMP000338		
MOBCOP	Departeo	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Other Actions 😔	
117745869			ASG	06/21/2023	WPNQT0	08396382	DAMP000302		
MOBCOP	Departed	Guard	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Other Actions 🕤	
				******			******	******	

Select "Revoke Departure"

 Permanent 	Assignments									
								Create Permanent Assignr	nent	~
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo	cation		1 row
7413082			PCA	02/02/2021	WPNQT0	03128412	00	Actions ×		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DE	Curtail/Extend	stions ⊘ View Order	
 Temporary 	Assignments							Revoke D arture	-	
	-							Location Change	ment	~
								Revoke Amendment		3 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location			
8427810	Deceded	Quard	ASG	06/01/2022	WPNQT0	08396399	0000556	Report Date Change		
Interface	Departed	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAW	Update REFRAD	s ⊙ View Order	
8584645	-	-	ASG	09/23/2022	WPNQT0	08396399	DAMPO	Position Change		_
MOBCOP	Departed	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	r ostaon change	s 😔	
117745869			ASG	06/21/2023	WPNQT0	08396382	DAMP00	Update Training Status		_
MOBCOP	Departed	Guard	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Update Position Qualification	20	

Click "**Submit Revoke Departure**" Click "**OK**" on the notification message

Submit Revoke Departure						
Assignment Header Inform	nation					
	Assignment Temporary				Assignment ID 117745869	
	Emploree Record 9				Assignment Seq 1	
	Assignment Status Departed To	Assignment			User Action 2001 Curtail/Extend	
	Workflow Status None Requir	red			Stat Auth K 12301 (H) OF REFERENCE	(C)
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event			
Assignment Transit						
InTransit Type 11		Calculated Days 14	Days Adjustment 11 Status 11	Approval Status 1	DTOD Mileage 14 Last	Updated By 14 Last Updated 14
1		0	0		0	
Tour Completion						
		Tour Completion Status	Z			
Assignment Departures						
	Departure Sequence 1	↓ Depart Date †↓	Depart Status 14	Assignment Depart To 1	Last Updated By 14	Last Updated 14
1	1	1 09/29/2023	Revoke	8584645	0002586830.01	10/18/2023 4:23:48PM
2	2	2 09/29/2023	Active	8584645	0002586830.01	10/18/2023 4:27:36PM



Click "Other Actions" on the ODO assignment

- Permanent	Assignments								
							Create Perm	anent Assignment	~
									1 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
7413082	Decented	Cuerd	PCA	02/02/2021	WPNQT0	03128412	00005561		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAWARE OH	Other Actions 📀 View Order	
~ Temporary	Assignments								
							Create Ten	nporary Assignment	~
									3 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8427810	Deserted	C.u.u.	ASG	06/01/2022	WPNQT0	08396399	00005561		- 1
Interface	Departed	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAWARE OH	Other Actions View Order	
8584645	Departure	Current	ASG	09/23/2022	WPNQT0	08396399	DAMP000338		
MOBCOP	Departed	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Other Actions 💿	
117745869	Ambund	Quard	ASG	06/21/2023	WPNQT0	08396382	DAMP000302		_
MOBCOP	Anived	Guard	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Other Actions 🕑	

Select "Revoke Arrival"

~ Permanent	Assignments									_
								Create Permanent Assign	ment	~
		2			12			Actions ×]	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo	Curtal/Extend		
7413082	December	0	PCA	02/02/2021	WPNQT0	03128412	00	CuntawExtend		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DE	Depart Member	tions ⊙ View Order	
~ Temporary	Assignments							Revoke Arrival		
								Location Change	ment	~
									1	3 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Revoke Amendment		
8427810	Deserted	Quart	ASG	06/01/2022	WPNQT0	08396399	0000556	Report Date Change		1
Interface	Departed	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAW	Update REFRAD	s 😔 View Order	
8584645			ASG	09/23/2022	WPNQT0	08396399	DAMP00	Porition Change		
MOBCOP	Departed	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Liedate Traisies Status	s ⊙	- 1
117745869			ASG	06/21/2023	WPNQT0	08396382	DAMPO	Opdate fraining Status		
MOBCOP	Arrived	Guard	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Update Position Qualification	20	

Click "**Submit Revoke Arrival**" Click "**OK**" on the notification message

Submit Revoke Arrival										
Assignment'rieader Infor	mation									
	Assignment Tempo	orary			As	ssignment ID 117745869				
	Employee Record 9				Assignment Seg 1					
	Assignment Status Arrived	d On Assignment				User Action 2001 Curtail/Extend				
	Workflow Status None I	Required				Stat Auth K 12301 (H) OF REFERENCE (C)				
Component Category	Training State	us PERSTEMPO I	fo View/Update TD)	/ Event						
Assignment Transit										
InTransit Type 1		Calculated Days 1	Adjustment Days 14	Total Days 11 Status 11	Approval Status 14	DTOD Mileage 14 Last Updated	I By 1↓ Last Updated 1↓			
1		0	0	0		0				
Assignment Arrivals										
	Arrival Sequence# 11	Arrival Date 1	Arrival Status 11	Assignment Departed Fro	m 11	Last Updated By 11	Last Updated 11			
1	1	06/21/2023	Active	115564349		0002566515.01	06/22/2023 5:31:01PM			
·										



Click "Other Actions" on the TCS assignment

~ Permanent	Assignments								
							Create Permanent	t Assignment	~
									1 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
7413082	Departed	Guard	PCA	02/02/2021	WPNQT0	03128412	00005561		
Interface	Dehauso	Guald	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAWARE OH	Other Actions (>) View Order	
~ Temporary	Assignments								
							Create Tempora	ary Assignment	~
									4 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8427810	Departed	Guard	ASG	05/01/2022	WPNQT0	08396399	00005561		
Interface	Departed	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAWARE OH	Other Actions View Order	
8584645	Departed	Quard	ASG	09/23/2022	WPNQT0	08396399	DAMP000338	and the second se	
MOBCOP	Departed	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Other Actions 💿	
115564349	Dependent	Current	ASG	11/20/2022	WPNQT0	03128412	DAMP000250		
MOBCOP	Departed	Guard	TCS	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	Iraq	Other Actions 😔	
117745869	Departed	Guard	ASG	06/21/2023	WPNQT0	08396382	DAMP000302		
MOBCOP	Departed	Guaru	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Other Actions 😒	

Select "Revoke Departure"

~ Permanent	Assignments									
								Create Permanent Assignmen	t	~
ID/Source	Status	Compo	Action/Passon Code	Bogin/End Dt	IIIC	Docition	Loca	Actions ×		1 row
7413082	Status	Compo	PCA	02/02/2021	WPNQT0	03128412	0000	Curtail/Extend		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELA	Revoke Departure	ns 📀 Vlew Order	
~ Temporary	Assignments							Location Change		
								Revoke Amendment	nt	*
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Locat	Update PERSTEMPO		4 rows
8427810			ASG	06/01/2022	WPNQT0	08396399	00005	Report Date Change		
Interface	Departed	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELA	Update REFRAD	s 😔 View Order	
8584645	Departed	Guard	ASG	09/23/2022	WPNQT0	08396399	DAMP	Position Change		
MOBCOP	Debaillen	Guaru	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Lindate Training Status	s 😔	- 1
115564349	Departed	Guard	ASG	11/20/2022	WPNQT0	03128412	DAMP	opoute maining status		
MOBCOP	Departed	Guaru	TCS	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	Iraq	Update Position Qualification	€ ⊙	- 1
117745869	Dependent	Current	ASG	06/21/2023	WPNQT0	08396382	DAMP	000302		
MOBCOP	Departed	Guard	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georg	ia Other Action	is 🖂	

Click "**Submit Revoke Departure**" Click "**OK**" on the notification message

Submit Revoke Departure Assignment Header Informa	tion									
	Assignment Temporary				Assignment ID 115564349					
E	mployee Record 8			Assignment Seq 1						
As	signment Status Departed To Assign	ment		User Action 2001 CurtallExtend						
	Workflow Status None Required				Stat Auth					
Component Category Assignment Transit	Training Status	PERSTEMPO Info	View/Update TDY Event							
InTransit Type 1	4 Calculated Days 14 Days Adjustment 14 S			Approval Status 1	DTOD Mileage 11 Last Updated By 14	Last Updated 12				
1		0	0		0					



Ensure end date on the TCS is correct, then override to home, and all temp assignments will close out. This action will unnest the SRU/ODO assignment from the MOB/AIV assignment. Click "**Other Actions**" on the TCS assignment.

✓ Permanent	Assignments								
							Create Perman	nent Assignment	~
									1 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
7413082	Desided	Quard	PCA	02/02/2021	WPNQT0	03128412	00005561		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAWARE OH	Other Actions View Order	
~ Temporary	Assignments								
							Create Temp	porary Assignment	~
									4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8427810	Duranted	0	ASG	06/01/2022	WPNQT0	08396399	00005561		
Interface	Departed	Guard	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAWARE OH	Other Actions 🛇 View Order	
8584645			ASG	09/23/2022	WPNQT0	08396399	DAMP000338		
MOBCOP	Departed	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Other Actions 😔	
115564349			ASG	11/20/2022	WPNQT0	03128412	DAMP000250		
MOBCOP	Arrived	Guard	TCS	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	Iraq	Other Actions 🛇	
117745869	Described	Quest	ASG	06/21/2023	WPNQT0	08396382	DAMP000302		
MOBCOP	Departed	Guard	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Other Actions ⊙	
							-		

Select "Depart Member"

~ Permanent	Assignments									
								Actions ×		~
				P-1-2-19		Provide and		Curtail/Extend		1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Local	Depart Member		
7413082	Departed	Guard	PCA	02/02/2021	WPNQT0	03128412	00005	Depart Weinb		
Interface	Departed	Guaru	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELA	Revoke Arrival	ns 📀 View Order	
~ Temporary	Assignments							Location Change		
								Revoke Amendment	nt	~
I								Us data property inc		4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Locati	Update PERSIEMPO		
8427810	Departed	Guard	ASG	06/01/2022	WPNQT0	08396399	00005	Report Date Change		
Interface	Departed	Ouero	ATC	12/23/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAV	Update REFRAD	s 😔 View Order	
8584645	Deserted	0	ASG	09/23/2022	WPNQT0	08396399	DAMP	Position Change		
MOBCOP	Départed	Guard	AIV	10/27/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	r oshori onange	s 😔	
			100					Update Training Status		
115564349	Arrived	Guard	ASG	11/20/2022	WPNQTO	03128412	DAMP	Undels Desilies Qualification	20	
MOBCOP			TCS	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	Iraq	Opdate Position Qualification		
117745869	Description	Count	ASG	06/21/2023	WPNQT0	08396382	DAMP	000302		
MOBCOP	Departed	Guard	ODO	09/29/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgi	a Other Action	ns 🛇	

Click "**Override to Home**" to show "**Yes**" Notice the "Assignment Depart To" changes to the PCA. Click "**Submit Departure**"

Submit Departure			Overnde to Home	Nn		
Assignment Header Inform	ation					
_	Assignment Temporary				Assignment ID 115564349	
	Employee Record 8				Assignment Seq 1	
A	Assignment Status Arrived On As	signment			User Action 2001 Curtail/Extend	
	Workflow Status None Require	d			Stat Auth	
Component Category	Training Status	PERSTEMPO Inf	View/Update TDY Even	it		
rour completion			-	-		
		Tour Completion	Status Z C	2		
Assignment Departures						
	Departure Sequence 11	Depart Date 1	Depart Status 1	Assignment Depart To 1	Last Updated By 1	Last Updated 11
1	1	06/20/2023	Revoke	117745869	0002927785.30	10/20/2023 2:22:08PM
2	2	06/20/2023	Active	117745869	0002927785.30	10/20/2023 2:22:44PM

Submit Departure			Overnde to Home Ye	IS		
Assignment Header Information	ition		No.			
	Assignment Temporary				Assignment ID 115564349	
E	Employee Record 8				Assignment Seq 1	
As	ssignment Status Arrived On A	ssignment			User Action 2001 Curtail/Extend	
	Workflow Status None Requir	ed			Stat Auth	
Component Category Tour Completion	Training Status	PERSTEMPO Info	View/Update TDY Even	4		
		Tour Completion	Status Z G	Ł		
Assignment Departures						
	Departure Sequence 1	Depart Date 11	Depart Status 1	Assignment Depart To 1	Last Updated By 11	Last Updated 11
1	1	06/20/2023	Revoke	117745869	0002927785.30	10/20/2023 2 22:08PM
2	2	06/20/2023	Active	7413082	0002927785.30	10/20/2023 2:22:44PM
Terrer and the second s						

The SRU/ODO assignment is now unnested from the MOB/AIV assignment Click "**Other Actions**" on the PCA assignment

Permanent A	ssignments							
							Create Permanent Assignment	~
								1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
7413082	Departed	Guard	PCA (02/02/2021	WPNQT0	03128412	00005561	
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAWARE OH	3 Oview Order
~ Temporary A	ssignments						4	
							Create Temporary Assignment	t 🔽 👻
								4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
8427810	Departed	Guard	ASG	06/01/2022	WPNQT0	08396399	00005561	
Interface	Departon	Obero	ATC	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL		DELAWARE OH	Other Actions 😔
8584645	Described	0.001	ASG	09/23/2022	WPNQT0	08396399	DAMP000338	
MOBCOP	Departed	Guard	AIV	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL		Texas	Other Actions 📀
115564349	Description	0.001	ASG	11/20/2022	WPNQT0	03128412	DAMP000250	
MOBCOP	Departed	Guard	TCS	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	Iraq	Other Actions ⊙
117745869	Deserted	0.001	ASG	06/21/2023	WPNQT0	08396382	DAMP000302	
MOBCOP	Departed	Guard	ODO	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Other Actions ⊙

Select "Arrive Member"

~ Organizatio	onal Instance							Actions ×		
	Bus	iness Unit O It Category Tr UIC W	hio Army Natl Guard rain in Units-Drill Unit Res /PNQT0 0134 FA BN 01 HHB I	FIELD ARTIL		Location DE Job Code E1 Position 03	LAWARE OH 3Z FIELD ARTILLI 128412 Operation	Curtail/Extend		
						Duty Status Pre	esent for Duty	Arrive Member		
→ Permanent	Assignments							Position Change Report Date Change Update Training Status		✓ 1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Locati	Update Component Category		
7413082 Interface	Departed	Guard	PCA Reassignment	02/02/2021 12/20/2024	WPNQT0 0134 FA BN 01 HHB FIELD ARTIL	03128412 Operations Sergeant	00005 DELAV	Update Position Qualification	So View Order	

Click "Submit Arrival"

Submit Act ^{any} Assignment Header Information					
Assignment Permanent		Assignme	t ID 7413082		
Employee Record 0		Assignment Seq 0			
Assignment Status Departed To Assignment		User Action 0000			
Workflow Status Approved					
Component Category Training Status PERSTEMPO Info Assignment Arrivals)				
Arrival Sequence# 11 Arrival Date 11	Arrival Status 14	Assignment Departed From 14	Last Updated By 11	Last Updated 14	
1 1 02/02/2021	Active	7412977	0002561341.01	02/05/2021 8:25:41PM	
2 2 06/21/2023	Active	115564349	0002927785.30	10/20/2023 2:23:10PM	
Audit Fields					
Last Updated By		Last Update Date	ime 02/05/21 8:25:41PM		
Source Interface		Sour	e ID		
Return to Landing Page					

Click "Return to Landing Page"

Assignment Header Inform	nation							
	Assignment Permanent			Assignment ID 7	413082			
	Employee Record 0			Assignment Seq 0				
4	Assignment Status Arrived On Assignmen			User Action 0000				
	Workflow Status Approved							
Component Category	Training Status	PERSTEMPO Info						
Assignment Arrivals								
	Arrival Sequence# 11 Arrival Date 1	Arrival Statu	s TL Assignment Departed From TL		Last Updated By 11	Last Updated 11		
1	1 02/02/2021	Active	7412977		0002561341.01	02/05/2021 8:25:41PM		
2	2 06/21/2023	Active	115564349		0002927785.30	10/20/2023 2:23:10PM		
Audit Fields								
	Last Updated By			Last Update Date/Time 1	0/20/23 2:23:34PM			
	Source Interface			Source ID				
Return to Landing Page								

ODO assignment is in a Completed status. ODO assignment will be show as an approved status since the arrival was revoked A mass update will need to be complete to override the ODO assignment to approved

~ Permanent	Assignment	S							
							Create Perma	nent Assignment	~
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
7413082	Arrived	Current	PCA	02/02/2021	WPNQT0	03128412	00005561		
Interface	Amvea	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAWARE OH	Other Actions View Order	
> Temporary a	Assignment Release As	s signments							

Organizatio	nal Instance								
e organizatio	Ducin	are Halt. Ohio	James Mall Guard			Location DELAWARE ON			
	Cumport	ess unit Unio	in Units Original Dec			Location DELAWARE ON			
	Component C	ategory Train	i in Units-Drill Unit Res			Job Code E132 FIELD ARTILLERY	SENIOR SERGEAN		
		UIC WPN	IQT0 0134 FA BN 01 HHB FIE	LD ARTIL		Position 03128412 Operations Se	ergeant		
N						Duty Status Ready for Drill			
18					1	Duty Status Attribute			
~ Permanent	Assignments								
									3 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
4356975			PCA	12/13/2017	WPNQT0	03301187	00005561		1
Interface	Completed	Guard	INT	03/31/2018	0134 FA BN 01 HHB FIELD ARTIL	Senior Fire Control Non-commis	DELAWARE OH	Other Actions ⊙	
7412960	Completed	Guard	PCA	04/01/2018	WPNQT0	03128421	00005561	Other Actions (
Interface			RAS	08/31/2018	0134 FA BN 01 HHB FIELD ARTIL		DELAWARE OH		
7412977			PCA	09/01/2018	WPNQT0	03301187	00005561		
Interface	Completed	Guard	RAS	02/01/2021	0134 FA BN 01 HHB FIELD ARTIL	Senior Fire Control Non-commis	DELAWARE OH	Other Actions ⊙	
Temporary	Assignments								
ID/Fourse	Etabas	Comes	Latian Dansan Cada	Desig Fod Dt	100	Desilies	Location		6 rows
IU/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
115564349	Completed	Guard	ASG	11/20/2022	WPNQT0	03128412	DAMP000250	Other Actions (
MOBCOP			TCS	05/20/2023	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	Iraq	Other Acadris (G	
117745869			ASG	06/21/2023	WPNQT0	08396382	DAMP000302		
MOBCOP	Completed	Guard	000	06/20/2023	0134 FA BN 01 HHB FIELD ARTIL		Georgia	Other Actions 😔	
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Navigate to Mass Update to revoke the departure of the completed ODO assignment **Navigation**: Workforce Administration > Mass Update R3 > Mass Update Click "**Add a New Value**". Click "**Add**".

-

Mass Update		
Find an Existing Value		Add a New Value
Foter any information you have and cli	Search Leave fields blank for a list of all values	
Recent Searches Choose from recent	arches V C Saved Searches Choose from saved searches	•
Mass Update ID	. •	
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Click the ****Mass Update Type**" dropdown. Select ***Assignment Revoke Departure**" Add in a description in the ****Description**" field

s Update	
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One UIC OUIC and Hierarchy O Set of UICs	
	Mass Update for PCS Accession – Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and olick the "Search" button to populate the Member grid with anyone matching that orbinal. Attenditively, download the file template by olicking the "Download File" button, populating the data in the file, and then populate their grid by clicking the "Upload". The "Upload File" and searching the file for upload. "Note: With Itass Update Approvals on, submission is limited to user accounts ending in .01 in order to find an appropriate S1 Pool for approval. Entry Defaults:
Date Search Option	The "Begin Date" and "End Date" are the days that the Member will be on the Assignment. The "Trans" feld has all values related to a PCB Accession Assignment configured in the FABS.
Current O Date Range	The "Sub Trans" field has all values related to a Trans selected. The "UIC" field contains all active UIC's in the system.
	 The "Position" feet contains all active Positions related to the UIC. The "Drught Title" set contains the Position description and the description of all JobCodes related to the members grade. The Position Description will be defaulted if one is not selected. The "Position Qualification" relator ontains all active Position Qualifications in the system. "Qir" (Qualified) will be defaulted.
Additional Search Criteria	 If one is not selected. The "Assignment From" field contains all active Assignments for a member in the system. The members existing home assignment executed will be definited if one is not calculated.
Location Q MOS Q Grade Q	NOTE: Once all data is entered for each Member, the Mass Update can be submitted for approval. The system will automatically process the Member's records upon final approval of the Mass Update. A notification will be provided to the initiator of the recuest

Enter Members Empl ID Click on "**Download File**"] Enter the Assignment ID into the csv file Save the file but do not close it to prevent any issues with special characters

Q			IC C 1-1 of 1 S > I View A
Include	*Empl ID	Name	*Assignment ID
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Download File	Upload File	Include All Exclude All	
ortant Note: This page	is designed to handle approximately 25,000 mout needing to utilize the search criteria. After	cords at a time. Input files and search oriteria should be reviewed and	i updated accordingly to stay under that limit.
lick the 'Download File	button to export the data in the grid above to toon to import your modified CSV file back into	a CSV file, which will open in Excel. If there are no records in the grid, the grid above for processing.	it will simply download the format of the data needed for the mass update.
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Click **"Upload File"** Click **"Choose File"** to upload the csv file. Click **"Upload**"

Include	*Empl ID	Name	*Assignment ID
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ortant Note: This page is	s designed to handle approximately 25,000 records :	at a time. Input files and search oriteria should be reviewed and updated accordi	ingly to stay under that limit.
a files can be loaded with	out needing to utilize the search criteria. After loading	a the file, the "default values" can be applied or the user can process the entries	as loaded from the file.
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Assignment ID will populate

	*Empl ID	Name	*Assignment ID
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ortant Note: This page is if lies can be loaded witho lick the 'Download File' b lick the 'Upload File' but i: In order to upload a file, he EMPLID must have the	designed to handle approximately 25,000 records at i ut needing to utilize the search oriteria. After loading to utton to apport the data in the grid above to a CSV fill no indigorit your model d CSV fill above to a CSV fill no indigorit your model d CSV fill above to a const the file must be in CSV format. Users may find it easi a leading zeroes to make up ten total characters (i.e. 0	time. Input files and search oriteria should be reviewed and updated accordingly ne file, the "default values" can be applied or the user can process the entries as , which will open in Excel. If there are no records in the grid, it will simply downlow bove for processing. er to utilize a text editor to create/modify entries or save an Excel template file for 001234567 instead of 1234557).	y to stay under that limit. loaded from the file. ad the format of the data needed for the mass update. I formatting purposes and when done, save the file as a CSV file.

Click "**Process Mass Update**" Click "**OK**" on the notification message

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Jescription	Attached File	Attach	View				
		Attach	View	+			



Scroll up to the top of the page and click "Process Monitor"

ass Update				
Mass Update ID Mass Update Type Population	13829 Assignment Revoke Departures	Mass Update Status Description	Saved 20231020_0002590268	Process Monitor
Groupbox				
One UIC	and Hierarchy Set of	JICs	Search	
UIC			Mass Update for PCS Acces click the "Search" button to po clicking the "Download File" selecting the file for upload. "It find an appropriate S1 Pool fo	sion – Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and pulate the Member grid with anyone matching that oriteria. Alternatively, download the file template by ston, populating the data in the file, and then populate the grid by clicking the "Upload File" and lobe – With Mass Update Approvals on, submission is limited to user accounts ending in. 01 in order to approval.
Data Search Option			Entry Defaults:	
Additional Search Crit	Date Range		The "Begin Date" and The "Trans" field has The "Sub Trans" field The "Sub Trans" field The "UIC" field contail The "Position" field o The "Dott Title" field Position Description The "Position Qualifi if one is not selected The "s in ot er selected The selected The selected The selected selected The selected selected selected The selected selected The selected selected The selected selected selected selected The selected selected selected selected The selected s	" The Date: are the days mat the Member will be on the Assignment. Jai values related to a PCS Accession Assignment configured in the FABS. has all values related to a Trans selected. Instal active ICS in the system. The all active ICS of the date of the UIC. contains the Position related to the UIC. contains the Position related to the UIC. actions of the Soft description and the description of all JobCodes related to the members grade. The will be defaulted if one is not selected. actions "feid contains all active Position Qualifications in the system. "Q" (Qualified) will be defaulted "" feid contains all active Assignments for a member in the system. The members existing home
Location	MOS	Grade	assignment record w NOTE: Once all data is entere process the Member's records stating that is completed succe recuest or handled as individu	III be defaulted if one is not selected. If the defaulted if one is not selected. Upon final approval. The system will automatically upon final approval of the Mass Update. An otheration will be provided to the mitiator of the request astilly or with error. They can be resolved reworked within the original Mass Update all indires outside of the Mass Update process.

Click "Refresh" until the Run Status shows "Success"

Use	r ID 000	Q	Туре	~	Last 🗸	1	Days 🗸	Fafresh				
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Select	Q Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time		Run Status	< 1-3 of 3 Distribution Status	V Details	Actions

Once it shows Success, Click "Details"

Proces	s Monito	r									
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Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
0	2312572		MU_13829	Application Engine	IP_MASS	0002927785.30	10/20/2023 2:27:45PM GMT	Success	N/A	Details	~ Actions

Click "View Log/Trace"

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Click the file link to view if it processed

		View Log/Trace	×
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	Report		
	Report ID 2218745	Process Instance 2312572 Message L	00
	Name IP_MASS	Process Type Application Engine	
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	Distribute To	ii	i
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<	Return		

Navigate back to Manage Assignments. The ODO assignment status is now "**Arrived**"

~ Permanent	Assignment	.8												
										C	reate Permanent	t Assignment		~
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ID/Source	Status	Compo	Action/Re/	ason Code	Begin/End D	л	UIC		Position	Location	1			
7413082	4-1-1-1	0	PCA		02/02/2021		WPNQT0		03128412	0000556	1			
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MOBCOP	Arrived	Guarr	a or	DO		06/20/20	,123	0134 FA BN 01 HHB FIELD ARTIL			Georgia		Other Actions 🕞	

Click "Other Actions" on the ODO assignment

~ Permanent	Assignment	5												
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Select "Revoke Arrival"

								Doly Sidios 11000		_			
								Duty Status Attribute		ſ	Actions ×		
Permanent	Assignment	<u>k</u>									Curtail/Extend		
									13	Create Perma	Revoke Arrival		~
ID/Source	Status	Compo	Action/Reason	Code	Begin/End Dt	UIC		Position	Locat	ion	Location Change		1100
7413082	Arrived	Quard	PCA		02/02/2021	WPNQT0		03128412	00005	.561	Revoke Amendment		
Interface	Annea	Guaru	Reassignment		12/20/2024	0134 FA B	N 01 HHB FIELD ARTIL	Operations Sergeant	DELAV	NARE OH	Report Date Change	der	
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117745869	Arriva	d Gua	ASG		06	/21/2023	WPNQT0		08396382	DAMPO			
MOBCOP	Annogu	Guard	ODO		06	//20/2023	0134 FA BN 01 HHB FIELD AP	(TIL		Georgia	Update Position Qualification	100	

Click "**Submit Revoke Arrival**" Click "**OK**" on the notification message

Submit Revoke Arrival Assignmeil afteader inform	nation						
	Assignment Temporary				As	signment ID 117745869	
	Employee Record 9				Assi	ignment Seq 2	
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1	1 06/21/2023		Revoke Arrival	115564349		0002927785.30	10/20/2023 2:21:03PM



ODO assignment now shows an "**Approved**" status Click "**Other Actions**" on the ODO assignment

✓ Permanent	Assignment	5							Cr	eate Permanent	t Assignment	~
ID/Source	Status	Compo	Action/	Reason Code	Begin/End Dt	UIC		Position	Location			1 ro
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Select "Asgn From Change"

		UIC	WPNQT0	0134 FA BN 01 HHB FIE'	LD ARTIL			Position 0312	8412 Operations	Sergeant			
								Duty Status Read	ly for Drill		Actions ×		
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~ Permanent	Assignments	(Curtail/Extend		
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ID/Source	Status	Compo	Action/F	teason Code	Begin/End Dt	UIC		Position	Location	3	Location Change		
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MOBCOP	Approve	a c	Juard	ODO		06/20/2023	0134 FA BN 01 HHB FIELD/	ARTIL		Georgi	Update Position Qualification	60	

The **Assignment From** is showing the old MOB order. Click the **"*Assignment From**" icon Select the **PCA assignment**

Submit Assignment From Update				
Assignment Header Information				
As	ssignment Temporary			Assignment ID 117745869
Employe	ee Record 0			Assignment Seq 2
Assignme	ent Status Approved			User Action 2001 Curtail/Extend
Workfl	low Status None Required			Stat Auth K 12301 (H) OF REFERENCE (C)
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event	
Assignment Dates				
Projected	d Begin Dt 06/21/2023			Report Date 06/21/2023
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Change Effe	ctive Date 06/21/2023			*Assignment From 115564349 Q



Cancel				Looku	up			
Search for: Assignment From								
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ACT Assignment ID 14	Service Comp	onent †↓	Action 1	Reason Code 14	Assignment Status 1	ACT Effective Date 14	End Date 1	
7413082	G	13	PCA	RAS	Arrived On Assignment	02/02/2021	12/20/2024	

Click "Submit Assignment From Update"

Submit Assignment From Update Assignment Header Information					
	Assignment Temporary			Assignment ID 117745869	
Emplo	oyee Record 0			Assignment Seq 2	
Assign	ment Status Approved			User Action 2001 Curtail/Ex	tend
Work	flow Status None Required			Stat Auth K 12301 (H) OF	F REFERENCE (C)
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Assignment Dates					
Project	ed Begin Dt 06/21/2023			Report Date 06/21/2023	
Nun	iber of Days 0			Projected End Dt 06/20/2023	
Change Ef	fective Date 06/21/2023			*Assignment From 17413082	Q

Click "Return to Landing Page"

Assignment Header Information			
Assignment	Temporary	Assignment ID	117745869
Employee Record	0	Assignment Seq	2
Assignment Status	Approved	User Action	2001 Curtail/Extend
Workflow Status	None Required	Stat Auth	K 12301 (H) OF REFERENCE (C)
Component Category Train	ng Status PERSTEMPO Info	View/Update TDY Event	
Assignment Dates			
Projected Begin Dt	06/21/2023	Report Date	06/21/2023
Number of Days	0	Projected End Dt	06/20/2023
Change Effective Date	06/21/2023	Assignment From	7413082
Standard Fields			
*Action	Assignment	"Reason	ADOT Other
Trans Type	ADME, MRP, IDES, RCMC-M	Subtrans Type	
UIC	WPNQT0 0134 FA BN 01 HHB FIELD ARTIL	Position	08396382
Location	DAMP000302 Georgia	Over Strength Indicator	OVERSTRENGTH
With Duty At	Yes		
Country United States		Postal Code	
Location Description FT MOORE, GA			
Estab ID	CONUS	Tour Type	NOT APPLICABLE
		Tour Indicator	
Job Code	99999Z	Duty Title	MOBILIZATION RELATED
Duty Position Qual	Q QUAL		
Audit Fields			
Last Updated By	000	Last Update Date/Time	10/20/23 2:35:28PM
Source	MOBCOP/DAMPS System	Source ID	MM-3165-00005-0002590268
Return to Landing Page			no ann a mar mar ann an an 1820 an 1820 a' 1820 a' 1820 a' 1

"Other Actions" on the PCA assignment

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			ASG	1	06/21/2023	WPNQT0		08396382	DAMP0003	302		
Approve	d G	uard	ODO	1	06/20/2023	0134 FA BN 01 HHB FIEL	D ARTIL		Georgia	C	Other Actions ⊙	
	Status Status Arrived Ssignments Status Approv	Status Compo Arrived Guard ssignments	Status Compo Action/Re Arrived Guard PCA Reassignr ssignments PCA Reassignr Status Compo Approved Guard	Status Compo Action/Reason Code Arrived Guard PCA Reassgnment ssignments Compo Action/Reason Code Status Compo Action/Reason Code Approved Guard ASG ODO	Status Compo Action/Reason Code Begin/End Dt Arrived Guard PCA Reassignment 02/02/2021 ssignments 12/20/2024 Status Compo Action/Reason Code Approved Guard ASG ODO	Status Compo Action/Reason Code Begin/End Dt UIC Arrived Guard PCA 02/02/2021 WPNQT0 Reassignments 12/20/2024 0134 FA BN (Status Compo Action/Reason Code Begin/End Dt Approved Quard ASG 06/21/2023 Approved Quard ASG 06/21/2023	Status Compo Action/Reason Code Begin/End Dt U/C Arrived Guard PCA Reassignment 02/02/2021 WPNQT0 ssignments 12/20/2024 0134 FA BN 01 HHB FIELD ARTIL Status Compo Action/Reason Code Begin/End Dt U/C Approved Quard ASG ODO 05/20/2023 V/PNQT0	Status Compo Action/Reason Code Begin/End Dt U/C Position Arrived Guard PCA 02/02/2021 WPNQT0 03128412 Reassignment 12/20/2024 0134 FA BN 01 HHB FIELD ARTIL Operations Serger ssignments Status Compo Action/Reason Code Begin/End Dt U/C Approved Quard A36 08/21/2023 WPNQT0 ODO 06/20/2023 0134 FA BN 01 HHB FIELD ARTIL	saignments Status Compo Action/Reason Code Begin/End Dt UIC Position Locatio Arrived Guard PCA 02/02/021 WPNQT0 03128412 000059 ssignments 12/20/0224 0134 FA BN 01 HHB FIELD ARTIL Operations Sergeant DELAW ssignments Status Compo Action/Reason Code Begin/End Dt UIC Position Approved Guard ASG 08/21/2023 WPNQT0 08/396382	saignments Status Compo Action Corote BeginEnd Dt U/C Position Location Arrived Ruard PCA 02/02/2021 WPNQT0 0312412 00005561 DELAWARE OH ssignments 12/20/02/2021 0134 FAB N 01 HHB FIELD ARTIL Operations Sergeant DELAWARE OH Status Compo Action/Reason Code BeginEnd Dt UIC Position Location Status Compo Action/Reason Code BeginEnd Dt UIC Position Location Approved Quard ASG 06/21/2023 WPN0T0 08396382 DAMP000 ODO 06/20/2023 0134 FA BN 01 HHB FIELD ARTIL 08396382 DAMP000	ssignments saignments Status Compo Action/Reason Code BeginEnd Dt U/C Position Location Arrived Ruard PCA 02/02/2021 WPR0T0 03/12/412 00005561 Signments 12/20/2024 0134 FA BN 01 HHB FIELD ARTIL Operations Sergeant DELAWARE OH Ofter Actions ssignments Status Compo Action/Reason Code Begin/End Dt U/C Pesition Location Status Ompo Action/Reason Code Begin/End Dt U/C Pesition Location Approved Quard ASG 06/21/2023 VIPNOTO 06/396382 DAMP0003/02 Approved Quard ASG 06/21/2023 0134 FA BN 01 HHB FIELD ARTIL Georgia	saignments Create Permanent Assignment Status Compo Action Arrived 040 02022021 VPNQT0 03128412 00005561 BeginEint Dt 12202024 0134 FA BN 01 HHB FIELD ARTIL Operations Sergeant DELAWARE OH Other Actions Or New Order Status Segment Create Temporary Assignment Status Position Location Status Compo Action/Reason Code BeginEnd Dt UIC Position Lecation Approved 0407 ASG 06/21/2023 VIPNOTO 08395382 DAMP000302 Cher Actions Or Oregina Colers Oregina Cher Actions Oregina Colers Oregina Cher Actions Oregina Cher

Select "Depart Member"

IN HOWELL								Actions ×		
8								Curtail/Extend		
~ Organizatio	onal Instance	9						Location Change		
	B	lusiness Unit	Ohio Army Natl Guard			Location DELAW	ARE OH	Depart Mejhper		
	Compon	ent Category	Train in Units-Drill Unit Res			Job Code E13Z	FIELD ARTILL			
		UIC	WPNQT0 0134 FA BN 01 HH	B FIELD ARTIL		Position 031284	12 Operation	Revoke Arrival		
						Duty Status Ready	for Drill	Position Change		
						Duty Status Attribute		TDY Event		
~ Permanent	Assignment	ts								
								Report Date Change	1	
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								Update Training Status		1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Locatio	Update Component Category		
7413082	Annial	Current	PCA	02/02/2021	WPNQT0	03128412	000055			
Interface	Arnved	Guard	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELAV	Update Position Qualification	S ⊙ View Order	

Click "Submit Departure"

Submit Departure					
Assignment Permanen	t		Assign	nent ID 7413082	
Employee Record 0			Assignme	nt Seq 0	
Assignment Status Arrived On	Assignment		User	Action 0000	
Workflow Status Approved					
Component Category Training Status	PERSTEMPO Info				
Assignment Departures					
Departure Sequence	11 Depart Date 11	Depart Status 11	Assignment Depart To 14	Last Updated By 14	Last Updated 14
1	1 06/01/2022	Active	8427810	0002966667.01	06/16/2022 7:36:41PM
2	2 06/20/2023	Active	117745869	0002927785.30	10/20/2023 2:36:01PM

Click "Other Actions" on the ODO assignment

ssignments										
							Cre	ate Permanent Ass	signment	~
Status	Comes	Antion/Desson Code	Desin/End Dt	180		Desilies	Lastin			1 row
status	Combo	Action/Reason Code	Begin/End Di	UIC		Position	Location			
Doparted	Guard	PCA	02/02/2021	WPNQT0		03128412	00005561	1		
Departed	Guard	Reassignment	12/20/2024	0134 FA BN	01 HHB FIELD ARTIL	Operations Sergeant	DELAWA	RE OH Ot	ther Actions () View Order	
ssignments										
							с	reate Temporary A	ssignment	~
										1 row
Status	Com	po Action/Reason Code	Ber	gin/End Dt	UIC		Position	Location		
Annenind		ASG	06/	21/2023	WPNQT0		08396382	DAMP000302		
Approved	Guan	a ODO	06/	20/2023	0134 FA BN 01 HHB FIELD ARTIL			Georgia	Other Actions Office	
	Status Departed ssignments Status Approved	Status Compo Departed Guard ssignments Status Com Approved Guard	Status Compo Action/Reason Code Departed Guard PCA Reassignment ssignments Status Compo Status Compo Action/Reason Code Approved Guard ASG ODO	Status Compo Action/Reason Code Begin/End Dt Departed Guard PCA 02/02/2021 Reassignment 12/20/2024 ssignments Status Compo Action/Reason Code Beg Approved Guard ASG ODD 05i	Status Compo Action/Reason Code Begin/End Dt UIC Departed Guard PCA 02/02/2021 WFNQT0 Reassignment 12/20/2024 0134 FA BN 134 FA BN ssignments Status Compo Action/Reason Code Begin/End Dt Approved Guard ASG 06/21/2023 05/21/2023	Status Compo Action/Reason Code Begin/End Dt UIC Departed Guard PCA 02/02/2021 WFNOT0 Reassignment 12/20/2024 0134 FA BN 01 HHB FIELD ARTIL ssignments Status Compo Action/Reason Code Begin/End Dt UIC Approved Guard ASG 05/21/2023 WPNQT0 OpD 05/20/2023 0134 FA BN 01 HHB FIELD ARTIL	Status Compo Action/Reason Code Begin/End Dt UIC Position Departed Guard PCA 02/02/2021 WFNQT0 03128412 Status Compo Action/Reason Code Begin/End Dt UIC Operations Sergeant ssignments Status Compo Action/Reason Code Begin/End Dt UIC Approved Guard ASG OS/21/2023 V/PNQT0 OpO 06/20/2023 0134 FA BN 01 HHB FIELD ARTIL Compo	Status Compo Action/Reason Code Begin/End Dt UIC Position Location Departed Guard PCA 02/02/2021 WPNQT0 03 128412 00005591 Departed Guard PCA 02/02/2021 WPNQT0 03 128412 00005591 Signments 12/20/2024 0134 FA BN 01 HHB FIELD ARTIL Operations Sergeant DELAWA Signments C Status Compo Action/Reason Code Begin/End Dt UIC Position Approved Guard ASG 09/21/2023 WPNQT0 08/396382 ODO 06/20/2023 0134 FA BN 01 HHB FIELD ARTIL 08/396382	Status Create Permanent Asi Status Compo Action/Reason Code Begin/End Dt UIC Position Location Departed Quard PCA 02/02/2021 V/FNQT0 03128/12 00005561 0 Status Compo Action/Reason Code Begin/End Dt UIC Operations Sergeant DELAWARE OH O Signments Status Compo Action/Reason Code Begin/End Dt UIC Position Conton Approved Guard ASG 05/21/2023 WPNQT0 08396382 DAMP000302 OD 05/20/2023 0134 FA EN 01 HIHB FIELD ARTIL Georgia Georgia	Status Create Permanent.Assignment Status Compo Action/Reason Code Begin/End Dt UIC Position Location Departed Guard PCA 0202/2021 WFNQT0 03128412 00005561 Other Actions © View Order ssignments 12/20/2024 0134 FA BN 01 HHB FIELD ARTIL Operations Sergeent DELAWARE OH Other Actions © View Order Status Compo Action/Reason Code Begin/End Dt UIC Position Create Temporary Assignment Status Compo Action/Reason Code Begin/End Dt UIC Position Location Approved Guard ASG 09/21/2023 WPNQT0 08396382 DAMP00302 Other Actione @pin

The end date of the ODO assignment was amended to 09/29/23 The following shows the HR Professional manually extending the order. **Note:** The proper process would be to allow the ADS (DAMPS) to feed the amendment. Select "**Curtail/Extend**"

Permanent	Component	Category Tr UIC W	ain in Units-Drill Unit Res PNQT0 0134 FA BN 01 HHB FIEL	D ARTIL				Job Code Position Duty Status Duty Status Attribute	E132 FIELD ARTILL 03128412 Operation Ready for Drill	LERY SENIOR	Actions × Deferment Curtail/Extend		
• Fermanent	Assignments									Create Perma	Revoke Assignment		¥ 1 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC			Position	Locat	tion	Location Change		
7413082 Interface	Departed	Guard	PCA Reassignment	02/02/2021 12/20/2024	WPN 0134	QT0 FABN 01	HHB FIELD ARTIL	03128412 Operations Serges	0000	5561 WARE OH	Revoke Amendment	der	
∽ Temporary	Assignments									Create Tem	Report Date Change		• 1 row
ID/Source	Status	Com	npo Action/Reason Code		Begin/End Dt		UIC		Position	Locatio	Position Channe		
117745869 MOBCOP	Approved	Gua	rd ODO		06/21/2023 06/20/2023		WPNQT0 0134 FA BN 01 HHB FIE	LD ARTIL	08396382	DAMP	Update Position Qualification	20	

Click **"*Projected End Dt."** and insert the correct end date. Click **"Submit Curtail/Extend"**

Submit Curtail/Extend	nation				
	Assignment Temporary			Assignment ID	117745869
	Employee Record 0			Assignment Seq	3
6	Assignment Status Approved			User Action	2001 Curtail/Extend
	Workflow Status None Required			Stat Auth	K 12301 (H) OF REFERENCE (C)
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event		
Assignment Dates					
	Projected Begin Dt 06/21/2023			Report Date	06/21/2023
	Number of Days 0			*Projected End Dt	09/29/2023
	Assignment From 7413082				

Click "Return to Landing Page"

Assignment Header Information				
Assignment	Temporary		Assignment ID	117745859
Employee Record	0		Assignment Seg	3
Assignment Status	Annoved		liser Action	2001 Curtail/Extend
workflow Status	None Required		Stat Auth	K 12301 (H) OF REFERENCE (C
Component Catagory Training	no Statue DEDSTEMDO Into	Maul Indate TOV Event	Jul Huu	R 12301 (II) OF REFERENCE (O
Assignment Dates	PERSTERIED IND	View Opulate 101 Event		
Projected Begin Dt	06/21/2023		Report Date	06/21/2023
Number of Days	101		Projected End Dt	09/29/2023
Assignment From	7413082			
Standard Fields				
*Action	Assignment		"Reason	ADOT Other
Trans Type	ADME, MRP, IDES, RCMC-M		Subtrans Type	
uic	WPNQT0 0134 FA BN 01 HHB FIELD ARTIL		Position	08396382
Location	DAMP000302 Georgia		Over Strength Indicator	OVERSTRENGTH
With Duty At	Yes			
Country United States		Postal Code		
Location Description FT MOORE, GA				
Estab ID	CONUS		Tour Type	NOT APPLICABLE
			Tour Indicator	
Job Code	99999Z		Duty Title	MOBILIZATION RELATED
Duty Position Qual	Q QUAL			
Audit Fields				
Last Updated By	000		Last Update Date/Time	10/20/23 2:36:56PM
Source	MOBCOP/DAMPS System		Source ID	MM-3165-00005-0002590268
Return to Landing Page				

Click "Other Actions" on the ODO assignment

~ Permanent #	Assignments															
												Create Perm	anent Assignme	nt		~
																1 row
ID/Source	Status	Compo	Action/	Reason Code	Begin/End D	t	UIC			Position	Loc	ation				
7413082	Departed	Current	PCA		02/02/2021		WPNQT0			03128412	000	05561				
Interface	Departed	Guard	Reassig	gnment	12/20/2024		0134 FA BN	01 HHB FIELD ARTIL		Operations Sergeant	DEL	AWARE OH	Other Act	ions ⊘ 1	View Order	
✓ Temporary A	ssignments															
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ID/Source	Status	Com	ро	Action/Reason Code		Begin/E	ind Dt	UIC			Position	Local	tion			
117745869	to an and	0		ASG		06/21/2	023	WPNQT0			08396382	DAM	P000302	_	_	
MOBCOP	Approved	Guar	a	ODO		09/29/2	023	0134 FA BN 01 HHB FIEL	DARTIL			Georg	gia	Othe	r Actions ⊙	
NO 110 1																

Select "Arrive Member"

DUSI	less unit. Of	TO Army Net Guard				LOCATION DELA	MARE ON			
Component C	Lategory Tra	in in Units-Dnil Unit Res ?NQT0 0134 FA BN 01 HHB FIEU	D ARTIL			Job Code E132 Position 03128 Duty Status Read Duty Status Attribute	FIELD ARTILLERY SENIO 412 Operations Sergeant / for Drill	Actions × Deferment Curtail/Extend		
ssignments							Create Perr	Revoke Assignment		
Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location	Location Change		
Departed	Guard	PCA Reassignment	02/02/2021 12/20/2024	WPNQT0 0134 FA BN	01 HHB FIELD ARTIL	03128412 Operations Sergeant	00005561 DELAWARE OH	Revoke Amendment	der	
ssignments							Create Te	Report Date Change		↓ 1 row
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Approved	Guar	d ASG ODO	06/ 09	21/2023 //29/2023	WPNQT0 0134 FA BN 01 HHB FIELD A	RTIL	08396382 DAM Geo	Pl Update Position Qualification	20	
	commonent C Component C sasignments Departed ssignments Status Approved	Component Category Tra UIC VP asignments Status Compo Departed Guard ssignments Status Con Approved Qua	Status Compo Action/Reason Code Begarted Guard PCA Reassignments Status Compo Action/Reason Code Status Compo Action/Reason Code Status Compo Action/Reason Code Status Compo Action/Reason Code Action/Reason Code PCA Action/Reason Code Action/Reason Code Approved Guard Action/Reason Code	Component Category Component Category UIC WFNQT0 0134 FA BN 01 HHB FIELD ARTIL asignments Status Compo Action/Reason Code Begin/End Dt Departed Guard PCA 02/02/2021 ssignment 12/20/2024 Status Compo Action/Reason Code BP Approved Guard ASG 01	Component Category Train in Units-Dnil Unit Res UIC WPNQT0 0134 FA BN 01 HHB FIELD ARTIL Status Compon Action/Reason Code Begin/End Dt UIC Departed Guard PCA 02/02/2021 WPNQT0 ssignments 12/20/2024 0134 FA BN 134 FA BN Status Compo Action/Reason Code Begin/End Dt UIC Approved Quard AS6 08/21/2023 03/22/2023	Component Category Train in Units-Dnil Unit Res UIC UIC UIC Very NQT0 0134 FA BN 01 HHB FIELD ARTIL Status Compo Action/Reason Code Begin/End Dt UIC Departed Guard PCA 02/02/2021 WPNQT0 Status Compo Action/Reason Code Begin/End Dt UIC Status Compo Action/Reason Code Begin/End Dt UIC Approved Guard ASG 06/21/2023 VIPNOT0 Action/Reason Code Begin/End Dt UIC Approved Gua	Component Category Train in Units-Drill Unit Res Job Code E13Z UIC WPNQT0 0134 FA BN 01 HHB FIELD ARTIL Position 03128- Duty Status Ready Duty Status Attribute Status Compo Action/Reason Code Begim/End Dt UIC Position Outy Status Attribute Duty Status Attribute Status Compo Action/Reason Code Begim/End Dt UIC Position Operated Guard PCA 02/02/2021 WPNQT0 03128412 Operations Sergeant Status Status Compo Action/Reason Code Begin/End Dt UIC Action/Reason Code Begin/End Dt UIC Approved Guard ASG 06/21/2023 WPNQT0 ODO 09/29/2023 0134 FA EN 01 HHB FIELD ARTIL	Component Category Train in Units-Dnil Unit Res Job Code Location DECRMACE OR Location OIX Miny Mail Goard Job Code Location DECRMACE OR UIC WPNQT0 Division 01328412 Operations Sergeant Dury Status Ready for Dnil Dury Status Attribute Create Perm Status Compo Action/Reason Code Begin/End Dt UIC Position Location Status Compo Action/Reason Code Begin/End Dt UIC Position Clocation Signments Status Compo Action/Reason Code Begin/End Dt UIC Position Clocation Status Compo Action/Reason Code Begin/End Dt UIC Position Clocation Status Compo Action/Reason Cod	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	Component Category Train in Units-Drill Unit Res Job Code E132 FELD ARTIL Position Oldania Outpoint Actions × Deferment Control Control

Click "Submit Arrival"

SubmhArrival Assignment Header Inform	mation					
	Assignment Temporary				Assignment ID 117745869	
	Employee Record 0				Assignment Seq 3	
	Assignment Status Approved				User Action 2001 Curtail/Extend	
	Workflow Status None Required				Stat Auth K 12301 (H) OF REFERENCE (C)	
Component Category Assignment Arrivals	Training Status	PERSTEMPO Info	View/Update TDY Event			
	Arrival Sequence# 11 Arrival Date 11		Arrival Status 14	Assignment Departed From 14	Last Updated By 14	Last Updated 1
1	1 06/21/2023		Revoke Arrival	115564349	0002927785.30	10/20/2023 2:21:03PM
2	2 06/21/2023		Active	7413082	0002927785.30	10/20/2023 2:37:18PM

Click "Return to Landing Page"

Assignment Header Inform	nation				
	Assignment Temporary			Assignment ID 117745869	
	Employee Record 9			Assignment Seq 3	
	Assignment Status Arrived On Assignment			User Action 2001 Curtail/Extend	
	Workflow Status None Required			Stat Auth K 12301 (H) OF REFERENCE (C)	
Component Category	Training Status PERSTEMPO Info	View/Update TDY Event			
Assignment Arrivals					
	Arrival Sequence# ti Arrival Date ti	Arrival Status 11	Assignment Departed From 11	Last Updated By 11	Last Updated 11
1	1 06/21/2023	Revoke Arrival	115564349	0002927785.30	10/20/2023 2:21:03PM
2	2 06/21/2023	Active	7413082	0002927785.30	10/20/2023 2:37:18PM
Audit Fields					
	Last Updated By 000			Last Update Date/Time 10/20/23 2:37:25PM	
	Source MOBCOP/DAMPS System			Source ID MM-3165-00005-0002590268	
Return to Landing Page					

Member is now "**Arrived**" on the ODO assignment Click "**Other Actions**" on the ODO assignment

 Permanent 	Assignments										
								c	reate Permanent.	Assignment	~
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Locatio	on		1 rov
7413082			PCA	02/02/2021	WPNQT0		03128412	000055	561		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BN	01 HHB FIELD ARTIL	Operations Sergeant	DELAW	VARE OH	Other Actions 🕑 View Order	
~ Temporary	Assignments										
									Create Temporar	ry Assignment	~
											1 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/En	1 Dt	UIC		Position	Location		
117745869			ASG	06/21/202	3	WPNQT0		08396382	DAMP000302	2	
MOBCOP	Arnved	Guard	ODO	09/29/202	3	0134 FA BN 01 HHB FIELD ARTIL	ł		Georgia	Other Actions 📀	

Select "Depart Member"

		UIC W	PNQT0 0134 FA BN 01 HHB FIE	LD ARTIL			Position 0312	8412 Operatio	ins Sergeant		-	
							Duty Status Prese	ent for Duty		Actions ×		
						Du	ty Status Attribute			Curtail/Extend		
~ Permanent	Assignments								/	Depart Member		
									Create Perma	Revoke Arrival		v 1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Loca	ation	Location Change		
7413082	Departed	Guard	PCA	02/02/2021	WPNQTO		03128412	0000	J5561	Revoke Amendment		
Interface	Dehauten	Guaru	Reassignment	12/20/2024	0134 FA B	N 01 HHB FIELD ARTIL	Operations Sergeant	DEL/	AWARE OH	Developing of the second	rder	
✓ Temporary	Assignments									Report Date Change		
									Create Terr	Update REFRAD		~
										Position Change		1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/Er	id Dt	UIC		Position	Locatio	Update Training Status		
117745869	Amired	Quard	ASG	06/21/20	23	WPNQT0		08396382	DAMPO			
MOBCOP	Anveu	Guaru	ODO	09/29/20/	23	0134 FA BN 01 HHB FIELD ARTIL			Georgia	Update Position Qualification	¢⊙	

Assignment Depart To is showing the PCA assignment, no need to "**Override to Home**" Click "**Submit Departure**"

Submt Departure Assignment Header Information	Override to Home No			
Assignment Temporary		Assignment IC	117745869	
Employee Record 9		Assignment Sec	1 3	
Assignment Status Arrived On Assignment		User Action	2001 Curtail/Extend	
Workflow Status None Required		Stat Auth	K 12301 (H) OF REFERENCE (C)	
Component Category Training Status PERSTEMPO Info	View/Update TDY Event			I
Assignment Departures				
Departure Sequence 11 Depart Date 11	Depart Status 1	Assignment Depart To 1	Last Updated By 11	Last Updated 14
1 1 09/29/2023	Revoke	8584645	0002586830.01	10/18/2023 4:23:48PM
2 2 09/29/2023	Revoke	8584645	0002927785.30	10/20/2023 2:15:11PM
3 3 09/29/2023	Active	7413082	0002927785.30	10/20/2023 2:37:57PM

Click "Other Actions" on the PCA assignment

~ Permanent	Assignments										
								Cr	eate Permanen	at Assignment	v
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Locatio	n		1 row
7413082	Departed	Quard	PCA	02/02/2021	WPNQT0		03128412	0000556	61		
Interface	Departed	Guard	Reassignment	12/20/2024	0134 FA BI	01 HHB FIELD ARTIL	Operations Sergeant	DELAW	ARE OH	Other Actions 🕑 View Order	
~ Temporary	Assignments										
									Create Tempora	ary Assignment	~
											1 row
ID/Source	Status	Com	po Action/Reason Code	B	egin/End Dt	UIC		Position	Location		
117745869	Deported	Qua	ASG	0	6/21/2023	WPNQT0		08396382	DAMP0003	302	
MOBCOP	Depaneo	Gua	ODO	0	9/29/2023	0134 FA BN 01 HHB FIELD ARTIL			Georgia	Other Actions (

Select "Arrive Member"

~ Organizatio	onal Instance							Actions ×		
	Busi	iness Unit	Ohio Army Nati Guard			Location DELAWA	ARE OH	Curtail/Extend		
	Component	Category	Train in Units-Drill Unit Res	FIELD ARTI		Job Code E13Z F	IELD ARTILLI	Location Change		
		010		ILLO ANTIL		Duty Status Present	for Duty	Arrive Member		
						Duty Status Attribute	-	Position Change		
~ Permanent	Assignments							Report Date Change	· · · · · · · · · · · · · · · · · · ·	
								Update Training Status	-	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Locati	Update Component Category		
7413082	Departed	Guard	PCA	02/02/2021	WPNQT0	03128412	00005	chant component campory		
Interface	Departed	Guaru	Reassignment	12/20/2024	0134 FA BN 01 HHB FIELD ARTIL	Operations Sergeant	DELA	Update Position Qualification	S ⊙ View Order	

Click "Submit Arrival"

Submt Arryan Assignment reader Information				
Assignment Permanent		Assignment ID	7413082	
Employee Record 0		Assignment Seq	0	
Assignment Status Departed To Assignment		User Action	0000	
Workflow Status Approved				
Component Category Training Status PERSTEMPO Info Assignment Arrivals				
Arrival Sequence# 11 Arrival Date 11	Arrival Status 14	Assignment Departed From 14	Last Updated By 11	Last Updated 11
1 1 02/02/2021	Active	7412977	0002561341.01	02/05/2021 8:25:41PM
2 2 06/21/2023	Active	115564349	0002927785.30	10/20/2023 2:23:10PM
3 3 09/30/2023	Active	117745869	0002927785.30	10/20/2023 2:38:22PM

Assignment Header Inform	nation						
	Assignment Permanent		Assignment ID 7413082				
	Employee Record 0		Assignment Sec	0			
1	Assignment Status Arrived On Assignment		User Action	0000			
	Workflow Status Approved						
Component Category Assignment Arrivals	Training Status PERSTEMPO In	to .					
	Arrival Sequence# 11 Arrival Date 11	Arrival Status 11	Assignment Departed From TL	Last Updated By 11	Last Updated 11		
1	1 02/02/2021	Active	7412977	0002561341.01	02/05/2021 8:25:41PM		
2	2 06/21/2023	Active	115564349	0002927785.30	10/20/2023 2:23:10PM		
3	3 09/30/2023	Active	117745869	0002927785.30	10/20/2023 2:38:22PM		
Audit Fields							
	Last Updated By 000		Last Update Date/Time	10/20/23 2:38:28PM			
Return to Landing Page	Source Interface		Source IE				

The SRU assignment is now completed correctly, and the member is arrived back to their PCA assignment.

~ Permanen	t Assignment	5					Create Perma	nent Assignment	v
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
7413082 Interface	Arrived	Guard	PCA Reassignment	02/02/2021 12/20/2024	WPNQT0 0134 FA BN 01 HHB FIELD ARTIL	03128412 Operations Sergeant	00005561 DELAWARE OH	Other Actions 🛇 View Order	
> Temporary > Condition	y Assignment al Release As	s signments							

Scenario 2 Background

- Member was on MOB from 09/23/2022 01/25/2023.
- MOB Order amended from 245 days to 124 days.
- TCS order amended from 187 days to 66 days.
- SRU from 01/25/2023 Refrad date of 07/22/2023

Action Required:

Unit confirmed Member is home and last date of leave was the end date on SRU amendment order **Navigation:** Navbar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

Verify all assignments beginning and end dates are correct.	
Note: ODO is in an approved status and has not been arrived home	Э

~ Permanent	Assignments								
							Create Perman	ent Assignment	
									1 ro
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8642417	Departed	Gund	PCA	09/01/2022	WPNQB0	03128551	00005563		
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Other Actions View Order	
~ Temporary	Assignments								
							Create Temp	orary Assignment	~
									4 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8575578	Dependent	Quand	ASG	08/01/2022	WPNQ80	08596204	00005563		
Interface	Departed	Guard	ATC	07/25/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	PIQUA OH	Other Actions 📀 View Order	
8599547		-	ASG	09/23/2022	WPNQB0	08596204	DAMP000338		
MOBCOP	Departed	Guard	AIV	06/24/2023	0134 FA.BN 01 BTY B FIELD ART	Mobilization Related	Texas	Other Actions ⓒ	
115582754			ASG	11/20/2022	WPNQB0	06452580	DAMP000250		
MOBCOP	Departed	Guard	TCS	01/24/2023	0134 FABN 01 BTY B FIELD ART	Temporary Hold	Iraq	Other Actions 📀	
115898921	Annenad	Current	ASG	01/25/2023	W0B8T1	09157479	DAMP000340		
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Position	Virginia	Other Actions ⊙	

Click "Other Actions" on the TCS assignment

✓ Permanent I	Assignments								_
							Create Permane	ent Assignment	*
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8642417	Departed	Cuard	PCA	09/01/2022	WPNQB0	03128551	00005563	the second s	
Interface	Departed	Guaru	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Other Actions View Order	
✓ Temporary A	Assignments								
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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8575578	Departed	Quard	ASG	08/01/2022	WPNQB0	08596204	00005563		
Interface	Departed	Guard	ATC	07/25/2023	0134 FABN 01 BTY B FIELD ART	Mobilization Related	PIQUA OH	Other Actions View Order	
8599547			ASG	09/23/2022	WPNQB0	08596204	DAMP000338		
MOBCOP	Departed	Guard	AIV	06/24/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	Texas	Other Actions ⊙	
115582754		-	ASG	11/20/2022	WPNQB0	06452580	DAMP000250		
MOBCOP	Departed	Guard	TCS	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Temporary Hold	Iraq	Other Astions 📀	
115898921		0	ASG	01/25/2023	W0B8T1	09157479	DAMP000340		
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Position	Virginia	Other Actions ⊙	

Select "Revoke Departure"

~ Permanent	Assignments									
							Create Perma	nent Assignmen	t	~
ID/Source	Status	Compo	Action/Reason Code	Benin/End Dt	IIIC	Position	4	ctions ×		1 row
ib/ Jouree	510105	compo	Actionincuson couc	Dogini Lito Di	010	rosidon	Curtail/Exte	nd		
8642417	Departed	Guard	PCA	09/01/2022	WPNQB0	03128551	00		O Manu Order	
Interface			Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	Pil Revoke Di	arture	S view Order	
~ Temporary	Assignments						Location Ch	ange		
							Revoke Am	endment	nt	*
										4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo Update PER	STEMPO		
8575578	December 4	0	ASG	08/01/2022	WPNQB0	08596204	000 Report Date	Change		1
Interface	Departed	Guard	ATC	07/25/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	PIC Update REF	RAD	s 🛇 View Order	
8599547	Provide d	0	ASG	09/23/2022	WPNQB0	08596204	DA Position Ch	ange		
MOBCOP	Departed	Guard	AIV	06/24/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	Tex		s 😔	
115582754			ASG	11/20/2022	WPNQB0	06452580	DA Update Tra	ning Status		
MOBCOP	Departed	Guard	TCS	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Temporary Hold	Ira Update Pos	ition Qualification	۩	
115898921			ASG	01/25/2023	W0B8T1	09157479	DAMP000340			
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Position	Virginia	Other Actio	ns ⊙	

Click "Submit Revoke Departure" Select "OK"

Submit Revoke Departure Assignment Header Inform	nation					
	Assignment Temporary				Assignment ID 115582754	
	Employee Record 6				Assignment Seq 1	
,	Assignment Status Departed To A	Assignment			User Action 2001 Curtail/Extend	
	Workflow Status None Require	ed			Stat Auth	
Component Category Assignment Transit	Training Status	PERSTEMPO Info	View/Update TDY Event			
InTransit Type 11		Calculated Days 14	Days Adjustment 11 Status 11	Approval Status 14	DTOD Mileage 11 La	st Updated By 14 Last Updated 14
1		0	0		0	
Tour Completion						
		Tour Completion Statu:	s Z			
Assignment Departures						
	Departure Sequence †	Depart Date 14	Depart Status 14	Assignment Depart To 14	Last Updated By 1	Last Updated 14
1	1	01/24/2023	Revoke	115898921	0002574638.01	03/29/2023 3:45:25PM
2	2	01/24/2023	Revoke	115898921	0003691813.01	10/02/2023 7:08:07PM
3	3	01/24/2023	Active	115898921	0003691813.01	10/03/2023 12:37:30PM



Now you will want override to home from the TCS. Click "**Other Actions**" on the ODO assignment

~ Permanent A	.ssignments								
							Create Perman	ient Assignment	~
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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8642417	Departed	Guard	PCA	09/01/2022	WPNQB0	03128551	00005563		
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Other Actions View Order	
✓ Temporary As	ssignments								
							Create Temp	orary Assignment	~
									4 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8575578	Departed	Quard	ASG	08/01/2022	WPNQB0	08596204	00005563		
Interface	Départed	Guard	ATC	07/25/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	PIQUA OH	Other Actions View Order	
8599547		2.44	ASG	09/23/2022	WPNQB0	08596204	DAMP000338		
MOBCOP	Departed	Guard	AIV	06/24/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	Texas	Other Actions 📀	
115582754	* mixed	Quard	ASG	11/20/2022	WPNQB0	06452580	DAMP000250		
MOBCOP	Arrived	Guard	TCS	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Temporary Hold	Iraq	Other Actions 📀	
115898921		0	ASG	01/25/2023	W0B8T1	09157479	DAMP000340		
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Position	Virginia	Other Actions O	

Select "Asgn From Change"

~ Permanent	Assignments							
							Create Permanent Assignment	~
								1 ro
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
8642417	Deserted		PCA	09/01/2022	WPNQB0	03128551	00005563	
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIC Actions ×	S View Order
Tomporani	Anglanments						Deferment	
remporary	Assignments						Curtail/Extend	
								nt 🗸 🗸
							Revoke Assignment	4 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location Change	
8575578	Departed	Quard	ASG	08/01/2022	WPNQB0	08596204	00	
Interface	Departed	Guard	ATC	07/25/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	PIC Revoke Amendment	s 🛇 View Order
8599547	Provide d		ASG	09/23/2022	WPNQB0	08596204	DA Asgn Finm Change	
MOBCOP	Departed	Guard	AIV	06/24/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	Tex Report Date Change	s 😔
115582754			ASG	11/20/2022	WPNQB0	06452580	DA Undate REERAD	
MOBCOP	Arrived	Guard	TCS	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Temporary Hold	Ira-	s 📀
115898921			ASG	01/25/2023	W0B8T1	09157479	DA Position Change	
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Position	Vir Update Position Qualification	è⊙

Click on the search icon for "***Assignment From**" **Note:** The **Assignment From** shows as the MOB because it was nested in the MOB, change this to the PCA

Submit Assignment From Update]				
Assignment Header Information					
	Assignment Temporary			Assignment ID 115898921	
Emplo	oyee Record 0			Assignment Seq 2	
Assign	ment Status Approved			User Action 2001 Curtal/Extend	
World	kflow Status None Required			Stat Auth K 12301 (H) OF REFERENCE	E(C)
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event		
Assignment Dates					
Project	ted Begin Dt 01/25/2023			Report Date 01/25/2023	
Num	nber of Days 0			Projected End Dt 06/23/2023	_
Change Ef	ffective Date 01/25/2023			*Assignment From 115582754 C	2

Click on the PCA Assignment

ancel			Look	qL		
learch for: Assignment From						
Search Criteria						
 Search Results 						
III II						4 n
ACT Assignment ID 1	Service Component †↓	Action 11	Reason Code 11	Assignment Status 11	ACT Effective Date 14	End Date 1
115582754	G	ASG	TCS	Arrived On Assignment	11/20/2022	01/24/2023
8575578	G	ASG	ATC	Departed To Assignment	08/01/2022	07/25/2023
8599547	G	ASG	VIA	Departed To Assignment	09/23/2022	06/24/2023
0012447	0	PCA In	PAS	Departed To Assignment	09/01/2022	10/01/2023

Click on "Submit Assignment From Update"

Submit Assignment From Upda Assignment Header Information	ite				
	Assignment Temporary			Assignment ID 115898921	
Er	nployee Record 0			Assignment Seq 2	
Ass	signment Status Approved			User Action 2001 Curtail/Extend	
V	Norkflow Status None Required			Stat Auth K 12301 (H) OF REFERENCE	(C)
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event		
Assignment Dates					
Pro	jected Begin Dt 01/25/2023			Report Date 01/25/2023	
	Number of Days 0			Projected End Dt 06/23/2023	
Chang	e Effective Date 01/25/2023			*Assignment From 8642417 Q	1

Click on "Return to Landing Page"

Assignment Header Information					
Assignmen	it Temporary			Assignment ID	115898921
Employee Record	d 0			Assignment Seq	2
Assignment Statu	s Approved			User Action	2001 Curtail/Extend
Workflow Statu	s None Required			Stat Auth	K 12301 (H) OF REFERENCE (C)
Component Category Trail	ning Status	PERSTEMPO Info	View/Update TDY Event		
Assignment Dates					
Projected Begin D	t 01/25/2023			Report Date	01/25/2023
Number of Day	s 150			Projected End Dt	06/23/2023
Change Effective Dat	e 01/25/2023			Assignment From	8642417
Standard Fields					
*Actio	n Assignment			*Reason	ADOT Other
Trans Typ	e ADME, MRP, IDES,	RCMC-M		Subtrans Type	
U	C WOBST1 WOBS WA	ARRIORS DET SRU BELVOIR		Position	09157479
Locatio	n DAMP000340 Virgi	inia		Over Strength Indicator	OVERSTRENGTH
With Duty A	it. Yes				
Country United States			Postal Code		
Location Description FT BELVOIR, N	/A				
Estab II	D CONUS			Tour Type	NOT APPLICABLE
				Tour Indicator	
Job Cod	e 99999Z			Duty Title	MOBCOP POSITION
Duty Position Qua	I Q QUAL				
Audit Fields					
Last Updated B	y 000			Last Update Date/Time	10/20/23 2:42:42PM
Sourc	e MOBCOP/DAMPS S	System		Source ID	MM-3017-00008-0003354779
Return to Landing Page					

Click "Other Actions" on the TCS assignment

~ Permanent A	ssignments								
							Create Permane	ent Assignment	~
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8642417	Departed	Guard	PCA	09/01/2022	WPNQB0	03128551	00005563		
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Other Actions View Order	
~ Temporary A	signments								
							Create Tempo	orary Assignment	~
									4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8575578	Dependent	Quand	ASG	08/01/2022	WPNQB0	08596204	00005563		1
Interface	Departed	Guard	ATC	07/25/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	PIQUA OH	Other Actions View Order	
8599547			ASG	09/23/2022	WPNQB0	08596204	DAMP000338		
MOBCOP	Departed	Guard	AIV	06/24/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	Texas	Other Actions 😔	
115582754			ASG	11/20/2022	WPNQB0	06452580	DAMP000250		
MOBCOP	Arrived	Guard	TCS	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Temporary Hold	Iraq	Other Antions 📀	
115898921	Annewad	Queed	ASG	01/25/2023	W0B8T1	09157479	DAMP000340		
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Position	Virginia	Other Actions ⊙	

Select "Depart Member"

~ Permanent /	Assignments									
							<	Actions ×		~
							Curta	ail/Extend		1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo	hatenha		
8642417	Departed	Quard	PCA	09/01/2022	WPNQE0	03128551	00 Depe	Wenner		
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	Pit Revo	ke Arrival	 View Order 	
~ Temporary #	Assignments						Loca	tion Change		
							Revo	ke Amendment	nt	~
										4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo	te PERSTEMPO		
8575578	Description of		ASG	08/01/2022	WPNQB0	08596204	001 Repo	ort Date Change		1
Interface	Departed	Guard	ATC	07/25/2023	0134 FABN 01 BTY B FIELD ART	Mobilization Related	PIC Upda	te REFRAD	s ⊙ View Order	
8599547	Deserted	Current	ASG	09/23/2022	WPNQB0	08596204	DA Post	ion Change		
MOBCOP	Departed	Guard	AIV	06/24/2023	0134 FABN 01 BTY B FIELD ART	Mobilization Related	Te	to Training Status	s 😔	- 1
115582754			ASG	11/20/2022	WPNQB0	06452580	DA	the framing status		
MOBCOP	Arrived	Guard	TCS	01/24/2023	0134 FABN 01 BTY B FIELD ART	Temporary Hold	Ira	ate Position Qualification	6⊙	- 1
115898921			ASG	01/25/2023	W0B8T1	09157479	DAMP00	0340		
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Position	Virginia	Other Action	is 🖂	
h										

Click on the "Override to Home"

Submit Departure			Override to Home	No		
Assignment Header Inform	mation		1. S			
	Assignment Temporary				Assignment ID 115582754	
	Employee Record 6				Assignment Seq 1	
	Assignment Status Arrived On Assignment	nent			User Action 2001 Curtail/Extend	
	Workflow Status None Required				Stat Auth	
Component Category Tour Completion	Training Status	PERSTEMPO Info	View/Update TDY E	Event		
		Tour Completion	Status Z	Q		
Assignment Departures						
	Departure Sequence ti Dep	art Date 11	Depart Status 14	Assignment Depart To 1	Last Updated By 14	Last Updated 14
1	1 01/2	4/2023	Revoke	115898921	0002574638.01	03/29/2023 3:45:25PM
2	2 01/2	4/2023	Revoke	115898921	0003691813.01	10/02/2023 7:08:07PM
3	3 01/2	4/2023	Revoke	115898921	0002927785.30	10/20/2023 2:41:50PM
4	4 01/2	4/2023	Active	8599547	0002927785 30	10/20/2023 2:43:21PM

The Assignment Depart To has changed to the PCA Click "Submit Departure"

Submit Departure Assignment Header Inform	ation		Override to Home Yes	D		
	Assignment Temporary Employee Record 6 ssignment Status Arrived On A Workflow Status None Requir	ssignment ed			Assignment ID 115582754 Assignment Seq 1 User Action 2001 CurtallEstend Stat Auth	
Component Category Tour Completion	Training Status	PERSTEMPO Info	View/Update TDY Event			
Assignment Departures		Tour Completion Sta	us Z Q			
	Departure Sequence to	Depart Date 1	Depart Status 14	Assignment Depart To 11	Last Updated By ti	Last Updated 1
1	1	01/24/2023	Revoke	115898921	0002574638.01	03/29/2023 3:45:25PM
2	2	01/24/2023	Revoke	115898921	0003691813.01	10/02/2023 7:08:07PM
3	3	01/24/2023	Revoke	115898921	0002927785.30	10/20/2023 2:41:50PM
4		01/24/2023	Active	8542417	0002927785.30	10/20/2023 2:43:21PM

All assignments have been curtailed. Click "Other Actions" on the PCA assignment

Permanent	Assignments								
							Create Permanent Assignment	:	1
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		1
8642417	Deserted	0.000	PCA	09/01/2022	WPNQB0	03128551	00005563	-	
Interface	Debarred	Guaro	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH Other Actions	View Order	
v Temporary	Assignments								
							Create Temporary Assignme	nt	
									4 r
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8575578	Dependent	Guard	ASG	08/01/2022	WPNQ80	08596204	00005563		
Interface	Departed	Guard	ATC	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	d PIQUA OH	Other Actions ⊙	
8599547		*************	ASG	09/23/2022	WPNQB0	08596204	DAMP000338		
MOBCOP	Departed	Guard	AIV	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Mobilization Related	d Texas	Other Actions 📀	
115582754			ASG	11/20/2022	WPNQB0	06452580	DAMP000250		
MOBCOP	Departed	Guard	TCS	01/24/2023	0134 FA BN 01 BTY B FIELD ART	Temporary Hold	Iraq	Other Actions 😔	
115898921	termined.	Crand	ASG	01/25/2023	W0B8T1	09157479	DAMP000340		
MOBCOP	Approved	Guard	000	06/23/2023	WARS WARRIORS DET SRUBELVOIR	MORCOP Position	Viroinia	Other Actions ③	

Select "Arrive Member"

IN WHITE							Actions ×	
9							Curtail/Extend	
~ Organizatio	nal Instance						Location Change	
	Busi	iness Unit Ohi	o Army Natl Guard			Location PIQUA OH	Arrive Member	
	Component	Category Trai	n in Units-Drill Unit Res			Job Code E13B CANNON C		
		UIC WP	NQB0 0134 FA BN 01 BTY B FI	IELD ART		Position 03128551 Assistar	Revoke Amendment	
						Duty Status Absence	Position Change	
						Duty Status Attribute	Report Date Change	
✓ Permanent	Assignments							
							Revoke Perm Assignment	*
							Update Training Status	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Update Component Category	
8642417		100000	PCA	09/01/2022	WPNQB0	03128551		
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	Update Position Qualification	S S View Order

Click "Submit Arrival"

Submit Arrival Assignment Header Infor	mation						
	Assignment Permanent			Assi	ignment ID 8642417		
	Employee Record 0			Assign	nment Seq 1		
	Assignment Status Departed To Assignmen	t		User Action 2001 Curtali/Extend			
	Workflow Status Approved				Stat Auth		
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event				
Assignment Arrivals							
	Arrival Sequence# 11 Arrival Date 11		Arrival Status 14	Assignment Departed From 14	Last Updated By 14	Last Updated 11	
1	1 01/25/2023		Active	115582754	0002927785.30	10/20/2023 2:44:14PM	

Click "Return to Landing Page"

Assignment Header Infor	mation					
	Assignment Permanent				Assignment ID 8642417	
	Employee Record 0				Assignment Seq 1	
	Assignment Status Arrived On Assignment				User Action 2001 Curtall/Extend	
	Workflow Status Approved					
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event			
Assignment Arrivals						
	Arrival Sequence# 11 Arrival Date 11		Arrival Status 11	Assignment Departed From 11	Last Updated By 11	Last Updated 1
1	1 01/25/2023		Active	115582754	0002927785.30	10/20/2023 2:44:14PM
Audit Fields						
	Last Updated By 000				Last Update Date/Time 10/20/23 2:44:23PM	
	Source Interface				Source ID	
Return to Langing Page						

Click "Other Actions" on the PCA assignment

Permanent /	Assignments	<u> </u>							
							Create Permanent Assignment		~
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
8642417			PCA	09/01/2022	WPNQB0	03128551	00005563	•	
Interface	Arrived	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH Other Antipris O	View Order	
~ Temporary	Assignments								
							Create Temporary Assignment	1	~
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
115898921		-	ASG	01/25/2023	W0B8T1	09157479	DAMP000340		
MOBCOP	Approved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Positi	ion Virginia	Other Actions ⊙	

Select "Depart Member"

							Actions ×	
IN WHITE							Curtail/Extend	
9							Location Change	
~ Organizatio	nal Instance						Depart Member	
	Bu	usiness Unit	Dhio Army Natl Guard			Location PIQUA OH	Revoke Arrival	
	Compone	nt Category	Irain in Units-Drill Unit Res			Job Code E13B CANNON C		
		UIC 1	WPNQB0 0134 FA BN 01 BTY E	FIELD ART		Position 03128551 Assista	Revoke Amendment	
						Duty Status Absence	Position Change	
						Duty Status Attribute		
							TDY Event	
 Permanent 	Assignments	5					Report Date Change	
							Report Date change	nt 🗸
							Update Training Status	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Update Component Category	
8642417		1211111	PCA	09/01/2022	WPNQB0	03128551		
Interface	Arrived	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	Update Position Qualification	S S View Order

Click "Submit Departure"

1	1 01/24	/2023	Active	115898921	0002927785.30	10/20/2023 2:44:53PM	
	Departure Sequence 11 Depa	rt Date 14	Depart Status 14	Assignment Depart To 14	Last Updated By 14	Last Updated 11	
Assignment Departures							
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event				
	Workflow Status Approved			Stat Auth			
	Assignment Status Arrived On Assignm	ent		User Action 2001 Curtail/Extend			
	Employee Record 0				Assignment Seq 1		
	Assignment Permanent				Assignment ID 8642417		
Submit Departure Assignment Header Inform	mation						

Click "Other Actions" on the ODO assignment

~ Permanent	Assignments									
							Create Perm	anent Assignment		~
										1 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location			
8642417	Deserted		PCA	09/01/2022	WPNQB0	03128551	00005563			
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Other Actions ⊙	View Order	
~ Temporary	Assignments									
							Create Ten	nporary Assignment		~
										1 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	L	Location		
115898921			ASG	01/25/2023	W0B8T1	09157479	[DAMP000340	\frown	
1000000	Approved	Guard	000	06/22/2022	WORS WARRIORS DET SRU RELVOIR	MORCOP Pro	cition 1	Virninia	Other Actions ⊙	

Select "Arrive Member"

Permanent	Component (Category Train UIC WPM	n in Units-Dnil Unit Res IQB0 0134 FA BN 01 BTY B FIE	ELD ART		Job Code E13B CANNON Position 03128551 Assis Duty Status Absence Duty Status Attribute	CREWMEMBER	Actions × Deferment Curtail/Extend	
	-osiginitonis						Create Permane	Revoke Assignment	↓ 1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Location Change	
8642417 Interface	Departed	Guard	PCA Reassignment	09/01/2022 10/01/2023	WPNQB0 0134 FA BN 01 BTY B FIELD ART	03128551 Assistant Gunner	00005563 PIQUA OH	Revoke Amendment	
- Temporary	Assignments							Asgn From Change	
							Create Tempo	Report Date Change Update REFRAD	▼ 1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loc	Position Change	
115898921 MOBCOP	Approved	Guard	ASG ODO	01/25/2023 06/23/2023	W0B8T1 W0B8 WARRIORS DET SRU BELVOIR	09157479 MOBCOP Posi	DAJ tion Virg	Update Position Qualification	20

Click "Submit Arrival"

Subme ^{ll} prval Assignment Header Information				
Assignment Temporary		Assignment ID	115898921	
Employee Record 0		Assignment Seq	2	
Assignment Status Approved		User Action	2001 Curtail/Extend	
Workflow Status None Required		Stat Auth	K 12301 (H) OF REFERENCE (C)	
Component Category Training Status PERSTEMPO Info	View/Update TDY Event			
Assignment Arrivals				
Arrival Sequence# 11 Arrival Date 11	Arrival Status 14	Assignment Departed From 14	Last Updated By 14	Last Updated 14
1 1 01/25/2023	Revoke Arrival	115582754	0002574638.01	03/29/2023 3:45:00PM
2 2 01/25/2023	Revoke Arrival	115582754	0003691813.01	10/02/2023 7:07:09PM
3 3 01/25/2023	Active	8642417	0002927785.30	10/20/2023 2:45:20PM

Assignment Header Inform	nation				
	Assignment Temporary			Assignment ID 115898921	
2	Employee Record 7			Assignment Seq 2	
,	Assignment Status Arrived On Assignment			User Action 2001 Curtail/Extend	
	Workflow Status None Required			Stat Auth K 12301 (H) OF REFERENCE (C)	
Component Category Assignment Arrivals	Training Status PERS	rEMPO Info View/Update TDY E	vent		
	Arrival Sequence# 11 Arrival Date 11	Arrival Status 11	Assignment Departed From til	Last Updated By 14	Last Updated 11
1	1 01/25/2023	Revoke Arrival	115582754	0002574638.01	03/29/2023 3:45:00PM
2	2 01/25/2023	Revoke Arrival	115582754	0003691813.01	10/02/2023 7:07:09PM
3	3 01/25/2023	Active	8642417	0002927785.30	10/20/2023 2:45:20PM
Audit Fields					
	Last Updated By 000			Last Update Date/Time 10/20/23 2:45:25PM	
Return to Landing Page	Source MOBCOPIDAMPS System			Source ID MM-3017-00008-0003354779	

The ODO assignment has been completed, now depart the member. Click "**Other Actions**" on the ODO assignment

✓ Permanent	Assignments									
							Create Perma	anent Assignment		~
										1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location			
8642417	Deceded	0	PCA	09/01/2022	WPNQB0	03128551	00005563			
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Other Actions 📀	/ View Order	
~ Temporary	Assignments									
							Create Tem	porary Assignment	/	~
1										1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo	Jeation		
115898921		0.001	ASG	01/25/2023	W0B8T1	09157479	D/	AMP000340		
MOBCOP	Arrived	Guaro	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Positir	.on Vir	rginia	Other Actions 📀	

Select "Depart Member"

		UIC WP	NQB0 0134 FA BN 01 BTY B F	IELD ART		Position 03128551 Assist	ant Gunner		6
l I						Duty Status Absence	1	Actions ×	
					1	Juty Status Attribute		Curtail/Extend	
✓ Permanent A	Issignments						/	Depath Member	
							Create Permane	Revoke Arrival	↓ 1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Location Change	
8642417	Denarted	Guard	PCA	09/01/2022	WPNQ80	03128551	00005563	Revoke Amendment	
Interface	Departed	Guaro	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Depend Date Change	
✓ Temporary A	Assignments							Report Date Change	
							Create Tempo	Update REFRAD	~
								Position Change	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loca	Update Training Status	
115898921	Longer	Guard	ASG	01/25/2023	W0B8T1	09157479	DAM	(Speak and a second	
MOBCOP	Amved	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	MOBCOP Positio	in Virgir	Update Position Qualification /	$i \odot$

Click "Submit Departure"

Submit Departure			Override to Home No]		
Assignment Header Informa	ation					
	Assignment Temporary				Assignment ID 115898921	
E	Employee Record 7				Assignment Seq 2	
As	ssignment Status Arrived On Assign	ment			User Action 2001 Curtail/Exte	and
	Workflow Status None Required				Stat Auth K 12301 (H) OF F	REFERENCE (C)
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event			
Assignment Departures						
	Departure Sequence 11 Dep	part Date 11	Depart Status 14	Assignment Depart To 1	Last Updated By	14 Last Updated 14
1	1 05/	23/2023	Revoke	85995 <mark>4</mark> 7	_	10/02/2023 7:06:32PM
2	2 05/	23/2023	Active	8542417		10/20/2023 2:45:46PM

Assignment Header Inform	ation							
	Assignment Temporary				Assignment ID 115898921			
	Employee Record 7			Assignment Seq 2				
	Assignment Status Departed To/	Assignment		User Action 2001 Curtal/Extend				
	Workflow Status None Require	ed		Stat Auth K 12301 (H) OF REFERENCE (C)				
Component Category Assignment Departures	Training Status	PERSTEMPO Info	View/Update TDY Event					
	Departure Sequence 14	Depart Date 11	Depart Status 14	Assignment Depart To 14	Last Updated By 11	Last Updated 14		
1	1	06/23/2023	Revoke	8599547		10/02/2023 7:06:32PM		
2	2	06/23/2023	Active	8642417		10/20/2023 2:45:46PM		
Audit Fields								
	Last Updated By 000			L	ast Update Date/Time 10/20/23 2:46:13PM			
	Source MOBCOP/D/	AMPS System			Source ID MM-3017-00008-0003354779			
Return to Landing Page								

Click "Other Actions" on the PCA assignment

~ Permanent As	ssignments										
								Create Perm	nanent Assignment		~
											1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	L	ocation			
8642417	Dependent	0	PCA	09/01/2022	WPNQB0	03128551	0	0005563			
Interface	Departed	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gu	inner P	IQUA OH	Other Actions 📀	View Order	
~ Temporary As	signments										
								Create Te	mporary Assignment		~
											1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	P	Position		Location		
115898921	Design of the		ASG	01/25/2023	W0B8T1	0	09157479		DAMP000340		
MOBCOP	Departed	Guard	ODO	06/23/2023	W0B8 WARRIORS DET SRU BELVOIR	N	MOBCOP Position		Virginia	Other Actions 💿	

Select "Arrive Member"

/N WHITE								
9						ſ	Actions ×	
✓ Organization	nal Instance						Curtail/Extend	
	Busi	ness Unit Ohi	o Army Natl Guard			Location PIQUA OH	Location Change	
	Component	Category Trai	in in Units-Drill Unit Res			Job Code E13B CANNON C		
		UIC WP	NQB0 0134 FA BN 01 BTY B FI	IELD ART		Position 03128551 Assista	Arrive Merel ^m)r	
						Duty Status Absence	Revoke Amendment	
						Duty Status Attribute	Position Change	
v Permanent A	Assignments						· · · · · · · · · · · · · · · · · · ·	
							Report Date Change	nt 🗸
							Update Training Status	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Undate Component Category	
8642417	Develop	0	PCA	09/01/2022	WPNQB0	03128551	opula competent cargary	
Interface	Departed	Guaro	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	Update Position Qualification	So View Order

Click "Submit Arrival"

Submit Arrival	nation							
	Assignment Permanent				Assignment ID 8642417			
	Employee Record 0			Assignment Seq 1				
, , , , , , , , , , , , , , , , , , , ,	Assignment Status Departed To Assignme	ent			User Action 2001 Curtail/Extend			
	Workflow Status Approved				Stat Auth			
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event					
Assignment Arrivals								
	Arrival Sequence# 14 Arrival Date	11	Arrival Status 1	Assignment Departed From 11	Last Updated By 11	Last Updated 14		
1	1 01/25/2023		Active	115582754		10/20/2023 2:44:14PM		
2	2 06/24/2023		Active	115898921		10/20/2023 2:46:55PM		

Assignment Header Inform	nation								
	Assignment Permanent				Assignment ID 8642417				
	Employee Record 0				Assignment Seq 1				
	Assignment Status Arrived On Assignment				User Action 2001 Curtail/Extend				
	Workflow Status Approved								
Component Category	Training Status	PERSTEMPO Info	View/Update TDY E	vent					
Assignment Arrivals									
	Arrival Sequence# t1 Arrival Date t1	i.	Arrival Status 11	Assignment Departed From tu	Last Updated By 11	Last Updated 11			
1	1 01/25/2023		Active	115582754	1000000 E	10/20/2023 2:44:14PM			
2	2 06/24/2023		Active	115898921		10/20/2023 2:46:55PM			
Audit Fields									
	Last Updated By 000				Last Update Date/Time 10/20/23 2:47:00PM				
	Source Interface				Source ID				
Return to Landing Page									

Member is now arrived back at their PCA assignment. All temporary assignments have been closed correctly.

Assignments								
						Create Perm	anent Assignment	~
								1 row
Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
Andread	0	PCA	09/01/2022	WPNQB0	03128551	00005563		
Arrived	Guard	Reassignment	10/01/2023	0134 FA BN 01 BTY B FIELD ART	Assistant Gunner	PIQUA OH	Other Actions View Order	
Assignments								
Release Ass	ignments							
	Assignments Status Arrived Assignments Release Ass	Status Compo Arrived Guard Assignments Release Assignments	Status Compo Action/Reason Code Arrived Guard PCA Reassignment Assignments Release Assignments	Status Compo Action/Reason Code Begin/End Dt Arrived Guard PCA 09/01/2022 Assignments Reassignment 10/01/2023	Assignments Status Compo Action/Reason Code Begin/End Dt UIC Arrived Guard PCA 09/01/2022 WPN0B0 Reassignment 10/01/2023 0134 FA EN 01 BTY B FIELD ART Assignments Release Assignments VERVICE	Status Compo Action/Reason Code Begin/End Dt UIC Position Arrived Guard PCA 09/01/2022 WPN0B0 03128551 Arrived Guard PCA 09/01/2023 0134 FA BN 01 BTY B FIELD ART Assistant Gunner Assignments Release Assignments Fease Signment Set Signment Set Signment	Status Compo Action/Reason Code Begin/End Dt UIC Position Location Arrived Guard PCA 09/01/2022 VIPNQB0 03128551 000055633 Arrived Reassignment 10/01/2023 0134 FA BN 01 BTY B FIELD ART Assistant Gunner PIQUA OH Assignments Release Assignments VIPNQB0 VIPNQB0 <td< td=""><td>Assignments Status Compo Action/Reason Code Begin/End Dt UIC Position Location Arrived Quard PCA 0901/2022 WPNQB0 03128551 00005563 Other Actions © View Order Assignments I001/2023 0134 FA BN 01 BTY B FIELD ART Assistant Gunner PIQUA OH Other Actions © View Order</td></td<>	Assignments Status Compo Action/Reason Code Begin/End Dt UIC Position Location Arrived Quard PCA 0901/2022 WPNQB0 03128551 00005563 Other Actions © View Order Assignments I001/2023 0134 FA BN 01 BTY B FIELD ART Assistant Gunner PIQUA OH Other Actions © View Order

Scenario 3 Background

- Member's orders were not closed out in the correct order.
- Member has two active-duty orders.

Action Required:

Navigation: Navbar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments AIV and ODO assignments shown in the Current/Approved temporary assignments

Navigate to the **Completed Tab** on the left

Locate the TCS assignment under temporary assignments

Current/Approved	Interface		Guine	RAS	09/27/2020	DET 1, HHB 1ST BN 205 FA RGMT	Standard Excess	PARIS	Other working (
Pending/Working	6746191 Interface	Completed	Guard	PCA RAS	09/28/2020 12/03/2020	WGNZT1 DET 1, HHB 1ST BN 206 FA RGMT	06191813 Standard Excess	00017095 PARIS	Other Actions ③	
Completed	7121500	Completed	Quard	PCA	12/04/2020	WQNZT1	06191813	00017096		
Canceled	Interface	Contrates	Obaro	RAS	01/24/2021	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions ()	- 17
	7341039	Completed	Quard	PCA	01/25/2021	WQNZT1	06191813	00017096		
	Interface	Contrates	Obaro	RAS	04/18/2021	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions 🕑	- 17
	7763194	Consisted	Guard	PCA	04/19/2021	WQNZT1	03313014	00017096		
	Interface	Compared	Guaro	RAS	08/31/2021	DET 1, HHB 1ST BN 205 FA RGMT	Fire Support Specialist	PARIS	Other Actions ⊙	/
	8027770	Completed	Quard	PCA	09/01/2021	WQNZT1	03313014	00017096		
	Interface	Completen	Guaro	RAS	08/31/2022	DET 1, HHB 1ST BN 206 FA RGMT	Fire Support Specialist	PARIS	Other Actions ⊙	
	8528113	Completed	Guard	PCA	09/01/2022	WONZT1	08710051	00017096		
	Interface	Contrates	Obaro	RAS	01/17/2023	DET 1, HHB 1ST BN 205 FA RGMT	Standard Excess	PARIS	Other Actions ()	1
	 Temporary 	/ Assignments								_
	ID/Source	Status	Compo	Action/Reason Code	Regin End Dt	UIC	Position	Location		7 rows
	115873190			ASG	01/20/2023	WQNZT1	08710043	DAMP000293		
	MOBCOP	Completed	Guard	GOT	02/01/2023	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	Arkansas	Other Actions 😔	
	116372378			ASG	03/06/2023	WPONA0	09149305	DAMP000042		
	MOBCOP	Completed	Guard	TCS Jm	05/12/2023	0153 IN BN 02 CO A RIFLE COMP	Standard Excess	Qatar	Other Actions 😔	
	117491394	Consultate d		ASG	05/14/2023	W0E0T1	08737259	00103417		
	Online Asg	Completed	Guard	ATC	08/07/2023	WOED WARRIORS DET SRU BENNING	Patient	FT MOORE	Other Actions 🕤	

Go back to the **Current/Approved** tab Click "**Other Actions**" on the ODO assignment

Current/Approved	~ Organizatio	nal Instance								
		Busir	ness Unit Arka	nsas Army Natl Guard			Location WALNUT RIDGE			
Pending/Working		Component	Category Train	in Units-Drill Unit Res		Job Code E13F JOINT FIRE SUPPORT SPECIALIST				
Completed			UIC WPC	2NA1 DET 1, CO A 2D BN 153 I	NF ROMT		Position 08720089 Mobiliz	ation Related		
Second Second							Duty Status Ready for Drill			
Canceled							Duty Status Attribute			
	~ Permanent	Assignments								
								Create Permanent Assignment		~
										1 row
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
	117648661	Provide de la constante		PCA	06/08/2023	WQNZT1	08710051	00017096		
	Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS Other Actions @) View Order	
	✓ Temporary .	Assignments								
								Create Temporary Assignment	[~
	1									2 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
	115887838	Description	0	ASG	02/02/2023	WPQNA0	08720089	DAMP000338		
	MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions (
	117265028			ASG	05/13/2023	W8AMHD	05332115	DAMP000302		
	MOBCOP	Anned	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Georgia	Other Actions ⊙	
1	> Conditional	Release Assig	nments							
	Jonardona	reary.								

Select "Revoke Arrival"

✓ Permanent I	Assignments							Actions ×	
							Create Permaner	Curtail/Extend	~
10.00								Depart Member	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
117648661	Departed	Queed	PCA	06/08/2023	WQNZT1	08710051	00017096	Revoke Arrival	
Online Asg	Departeu	Guaro	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Location Change	
~ Temporary #	ssignments							Revoke Amendment	
							Create Tempor	Report Date Change	~
								Report Date Change	2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loca	Update REFRAD	
115887838	Devented	0	ASG	02/02/2023	WPQNA0	08720089	DAM	Position Change	
MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Теха		s 🕑
117265028			ASG	05/13/2023	W8AMHD	05332115	DAM	Update Training Status	
MOBCOP	Arrived	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Geor	Update Position Qualification	30

Click "**Submit Revoke Arrival**" Click "**OK**" on the notification message

Submit Revoke Arrival								
Assignment Header Inform	nation							
	Assignment Temporary		Assignment ID 117265028					
	Employee Record 8		Assignment Seq 2					
	Assignment Status Arrived On Assignment		User Action 2006 Location Change					
	Workflow Status None Required		Stat Auth K 12301 (H) OF REFERENCE (C)					
Component Category Assignment Transit	Training Status PERST	EMPO Info View/Update T	DY Event					
InTransit Type 14	Calculated Days 11	Adjustment Days 11	Total Days 11 Status 11	Approval Status 14	DTOD Mileage 11	ast Updated By 11	Last Updated 1	
1	0	0	0		0			
Assignment Arrivals								
	Arrival Sequence# 11 Arrival Date 11	Arrival Status 11	Assignment Departed F	rom ti	Last Updated By 11	Last Updated 1	4	
1	1 05/13/2023	Active	116372378			05/25/2023 7:2	≥57PM	
2	2 08/08/2023	Active	117491394			09/05/2023 5:5	4:42PM	



Assignment Transit					
InTransit Type 1	Calculated Days 14	Adjustment Days 11 Total Days	Status 11 Approval Status 11	DTOD Mileage 11 Last	Updated By T1 Last Updated T1
1	0	0	0	0	
Assignment Arrivals					
	Arrival Sequence# 11 Arrival Date 11	Arrival Status 14	Assignment Departed From 11	Last Updated By 11	Last Updated 11
1	1 05/13/2023	Active 🗸	116372378		05/25/2023 7:22:57PM
2	2 08/08/2023	Revoke Arrival 🗸	117491394		10/20/2023 2:48:42PM
3	1 05/13/2023	Active 🗸	116372378		05/25/2023 7:22:57PM
4	2 08/08/2023	Active 🗸	117491394		09/05/2023 5:54:42PM
5	1 05/13/2023	Active 🗸	116372378		05/25/2023 7:22:57PM
Audit Fields					
	Last Updated By 000		Last Update D	Date/Time 10/20/23 2:48:42PM	
	Source MOBCOP/DAMPS System			Source ID MM-3128-00004-0003651160	
Return to Landing Page					

Click "Other Actions" on the ATC assignments

Assignments								
						Create Perman	nent Assignment	~
								1 row
Status	Compo	Action/Reason Code	Begin/End D	n UIC	Position	Location		
Duranteed	Quard	PCA	06/08/2023	WQNZT1	08710051	00017096		
Departeo	Guaro	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions View Order	
Assignments								
						Create Temp	porary Assignment	~
								3 rows
Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
Departed	Quand	ASG	02/02/2023	WPONA0	08720089	DAMP000338		1
Departed	Guaru	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions 📀	
		ASG	05/13/2023	W8AMHD	05332115	DAMP000302		
Departed	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Georgia	Other Actions 🛞	
Durand		ASG	05/14/2023	W0E0T1	08737259	00103417		
Departed Guard le Asg	Guard	ATC	08/07/2023	W0E0 WARRIORS DET SRU BENNING Patient		FT MOORE	Other Actions S View Order	
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Select "Revoke Departure"

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Click "**Submit Revoke Departure**" Click "**OK**" on the notification message

Submit Revoke Departure						
Assignment Header Information						
A	Assignment Temporary			Assignment ID 117491394		
Employ	yee Record 9			Assignment Seq 2		
Assignm	nent Status Departed To Assignment			User Action 2001 Curtail/E	Extend	
Workt	flow Status None Required			Stat Auth		
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1	1 08/07/2023	Revoke	117265028		08/18/2023 7:33	:24PM
2	2 08/07/2023	Revoke	117265028		08/31/2023 3:54	:19PM
3	3 08/07/2023	Active	117265028		09/05/2023 5:54	:06PM



Click "Other Actions" on the ATC assignment

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Select "Revoke Arrival"

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MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Te Report Date Change	is 🖂
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117491394			ASG	05/14/2023	W0E0T1	08737259	00	
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If you receive this error message, click "**OK**", navigate to "**Mass Update**" **Navigation**: Workforce Administration > Mass Update R3 > Mass Update Next steps are the current work around

Г	PCA 06/08/2023	WONZT1	08710051	00017096
I		Please create a CRM ticket		
ı	You are trying to revoke an arrival on a TMP assignment with an effective date that pre-	ecedes the member's current PER assignm	ent. Please create a CRM ticket and define w	hat the member's assignment profile should look like.
and the second s		ОК		

Click "Add a New Value"

Mass Update	
Find an Existing Value	Add a New Value
✓ Search Criteria	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Recent Searches Choose from recent searches V 🖉 🗖 Saved Searches Choose from saved searches	55 V
Mass Update ID = 🗸	
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Click "Add"

Mass Update	
Add a New Value	Q Find an Existing Value
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Click the **"*Mass Update Type**" dropdown Select **"Assignment Revoke Departure**" Add in a description in the **"*Description**" field

Mass Update	
Mass Update ID 99999999999999999999999999999999999	Process Monitor
Groupbox Search Option Outo Outo and Hierarchy O Set of UICs UIC Q Date Search Option Current O Date Range Additional Search Criteria Location Q MOS Q Grade Q	Search

Enter in the Empl ID Click "**Upload File**" Click "**Choose File**" to upload the csv file Click "**Upload**"

Q			< < [1-1 of 1 →	> > Viewa
Include	*Empl ID	Name	*Assignment ID	
000		Q SPC GABRIEL MOORE	C	A + -
Download File	Upload File	Include All Exclude All		
ortant Note: This page is	designed to handle approximately 25,000) records at a time. Input files and search criteria should be reviewed and updated ac	cordingly to stay under that limit.	
ortant Note: This page is a files can be loaded without lick the 'Download File' but lick the 'Upload File' butto	sesigned to handle approximately 25,000 & needing to utilize the search criteria. Af atton to export the data in the grid above in to import your modified CSV file back in	records at a time. Input files and search oritens should be reviewed and updated ao ther loading the file, the "default values" can be applied or the user can process the er to a CSV file, which will open in Excel. If there are no records in the grid 2x will simply to the grid above for processing.	condingly to stay under that limit. Intries as loaded from the file. y download the format of the data needed for the mass update	



Once the file is uploaded the assignment ID will populate.

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Click "Process Mass Update"

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Click " \mathbf{OK} " on the notification message

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stell 7).	The batch process for this mass update has initiated. The status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of this process can be viewed via Process Monitor using the above the rest of the status of t	process instance.

Scroll to the top of the page and click "Process Monitor"

Mass Update								
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Groupbox Search Option	and Hierarchy Set o	fUICs	Search					

Click "**Refresh**" until status shows Success and Posted Click on "**Details**"

View Pr Use Se Run	ocess Req r ID 000 rver Status	uests Q	Type Name Distributio	Q La	st v Instance v Save Or	1 Da Range n Refresh Re	ys Refresh Clear Reset				
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Click "View Log/Trace"

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Process								
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	Ended Proc	ess At	10/20/2023	2:55:11PM G	MT	13		
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OK	Cancel							

Click on the file hyperlink

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View Log/ Trace							
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Distribution Details							
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ME.	·····	•					
Distribute To							
Distribute To Distribution ID Type	*Distribution ID						
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Distribute To Distribution ID Type User	*Distribution ID						

Member now shows the ATC assignment as "Approved"

~ Permanent	Assignments								
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ID/Source	Status	Compo	Action/Reason Code	Begin/End D	t UIC	Position	Location		
117648661	Description of	0.00	PCA	06/08/2023	WQNZT1	08710051	00017096		
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions View Order	
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115887838	Departed	Current	ASG	02/02/2023	WPQNA0	08720089	DAMP000338		1
MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions ③	- 1
117265028			ASG	05/13/2023	W8AMHD	05332115	DAMP000302		
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117491394		201001	ASG	05/14/2023	W0E0T1	08737259	00103417		_
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Click "Other Actions" on the ODO assignment

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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
115887838			ASG	02/02/2023	WPQNA0	08720089	DAMP000338		1
MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions 😔	
117265028			ASG	05/13/2023	W8AMHD	05332115	DAMP000302		
MOBCOP	Departed	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Georgia	Other Actions 📀	
117491394			ASG	05/14/2023	W0E0T1	08737259	00103417		
Online Asg	Approved	Guard	ATC	08/07/2023	W0E0 WARRIORS DET SRU BENNING	Patient	FT MOORE	Other Actions View Order	

Select "Revoke Departure"

Assignments										
							C	Actions ×		~
Status	Compo	Action/Reason Code	Begin/End [Dt	UIC	Position	LCur	tail/Extend		1 row
Departed	Guard	PCA Reassionment	06/08/2023		WQNZT1 DET 1 HHB 1ST BN 206 FA RGMT	08710051 Standard Excess	0 Rev	voke Departure	O View Order	
Assignments							Loc	ation Change		
							Rep	port Date Change	ι [~
Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Lo Upo	tate REFRAD		3 rows
Departed	Guard	ASG AIV	02/02/2023 03/07/2024	WPQN 0153 II	A0 N BN 02 CO A RIFLE COMP	08720089 Mobilization Related	DA Pos Te	ition Change	s	
Departed	Guard	ASG ODO	05/13/2023 08/08/2023	W8AM	HD E8AMHD	05332115 Inactive National Guard	DA Ge Upo	date Position Qualification	20	
Approved	Guard	ASG ATC	05/14/2023	W0E0	1 WARRIORS DET SRU BENNING	08737259 Patient	001034 FT MO	17 ORE Other Action	ns ⊙ View Order	
	Assignments Status Departed Assignments Status Departed Departed Departed Approved	Assignments Status Compo Departed Guard Approved Guard Guard Approved Guard Guard	Status Compo Action/Reason Code Departed Guard PCA Reassignment Status Compo Action/Reason Code Status Assignment Assignment Status Compo Action/Reason Code Departed Guard ASG AIV Departed Guard ASG ODO Approved Guard ASG ATC	Status Compo Action/Reason Code BeginEnd I Departed Guard PCA Reassignment 06/06/2023 Reassignment 06/06/2023 Assignments PCA Reassignment 06/16/2025 Departed 06/16/2025 Status Compo Action/Reason Code Begin End Dt Action/Reason Code Begin End Dt Departed Quard ASG 02/02/2023 AIV 03/07/2024 09/09/2023 0DO 08/08/2023 ASG 05/11/2023 ASG 05/11/2023 ASG 05/11/2023 ATC 08/07/2023 ATC	Status Compo Action/Reason Code Begin/End Dt Departed Guard PCA Reassignment 06/16/2023 Assignments Office Office Office Status Compo Action/Reason Code Begin/End Dt U/C Assignments Action/Reason Code Begin/End Dt U/C Departed Quard ASG 02/02/2023 WPON 03/07/2024 Departed Quard ASG 05/13/2023 WBAM ODO 08/08/2023 AUGO Approved Guard ASG 05/14/2023 W0E01 Approved Guard ASG 05/14/2023 W0E01	Status Compo Action/Reason Code Begin/End Dt UIC Departed Guard PCA Reassignment 06/16/2025 WONZT1 Assignments 06/16/2025 DET 1, HHB 1ST BN 206 FA RGMT Assignments 06/16/2025 DET 1, HHB 1ST BN 206 FA RGMT Status Compo Action/Reason Code Begin/End Dt UIC Departed Quard ASG 02/02/2023 WPONA0 Departed Quard ASG 05/13/2023 WBAMHD Departed Quard ASG 05/13/2023 WBAMHD Approved Guard ASG 05/14/2023 WOED YARRIORS DET SRU BENNING	Status Compo Action/Reason Code Begin/End Dt UIC Position Departed Guard PCA Reassignment 06/06/2023 WQNZT1 06710051 Status Guard PCA Reassignment 06/16/2025 DET 1, HHB 1ST BN 206 FA RGMT Standard Excess Assignments Status Compo Action/Reason Code Begin/End Dt UIC Position Departed Quard ASG 02/02/2023 WPONA0 08720089 Departed Quard ASG 05/13/2023 WBAMHD 06332115 Departed Quard ASG 05/13/2023 WBAMHD 05332115 ODO 08/08/2023 AUGOEBAMHD Inactive National Quard NOS7259 Approved Guard ASG 05/14/2023 WOED VWRRIGHS DET SRU BEINNING Parent	Status Compo Action/Reason Code Begin/End Dt U/C Position Curve Departed Guard PCA Reassignment 06/05/2023 WONZT1 06710051 06/06/2023 Assignments PCA Reassignment 06/07/2025 DET 1, HHB 1ST BN 206 FA RGMT Standard Excess Position Res Status Compo Action/Reason Code Begin/End Dt U/C Position U/C Posit/D Position U/C	Action:Reason Code BeginEnd DI UIC Position Departed Guard PCA Reassignment 60/16/2023 WONZT1 06/710051 Revoke Departure Location Change Assignments PCA Reassignment 60/16/2023 WONZT1 06/710051 Revoke Amendment Assignments V V U/C Position Location Change Status Compo Action Reason Code BeginEnd Dt U/C Position Location Change Status Compo Action Reason Code BeginEnd Dt U/C Position Location Change Departed Quard ASG 02/02/2023 WPONA0 08720089 Departed Uddate REFRAD Departed Quard ASG 05/13/2023 WBAMHD 0532115 Departed Uddate Position Quarification Approved Guard ASG 05/14/2023 W0E01/1 08/2729 01/03417 Approved Guard ASG 05/14/2023 W0E0/WARRIORS DET SRU BENNING Defart Frt MOORE	Action Reason Code Begin/End Dt UIC Position Departed Quard PCA Reassignment 06/05/2023 WONZT1 06710051 Revoke Departure Outall'Extend Cutall'Extend Departed Revoke Amendment Revoke Amendment

Click "**Submit Revoke Departure**" Click "**OK**" on the message notification

Submit Revoke Departure Assignment Header Information	n					
	Assignment Temporary				Assignment ID 117265028	
Emp	loyee Record 8				Assignment Seq 2	
Assig	nment Status Departed To Assig	pnment			User Action 2006 Location Change	
Wo	rkflow Status None Required				Stat Auth K 12301 (H) OF REFERENCE (C)	
Component Category Assignment Transit	Training Status	PERSTEMPO Info	View/Update TDY Event			
InTransit Type 14	Ca	Iculated Days 11	Days Adjustment 11 Status 11	Approval Status 12	DTOD Mileage 14 Last Updated By 14	Last Updated 11
1		0	0		0	
Tour Completion						
		Tour Completion Status	Z			



Click "Other Actions" on the ODO assignment.

~ Permanent	Assignments								
							Create Perman	uent Assignment	~
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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	l UIC	Position	Location		
117648661	Deserted	Quart	PCA	06/08/2023	WQNZT1	08710051	00017096	a transmission of the second	
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions 🛇 View Order	
~ Temporary	Assignments								
							Create Temp	orary Assignment	~
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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
115887838	Deserted	Const	ASG	02/02/2023	WPQNA0	08720089	DAMP000338		
MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions ⊙	
447205020									
11/200028			ASG	05/13/2023	WSAMHD	05332115	DAMP000302		
MOBCOP	Arrived	Guard	ASG ODO	05/13/2023 08/08/2023	W8AMHD AUGOE8AMHD	05332115 Inactive National Guard	Georgia	Other Agiligns ⊙	
MOBCOP 117491394	Arrived	Guard	ASG ODO ASG	05/13/2023 08/08/2023 05/14/2023	W8AMHD AUGOE8AMHD W0E0T1	05332115 Inactive National Guard 08737259	Georgia 00103417	Other Agligns ⊙	
MOBCOP 117491394 Online Asg	Arrived	Guard Guard	ASG ODO ASG ATC	05/13/2023 08/08/2023 05/14/2023 08/07/2023	W8AMHD AUGCE8AMHD W0E0T1 W0E0 WARRIORS DET SRU BENNING	05332115 Inactive National Guard 08737259 Patient	Georgia 00103417 FT MOORE	Other Agligns 🕤	

Select "Revoke Arrival"

✓ Permanent	Assignments								Actions ×)	
								С	Curtail/Extend		~
ID/Source	Status	Compo	Action/Reason Code	Begin/End D	Dt	UIC	Position	L	Depart Member		1 row
117648661		10.55	PCA	06/08/2023		WQNZT1	08710051	d	Revoke Agrival		
Online Asg	Departed	Guard	Reassignment	06/16/2025		DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	P	Elecation Change	View Order	
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									Report Date Change	t [¥
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Lo	Update REFRAD		
115887838	Departed	Quard	ASG	02/02/2023	WPQNA	0	08720089	DA	Position Change		
MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN	BN 02 CO A RIFLE COMP	Mobilization Related	Тө	Lindate Training Status	s ()	
117265028	Aminad	Guard	ASG	05/13/2023	W8AMH	D	05332115	DA	opulate maining status		
MOBCOP	Anwed	Guard	ODO	08/08/2023	AUGOE	BAMHD	Inactive National Guard	Ge	Update Position Qualification	¢⊙	
117491394	A	0	ASG	05/14/2023	W0E0T1		08737259	00	103417		
Online Asg	Approved	Guard	ATC	08/07/2023	W0E0 W	ARRIORS DET SRU BENNING	Patient	FT	MOORE Other Action	as ⊙ View Order	- 1

If you receive this error message, click "**OK**", navigate to "**Mass Update**" **Navigation**: Workforce Administration > Mass Update R3 > Mass Update Next steps are the current work around

100	PCA	06/08/2023	WONZT1	08710051	00017095
			Please create a CF	RM ticket	
L	You are trying to revoke an arrival on a TMP assignment	int with an effective date that prece	edes the member's current PER	R assignment. Please create a CRM ticket and define w	hat the member's assignment profile should look like.
si			OKh		
200			2 Personal Provide State		Stars tentered transformer

Click "Add a New Value"

Mass Update				
Find an Existing Value V Search Criteria Enter any information you have and clic	k Search. Leave fields blan	k for a list of all values.		Add a New Value
Recent Searches Choose from recent	searches	✓ Ø □ Saved Searches	Choose from saved searches	 ₽
Mass Update ID Mass Update Type Mass Update Status Description	=	~ ~		
Case S	ewer options Sensitive			
	Search	ar		

Click "Add"

Mass Update	
Add a New Value	Q Find an Existing Value
Mass Update ID 9999999999999999	

Click the ****Mass Update Type**" dropdown Select ***Assignment Revoke Arrival**" Add in a description in the ****Description**" field

*Mass Update TVpe	ate Status New		Process Mr	onitor
"Des	scription			
lation				
oupbox				
Search Option		Search		
One UIC O UIC and Hierarchy O Set of UICs				
uic Q				
Date Search Option				
Current O Date Range				
Additional Search Criteria				
Location Q MOS Q Grad	de Q			

Enter in the Empl ID Click "**Upload File**" Click "**Choose File**" to upload the csv file Click "**Upload**"

Include	*Empl ID	Name	*Assignment ID	
8		٩		Q +
Download File	Upload File	Include All Exclude	le All	
tant Note: This page is	designed to handle approximately 25	,000 records at a time. Input files and search oriteria should be re	viewed and updated accordingly to stay under that limit.	



Once the file is uploaded the assignment ID will populate

Include	*Empl ID	Name	*Assignment ID
2	000 Q	SPC GABRIEL MOORE	117491394 Q +
Download File	Upload File	Include All Exclude All	
ortant Note: This page is	s designed to handle approximately 25,000 records at a	a time. Input files and search criteria should be reviewed and updated accord	ingly to stay under that limit.

Click "Process Mass Update"

						i linear			1	
Include	*Empl ID		Name		*Assign	ment ID				
2	000	Q	SPC GABRIEL MOORE		117265	028	Q	+	-	
Download File	Upload File		Include All	Exclude All						
Click the Upload File' b Note: In order to upload a fi The EMPLID must have The date formals must b	r wount o enjoin and data in the group and tion to import our modified CSV file ba- te, the file must be in CSV format. Users the leading zeroes to make up ten total o e in "YYYY-MM-DD" format (i.e. 21-JAN-	ove to a Cov Me, ok into the grid al may find it easier haracters (i.e. 00 20 would be 202	which will open in Excel. If there J bove for processing. If to utilize text editor to create/m 001234567 instead of 1234567). 10-01-21).	are no records in the grid, it will sim rodify entries or save an Excel temp	y download the format of the d	ata needed for the main and when done, save t	he file as a CS	v fle		
Olick the 'Uplead File' b Note: In order to upload a fi The EMPLD must have: The date formats must b hments	a Unit and a second of the second and a second a sec	ove to a Cov he, ck into the gnd at may find it easie francters (i.e. 00 -20 would be 202	which will open in Elucel. If these a lower for processing the utilize a test editor to create/im 08232667 instead of 1234567). 19-01-21).	are no records in the grid. It will simp nodify entries or save an Excel temp	download the format of the d	ata needed for the ma	is update. the file as a CS	v fie		
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Click "**OK**" on the notification message Scroll up the page and click "**Process Monitor**"

Mass Update Process Initiated - Process Instance 2312730 (20500,1) The batch process for this mass update has initiated. The status of this process can be viewed via Process Monitor using the above process instance Control of the above process instance Contro	ince.
Mass Update	
Mass Update ID 19834 mass Update Status Saved Process Monitor Mass Update Type Assignment Revoke Arrival Description 20231020_0003651160 Population Groupbox	
Search Option Search One UIC O UIC and Hierarchy Set of UICs	

Click "Refresh" until the Run Status shows "Success"

Proces	s Monito	r									
Proc	cess List	Server Li	st								
View Pr	ocess Req	uests									
Use	r ID 000	Q	Туре	✓ La	ast 🗸	1 D:	ays 🗸				
Sei	rver	~	Name	Q	Instance	Range	Clear				
Run	Status	,	Distributio	n Status	✓ Save O	n Refresh R	eport Manager Reset				
~ Proce	ess List										
E,	Q								< 1-7 of 7	¥ >	View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	2312730		MU_13834	Application Engine	IP_MASS	00	10/20/2023 2:59:57PM GMT	Processing	N/A	Details	~ Actions

Run Status shows "**Success**" Click "**Details**"

Proces	ss Monito	r										
Pro	cess List	Server Lis	st									
View Pr	rocess Requ	uests]	v Im		1	Dava y	Defreeh				
Sei	rver	×	Name	Q		Range	Days •	Clear				
Run	Status	``	Distribution	Status	Save On R	efresh	Report Manager	Reset				
Y Proce	ess List									< 1-8 of 8	v 0	2 View All
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Ti	me	Run Status	Distribution Status	Details	Actions
	2312732		0002927785.30- 0003651160-8	Application Engine	HR_EERCD_DEL	-	10/20/2023	3:00:11PM GMT	Succes	N/A	Details	~ Actions

Navigate back to Manage Assignments Click "**Other Actions**" on the ODO assignment

~ Permanent A	Assignments										
									Create Permane	ant Assignment	~
											1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	ι	UIC		Position	Location		
117648661	Departed	Quard	PCA	06/08/2023		WQNZT1		08710051	00017096		
Online Asg	Departed	Guard	Reassignment	06/16/2025		DET 1, HHB 1ST BN 206 FA RGMT		Standard Excess	PARIS	Other Actions 😔 View Order	
✓ Temporary A	ssignments										
									Create Tempo	orary Assignment	~
											3 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Pos	sition	Location		
115887838	Departed	Quard	ASG	02/02/2023	WPQNA	.0	087	/20089	DAMP000338		
MOBCOP	Departed	Guaro	AIV	03/07/2024	0153 IN /	BN 02 CO A RIFLE COMP	Mol	bilization Related	Texas	Other Actions 🛇	
117265028	Andread	Durand	ASG	05/13/2023	W8AMH'	D	053	332115	DAMP000302		
MOBCOP	Arriveo	Guaro	ODO	08/08/2023	AUGOE	8AMHD	Inac	ctive National Guard	Georgia	Other Actions 🛇	
117491394	Annual	Quand	ASG	05/14/2023	W0E0T1	(087	/37259	00103417		
Online Asg	Approved	Guard	ATC	08/07/2023	W0E0 W	/ARRIORS DET SRU BENNING	Pati	lient	FT MOORE	Other Actions View Order	

Select "Revoke Arrival"

~ Permanent	Assignments							Actions ×		
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ID/Source	Status	Compo	Action/Reason Code	Begin/End D	N UIC	Position	L Depart M	lember		
117648661	Departed	Guard	PCA	06/08/2023	WQNZT1	08710051	C Revoke A	urrival		
Online Asg			Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	F Location	Change	g view Order	
~ Temporary	Assignments						Revoke A	mendment		
							Report D	ate Change	t [~
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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo Update R	EFRAD		
115887838	Departed	Guard	ASG	02/02/2023	WPQNA0	08720089	DA Position	Change		1
MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Te	-	s 🖂	
117265028		-	ASG	05/13/2023	W8AMHD	05332115	D/	raining Status		
MOBCOP	Arrived	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Ge Update P	osition Qualification		
117491394	Annual d	Gund	ASG	05/14/2023	W0E0T1	08737259	00103417			
Online Asg	Approved	Guard	ATC	08/07/2023	W0E0 WARRIORS DET SRU BENNING	Patient	FT MOORE	Other Acti	ons 📀 View Order	

Click on **"Submit Revoke Arrival**" Click **"OK**" on the notification message

Submit Revoke Strival	mation					
	Assignment Temporary			Assignment ID	17265028	
	Employee Record 0			Assignment Seq 2		
	Assignment Status Approved			User Action 2	006 Location Change	
	Workflow Status None Required			Stat Auth	12301 (H) OF REFERENCE (C)	
Component Category Assignment Transit	Training Status PERSTEMPO Info	View/Update TDY Even				
InTransit Type 1	Calculated Days 14	Adjustment Days 11 T	otal Days 11 Status 11	Approval Status 14	DTOD Mileage 11 Last Update	d By 1↓ Last Updated 1↓
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Assignment Arrivals						
	Arrival Sequence# 11 Arrival Date 11	Arrival Status 11	Assignment Departed Fro	m ti	Last Updated By 11	Last Updated 11
1	1 05/13/2023	Revoke Arrival	116372378			10/20/2023 3:03:08PM
2	2 08/08/2023	Revoke Arrival	117491394		~	10/20/2023 2:48:42PM



Click on "Other Actions" on the TCS assignment

✓ Permanent /	Assignments								
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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
117648661	Devented	0.000	PCA	06/08/2023	WQNZT1	08710051	00017096	and the second second second	
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions 🕑 View Order	
~ Temporary	Assignments								
							Create Temp	orary Assignment	*
									4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
115887838	Deserted	Current	ASG	02/02/2023	WPQNA0	08720089	DAMP000338		1
MOBCOP	Departed	Guaro	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions 😔	
116372378			ASG	03/06/2023	WPQNA0	09149305	DAMP000042		
MOBCOP	Departed	Guard	TCS	05/12/2023	0153 IN BN 02 CO A RIFLE COMP	Standard Excess	Qatar	Other Actions 🕤	
117265028		0	ASG	05/13/2023	W8AMHD	05332115	DAMP000302		
MOBCOP	Approved	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Georgia	Other Actions ⊙	
117491394			ASG	05/14/2023	W0E0T1	08737259	00103417		
Online Asg	Approved	Guard	ATC	08/07/2023	W0E0 WARRIORS DET SRU BENNING	Patient	FT MOORE	Other Actions 🕑 View Order	

Select "Revoke Departure"

~ Permanent	Assignments							
ID/Source	Status	Compo	Action/Desson Code	Regin/End D	luc luc	Desition	C Actions ×	1 rov
117648661 Online Asg	Departed	Guard	PCA Reassignment	06/08/2023 06/16/2025	WQNZT1 DET 1, HHB 1ST BN 206 FA RGMT	08710051 Standard Excess	Revoke Departure	O View Order
✓ Temporary J	Assignments						Revoke Amendment Update PERSTEMPO	t ¥ rown
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo Report Date Change	
115887838 MOBCOP	Departed	Guard	ASG AIV	02/02/2023 03/07/2024	WPQNA0 0153 IN BN 02 CO A RIFLE COMP	08720089 Mobilization Related	D/ Position Change Te	s ⊙
116372378 MOBCOP	Departed	Guard	ASG TCS	03/06/2023 05/12/2023	WPONA0 0153 IN BN 02 CO A RIFLE COMP	09149306 Standard Excess	D/ Qe Update Position Qualification	≥⊙
117265028 MOBCOP	Approved	Guard	ASG ODO	05/13/2023 08/08/2023	W8AMHD AUGOE8AMHD	05332115 Inactive National Guard	DAMP000302 Georgia Other Action	ns ⊙
117491394 Online Asg	Approved	Guard	ASG ATC	05/14/2023 08/07/2023	W0E0T1 W0E0 WARRIORS DET SRU BENNING	08737259 Patient	00103417 FT MOORE Other Action	ns 🛇 View Order

Click on **"Submit Revoke Departure**" Click **"OK**" on the notification message

Submt Revoke Departure Assignment Header Information										
Assi	gnment Temporary			Assignment ID 116372378						
Employee	Record 7			Assignment Seq 1						
Assignment	t Status Departed To Assignmen	t		User Action 2001 Curtail/Extend						
Workflow	v Status None Required			Stat Auth						
Component Category Assignment Transit	Training Status	PERSTEMPO Info	View/Update TDY Event							
InTransit Type 11	Calculate	d Days 14	Days Adjustment 11 Status 11	Approval Status 14	DTOD Mileage 11 Last Updated By 11	Last Updated 14				
1		0	0		0					
Tour Completion										
Tour Completion Status Z										



Click "Other Actions" on the ODO assignment

~ Permanent	Assignments								
							Create Perman	ent Assignment	~
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
117648661	Deserved	0	PCA	06/08/2023	WQNZT1	08710051	00017096		
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions 🕥 View Order	
~ Temporary	Assignments								
							Create Temp	orary Assignment	~
									4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
115887838		0.000	ASG	02/02/2023	WPQNA0	08720089	DAMP000338		-
MOBCOP	Departed	Guaro	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions 😔	
116372378	Arrived Guard		ASG	03/06/2023	WPQNA0	09149306	DAMP000042		
MOBCOP		Arrived	Guard	TCS	05/12/2023	0153 IN BN 02 CO A RIFLE COMP	Standard Excess	Qatar	Other Actions 😔
117265028	Approved Guard		ASG	05/13/2023	W8AMHD	05332115	DAMP000302		
MOBCOP		Guard	000	08/08/2023	AUGOE8AMHD	Inactive National Guard	Georgia	Other China O	
117491394	Approved		ASG	05/14/2023	W0E0T1	08737259	00103417		
Online Asg		Approved Gu	Guard	ATC	08/07/2023	W0E0 WARRIORS DET SRU BENNING	Patient	FT MOORE	Other Actions 😔 View Order

Select "Asgn From Change" to change the assignment from to the permanent assignment

$ \frac{1}{17640651} + \frac{1}{17640650} + \frac{1}{17640600} + \frac{1}{17640600} + \frac{1}{176406000} + \frac{1}{176406000} + \frac{1}{1764000000000000000000000000000000000000$	~ Permanent /	Assignments							
IDi Source Status Compo Action/Reason Code Begin/End Dt UC Position Actions × 117548861 Online Asg Guard Guard Od/16/2025 DET 1, HHB IST BN 206 FA RGMT 08710051 Delement Curtal/Extend Verw Order \sim Temporary Assignments V Verw Order Revole Assignment Curtal/Extend Revole Assignment Location Change Revole								Create Permanent Assignment	
IT7548061 Departed Guard PCA Ressignment 06000/2023 001/02/02 WONZT1 06710051 001/005 Deferment Deferment <t< th=""><th>ID/Source</th><th>Status</th><th>Compo</th><th>Action/Reason Code</th><th>Begin/End D</th><th>UIC</th><th>Position</th><th>Actions ×</th><th>1 r</th></t<>	ID/Source	Status	Compo	Action/Reason Code	Begin/End D	UIC	Position	Actions ×	1 r
Vertreporary Assignments Revole Assignment Location Change INSource Status Compo Action/Reason Code Begin/End Dt UIC Position Location Change Revole Assignment Location Change 115887238 Departed Quard ASG 02/02/2023 WPONA0 05720089 Asgn From Change Asgn From Change 116372378 Arrived Quard ASG 03/05/2023 WPONA0 06102 OA AIFLE COMP Mobilization Related Tespoin/bate Change Update REFRAD Position Change Position Change Update REFRAD Position Change Update RE	117648661 Online Asg	Departed	Guard	PCA Reassignment	06/08/2023 06/16/2025	WQNZT1 DET 1, HHB 1ST BN 206 FA RGMT	08710051 Standard Excess	0 Deferment P Curtail/Extend	O View Order
ID/Source Status Compo Action/Reason Code Begin/End Dt UIC Position Revole Amendment 115887838 Departed 0uard ASG 02/02/2023 WPONA0 08720089 Dagan From Change Asgn From Change Image: Change	✓ Temporary I	Assignments						Revoke Assignment	t 4 ro
1158/7838 MOBCOP Departed Quard ASG AV 02/02/2023 WPONA0 09720099 D Agg From Change 1163/72378 MOBCOP Arrived Guard ASG 03/05/2024 0153 IN BN 02 CO A RIFLE COMP Mobilization Related Tempor Date Change 1163/72378 MOBCOP Arrived Guard ASG 03/05/2023 WPONA0 09149306 Update REFRAD © 117265028 MOBCOP Approved Guard ASG 05112/2023 0153 IN BN 02 CO A RIFLE COMP Standard Excess O Position Change 117265028 MOBCOP Approved Guard ASG 05112/2023 WBAMHD 05332115 O Update Postion Qualification © 117491384 MOBCOP Approved Guard ASG 05114/2023 W0E0T1 VAGEPUB DET SPLI BENNING 09137259 0010417	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo Revoke Amendment	
116372378 MCBCOP Arrived Guard ASG 03/06/2023 WPONA0 09/149306 Dr Update REFRAD Image: Constraint of the standard Excess Desition Change Desition Change Position Change Position Change Position Change Position Change Desition Change<	115887838 MOBCOP	Departed	Guard	ASG AIV	02/02/2023 03/07/2024	WPQNA0 0153 IN BN 02 CO A RIFLE COMP	08720089 Mobilization Related	D, Asgn From Change Te Report Date Change	s 😔
117265020 MCBCOP Approved Guard ASG 05/13/2023 W8AMHD 05332115 D/ Inactive National Quard D/ Quard Update Position Qualification O 117491394 Approved Guard ASG 05/14/2023 W0E0T1 08737259 00103417 Online Acr Approved Guard ACC 08/07/2023 W0E0T 1 08737259 00103417	116372378 MOBCOP	Arrived	Guard	ASG TCS	03/06/2023 05/12/2023	WPONA0 0153 IN BN 02 CO A RIFLE COMP	09149306 Standard Excess	D/ Update REFRAD Qa Position Change	s ⊙
117491394 ASG 05/14/2023 W0E0T1 08737259 00103417	117265028 MOBCOP	Approved	Guard	ASG ODO	05/13/2023 08/08/2023	W8AMHD AUGOE8AMHD	05332115 Inactive National Guard	D/ Ge Update Position Qualification	\$⊙
	117491394 Online Asg	Approved	Guard	ASG ATC	05/14/2023 08/07/2023	W0E0T1 W0E0 WARRIORS DET SRU BENNING	08737259 Patient	00103417 FT MOORE Other Action	ns 🛇 View Order

, Click on the search icon for **"*Assignment From**"

Submit Assignment From Update					
Assignment Header Information					
Assignmen	Temporary			Assignment ID	117265028
Employee Record	0			Assignment Seq	2
Assignment Status	Approved			User Action	2006 Location Change
Workflow Status	None Required			Stat Auth	K 12301 (H) OF REFERENCE (C)
Component Category Train Assignment Dates	ing Status PERSTE	MPO Info View	/Update TDY Event		
Projected Begin D	05/13/2023			Report Date	05/13/2023
Number of Days	0			Projected End Dt	08/08/2023
Change Effective Date	05/13/2023			*Assignment From	116372378 Q
Standard Fields				6	
*Action	Assignment			"Reason	ADOT Other
Trans Type	ADME, MRP, IDES, RCMC-M			Subtrans Type	
UIC	W8AMHD AUGOE8AMHD			Position	05332115
Location	DAMP000302 Georgia			Over Strength Indicator	OVERSTRENGTH
With Duty A					
Estab II	CONUS			Tour Type	NOT APPLICABLE
				Tour Indicator	
Job Code	99999Z			Duty Title	INACTIVE NATIONAL GUARD
Duty Position Qua	Q QUAL				
The PCA assignment is not showing as an option. Click "**Cancel**"

ancel			Looku	ip		
Search for: Assignment From						
> Search Criteria						
Search Results						
						2
ACT Assignment ID 14	Service Component 14	Action 1	Reason Code 11	Assignment Status 1	ACT Effective Date 11	End Date 14
115887838	G	ASG	AIV	Departed To Assignment	02/02/2023	03/07/2024

Click "Return to Landing Page"

Assignment Header Information					
Assignment	Temporary			Assignment ID	117265028
Employee Record	0			Assignment Seq	2
Assignment Status	Approved			User Action	2006 Location Change
Workflow Status	None Required			Stat Auth	K 12301 (H) OF REFERENCE (C)
Component Category Train Assignment Dates	ng Status	PERSTEMPO Info	View/Update TDY Event		
Projected Begin Dt	05/13/2023			Report Date	05/13/2023
Number of Days	0			Projected End Dt	08/08/2023
Change Effective Date	05/13/2023			*Assignment From	[116372378 Q,]
Standard Fields					
*Action	Assignment			"Reason	ADOT Other
Trans Type	ADME, MRP, IDES, RCM	IC-M		Subtrans Type	
UIC	W8AMHD AUGOE8AM	HD		Position	05332115
Location	DAMP000302 Georgia			Over Strength Indicator	OVERSTRENGTH
With Duty At					
Estab ID	CONUS			Tour Type	NOT APPLICABLE
				Tour Indicator	
Job Code	99999Z			Duty Title	INACTIVE NATIONAL GUARD
Duty Position Qual	Q QUAL				
~ Movement Fields					
* Movement ID				Description	
				Asgmt Loss Reason	
				MPA Reason	
				Reenlistment Eligibility	
				Action Type	
Audit Fields					
Last Updated By	0002927785.30			Last Update Date/Time	10/20/23 3:03:23PM
Source	MOBCOP/DAMPS Syste	m		Source ID	MM-3128-00004-0003651160
Return to Landing Page					

Click "Other Actions" on the TCS assignment

 Permanent 	Assignments								
							Create Perman	ient Assignment	~
									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dr	i UIC	Position	Location		
117648661	December	Current	PCA	06/08/2023	WQNZT1	08710051	00017096		
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions 📀 View Order	
~ Temporary	Assignments								
							Create Temp	iorary Assignment	~
									4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
115887838	Dependent	Quard	ASG	02/02/2023	WPQNA0	08720089	DAMP000338		1
MOBCOP	Departed	Guaro	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Texas	Other Actions 🖂	_
116372378	A 2 8	100	ASG	03/06/2023	WPQNA0	09149305	DAMP000042		
MOBCOP	Arrived	Guard	TCS	05/12/2023	0153 IN BN 02 CO A RIFLE COMP	Standard Excess	Qatar	Other Actions 😔	
117265028	-	and a second	ASG	05/13/2023	W8AMHD	05332115	DAMP000302		
MOBCOP	Approved	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Georgia	Other Actions 📀	
117491394	Annual	0.001	ASG	05/14/2023	W0E0T1	08737259	00103417		
Online Asg	Approved	Guaro	ATC	08/07/2023	W0E0 WARRIORS DET SRU BENNING	Patient	FT MOORE	Other Actions 🕑 View Order	

Select "Depart Member"

✓ Permanent	Assignments						Actions ×]
							C Curtail/Extend	
ID/Source	Status	Compo	Action/Reason Code	Begin/End D	rt UIC	Position	Depart Member	110
117648661	Deserted	Quard	PCA	06/08/2023	WQNZT1	08710051	0 Revoke Arrival	
Online Asg	Departeo	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	P Location Change	9 View Order
~ Temporary	Assignments						Revoke Amendment	
							Lindate PERSTEMPO	1
							Opuno P Entor Ento	4 rov
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Lo Report Date Change	
115887838	Departed	Guard	ASG	02/02/2023	WPQNA0	08720089	D4 Position Change	
MOBCOP	Departed	Guard	AIV	03/07/2024	0153 IN BN 02 CO A RIFLE COMP	Mobilization Related	Te	s 😔
116372378			ASG	03/06/2023	WPQNA0	09149306	DA Update Training Status	
MOBCOP	Arrived	Guard	TCS	05/12/2023	0153 IN BN 02 CO A RIFLE COMP	Standard Excess	Qa Update Position Qualification	}∂©
117265028		-	ASG	05/13/2023	W8AMHD	05332115	DAMP000302	
MOBCOP	Approved	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	Georgia Other Action	ns ⊙
117491394			ASG	05/14/2023	W0E0T1	08737259	00103417	
Online Asg	Approved	Guard	ATC	08/07/2023	W0E0 WARRIORS DET SRU BENNING	Patient	FT MOORE Other Action	ins 🕑 View Order

Click "Override to Home" to Yes Click "Submit Departure"

Submit[heparture]			Override to Home Yes		
Assignm	ment Temporary			Assignment ID	116372378
Employee Red	cord 7			Assignment Seq	1
Assignment St	atus Arrived On Assignment	t		User Action	2001 Curtail/Extend
Workflow St	atus None Required			Stat Auth	
Component Category T	Training Status	PERSTEMPO Info	View/Update TDY Event		
Tour Completion					

Click "Other Actions" on the PCA assignment

~ Permanent A	Assignments										,
									Create Permanent	t Assignment	~
											1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End D	л	UIC	1	Position	Location		
117648661	Departed	Guard	PCA	06/08/2023		WQNZT1		08710051	00017096		
Online Asg	Departed	Guaro	Reassignment	06/16/2025		DET 1, HHB 1ST BN 206 FA RGMT	1	Standard Excess	PARIS	Other Actions Order	
~ Temporary A	Assignments										
									Create Tempora	ary Assignment	~
											4 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	n	Location		
115887838	Departed	Quard	ASG	02/02/2023	WPON	40	087200	/89	DAMP000338		
MOBCOP	Departed	Guard	AIV	05/12/2023	0153 IN	N BN 02 CO A RIFLE COMP	Mobiliza	ation Related	Texas	Other Actions (
116372378	Desired		ASG	03/06/2023	WPON	IA0	091493	306	DAMP000042		
MOBCOP	Departed	Guard	TCS	05/12/2023	0153 IN	N BN 02 CO A RIFLE COMP	Standar	rd Excess	Qatar	Other Actions 📀	
117265028	A	C	ASG	05/13/2023	W8AM	HD	0533211	.15	DAMP000302		
MOBCOP	Approved	Guard	ODO	08/08/2023	AUGO	E8AMHD	Inactive	National Guard	Georgia	Other Actions 📀	
117491394	Annual	Quand	ASG	05/14/2023	W0E07	0	087372	:59	00103417		
Online Asg	Approved	Guaro	ATC	08/07/2023	W0E01	WARRIORS DET SRU BENNING	Patient	k.	FT MOORE	Other Actions 🛇 View Order	

Select "Arrive Member"

							Actions ×	
~ Organization	al Instance						Curtail/Extend	
	Businer	ss Unit Arkar	isas Army Natl Guard			Location WALNUT RIDG	E Location Change	
	Component Ca	tegory Train	in Units-Drill Unit Res			Job Code E13F JOINT F	RE	
1		UIC WPO	NA1 DET 1, CO A 2D BN 153 IN	NF RGMT		Position 08720089 Molt	iliz Arrive Member	
						Duty Status Ready for Drill	Position Change	
						Duty Status Attribute	Report Date Change	
~ Permanent A	ssignments							
							Revoke Perm Assignment	nt 🗸
							Update Training Status	1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Update Component Category	
117648661	Departed	Quard	PCA	06/08/2023	WQNZT1	08710051		
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	Update Position Qualification	S ⊙ View Order

Click on **"Submit Arrival**" Click on **"Return to Landing Page**"

Submit Arrival				
Assignmed Header Information				
Assignment Permanent		Assignment ID	117648661	
- Employee Record 0		Assignment Seq	0	
Assignment Status Departed To Assignment		User Action	0001 Reassignment	
Workflow Status None Required				
Component Category Training Status PERSTEMPO Info				
Assignment Arrivals				
Arrival Sequence# 11 Arrival Date 11	Arrival Status 14	Assignment Departed From 14	Last Updated By 14	Last Updated 14
1 1 05/13/2023	Active	116372378		10/20/2023 3:08:42PM
Audit Fields				
Last Updated By 00		Last Update Date/Time	06/08/23 11:28:14PM	
Source Online Assignment		Source ID		
Return to Landino Page				

The start date was pushed back on the PCA assignment. Click on "**Other Actions**" on the ODO assignment

 Permanent A 	ssignments										
								Create Permanent	t Assignment		~
											1 row
ID/Source	Status	Compo	Action/Reason Code	Begin	End Dt	UIC	Position	Loc	ation		
117648661			PCA	05/13/2	2023	WQNZT1	08710051	000	17096		
Online Asg	Arrived	Guard	Reassignment	06/16/2	2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Exc	ess PAF	RIS	Other Actions 📀	
 Temporary A: 	ssignments							Create Tempora	ary Assignmen	ıt [~
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location			2 rows
117265028			ASG	05/13/2023	W8AMHD		05332115	DAMP000302	_	_	
MOBCOP	Approved	Guard	000	08/08/2023	AUGOE8A	MHD	Inactive National Guard	Georgia	Other Actin	ons 😡	
117491394		122.572	ASG	05/14/2023	W0E0T1		08737259	00103417			
Online Asg	Approved	Guard	ATC	08/07/2023	W0E0 WAR	RIORS DET SRU BENNING	Patient	FT MOORE	Other Activ	ons 💿 View Order	

Select "Asgn From Change"

✓ Permanent	Assignments					c	Duty Status R luty Status Attribute	leady for Drill	Actions × Deferment Curtai/Extend		
ID/Source	Status	Compo	Action/Reason Code	Begin/	End Dt	UIC		C	Cri Revoke Assignment		✓ 1 row
117648661 Online Asg	Arrived	Guard	PCA Reassignment	05/13/2 06/16/2	023 !025	WQNZT1 DET 1, HHB 1ST BN 206 FA RGMT		08710051 Standard Excess	Revoke Amendment	Other Actions 😔	
~ Temporary #	Assignments								Report Date Change		v 2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	1	Lc Position Change		
117265028 MOBCOP	Approved	Guard	ASG ODO	05/13/2023 08/08/2023	W8AMHD AUGOE84	MHD	05332115 Inactive Nationr	al Guard	D/ Ge Update Position Qualificatio	n d 🖂	
117491394 Online Asg	Approved	Guard	ASG ATC	05/14/2023 08/07/2023	W0E0T1 W0E0 WA	RRIORS DET SRU BENNING	08737259 Patient	¢	00103417 FT MOORE Other Act	Jions 🕞 View Order	

Click on the search icon for "*Assignment From"

Submit Assignment From Update		
Assignment Header Information		
Assignment	Temporary Assignment) 117265028
Employee Record	0 Assignment Se	1 2
Assignment Status	Approved User Actio	1 2006 Location Change
Workflow Status	None Required Stat Aur	K 12301 (H) OF REFERENCE (C)
Component Category Train	ng Status PERSTEMPO Info View/Update TDY Event	
Assignment Dates		
Projected Begin Dt	05/13/2023 Report Da	9 05/13/2023
Number of Days	0 Projected End	t 08/08/2023
Change Effective Date	05/13/2023 *Assignment Fro	a 116372378 Q
Standard Fields		
*Action	Assignment "Reaso	ADOT Other
Trans Type	ADME, MRP, IDES, RCMC-M Subtrans Typ	E
UIC	W8AMHD AUGOE8AMHD Positio	1 05332115
Location	DAMP000302 Georgia Over Strength Indicate	r OVERSTRENGTH
With Duty At		
Estab ID	CONUS Tour Tyr	NOT APPLICABLE
	Tour Indicat	r
Job Code	99999Z Duty Til	INACTIVE NATIONAL GUARD
Duty Position Qual	Q QUAL	

Select the PCA assignment

Cancel			Looku	p			
Search for: Assignment From							
> Search Criteria							
~ Search Results							
						,	1 row
ACT Assignment ID 11	Service Component 14	Action 14	Reason Code 14	Assignment Status 1	ACT Effective Date 14	End Date 1	
117648661	G	PCA	RAS	Arrived On Assignment	05/13/2023	06/16/2025	
			ß				

Click "Submit Assignment From Update"

Submit Assignment From Update		
Assignment fleader Information		
Assignment	Temporary Assignment ID	117265028
Employee Record	0 Assignment Seq	2
Assignment Status	Approved User Action	2006 Location Change
Workflow Status	None Required Stat Auth	K 12301 (H) OF REFERENCE (C)
Component Category Train Assignment Dates	ng Status PERSTEMPO Info View/Update TDY Event	
Projected Begin Dt	05/13/2023 Report Date	05/13/2023
Number of Days	0 Projected End Dt	08/08/2023
Change Effective Date	05/13/2023 *Assignment From	117648661 Q
Standard Fields		
"Action	Assignment "Reason	ADOT Other
Trans Type	ADME, MRP, IDES, RCMC-M Subtrans Type	
UIC	W8AMHD AUGOE8AMHD Position	05332115
Location	DAMP000302 Georgia Over Strength Indicator	OVERSTRENGTH
With Duty At		
Estab ID	CONUS Tour Type	NOT APPLICABLE
	Tour Indicator	
Job Code	99999Z Duty Title	INACTIVE NATIONAL GUARD
Duty Position Qual	Q QUAL	

Click "Return to Landing Page"

Assignment Header Information				
Assignme	ent Temporary		Assignment ID	117265028
Employee Reco	ord 0		Assignment Seq	2
Assignment Stat	tus Approved		User Action	2006 Location Change
Workflow Stat	us None Required		Stat Auth	K 12301 (H) OF REFERENCE (C)
Component Category Tra	aining Status PERSTEMPO Info	View/Update TDY Event		
Assignment Dates				
Projected Begin	Dt 05/13/2023		Report Date	05/13/2023
Number of Da	iys 88		Projected End Dt	08/08/2023
Change Effective Da	ate 05/13/2023		Assignment From	117648661
Standard Fields				
*Acti	on Assignment		*Reason	ADOT Other
Trans Ty	pe ADME, MRP, IDES, RCMC-M		Subtrans Type	
U	IIC W8AMHD AUGOE8AMHD		Position	05332115
Locati	on DAMP000302 Georgia		Over Strength Indicator	OVERSTRENGTH
With Duty	At Yes			
Country United States		Postal Code		
Location Description FT BENNING	, GA			
Estab	ID CONUS		Tour Type	NOT APPLICABLE
			Tour Indicator	
Job Co	de 99999Z		Duty Title	INACTIVE NATIONAL GUARD
Duty Position Qu	ual Q QUAL			
Audit Fields				
Last Updated	By 0002927785.30		Last Update Date/Time	10/20/23 3:10:11PM
Sour	ce MOBCOP/DAMPS System		Source ID	MM-3128-00004-0003651160
Return to Lending Page				
			ф. 1	

Click "Other Actions" on the PCA assignment

~ Permanent	Assignments									
								Create Permanent A	ssignment	~
										1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/F	and Dt	UIC	Position	Locati	ion	
117648661			PCA	05/13/2	023	WQNZT1	08710051	00017	096	
Online Asg	Amved	Guard	Reassignment	06/16/2	025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Exce	ess PARIS	Other Actions 📀	
 Temporary 	Assignments									
								Create Temporary	Assignment	~
										2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		
117265028	Approved	Guard	ASG	05/13/2023	W8AMHD		05332115	DAMP000302		
MOBCOP	Approved	Guard	ODO	08/08/2023	AUGOESAM	IHD	Inactive National Guard	Georgia	Other Actions 💮	
117491394	Annual	Quard	ASG	05/14/2023	W0E0T1		08737259	00103417		
	Approveu	Guaru							Other Actions (>) View Order	

Select "Depart Member"

							Actions ×	
							Curtail/Extend	
							Location Change	
~ Organization	aal Instance						Depart Member	
	Busin	iess Unit Arkar	isas Army Nati Guard			Location WALNUT RIDGE	Revoke Arrival	
	Component C	Category Train	in Units-Drill Unit Res 2NA1 DET 1, CO A 2D BN 153 INF	RGMT		Job Code E13F JOINT FIRE SUPPORT SPE Position 08720089 Mobilization Related	Revoke Amendment	
					D	luty Status Ready for Drill	Position Change	
					Duty Statur	s Attribute	TDY Event	
✓ Permanent A	ssignments					Create Perma	Report Date Change	•
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Update Training Status	1 row
117648661	. And and	Quard	PCA	05/13/2023	WQNZT1	08710051	opulate component category	
Online Asg	Anned	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	Update Position Qualification	Ø

Click "Submit Departure"

Submit Deginture Assignment Header Inform	nation					
	Assignment Permanent			Assignment I	D 117648661	
	Employee Record 0			Assignment Se	q 1	
	Assignment Status Arrived On A	ssignment		User Actio	n 2000 Deferment	
	Workflow Status None Require	ed		Stat Aut	h	
Component Category Assignment Departures	Training Status	PERSTEMPO Info	View/Update TDY Event			
	Departure Sequence 1	Depart Date 11	Depart Status 14	Assignment Depart To 1	Last Updated By 14	Last Updated 14
1	1	05/13/2023	Active	117265028	-	10/20/2023 3:10:42PM
Audit Fields						
	Last Updated By 000			Last Update Date/Tim	e 10/20/23 3:09:16PM	
	Source Online Assign	nment		Source I	D	_
Return to Landing Page						

Click on "Other $\ensuremath{\mathsf{Actions}}$ " on the ODO assignment

 Permanent 	Assignments									
								Create Permanent Ass	gnment	¥
										1 rov
ID/Source	Status	Compo	Action/Reason Code	E	Begin/End Dt	UIC	Position	Locatio	1	
117648661			PCA	C	05/13/2023	WQNZT1	0871005	0001709	6	
Online Asg	Departed	Guard	Reassignment	0	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard	Excess PARIS	Other Actions 💮	
 Temporary 	Assignments									
								Create Temporary As	signment	v
										2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		
117265028	Annual	Quand	ASG	05/13/2023	W8AMHD		05332115	DAMP000302		
MOBCOP	Approved	Guaru	ODO	08/08/2023	AUGOE8AMH	D	Inactive National Guard	Georgia	ther Actions O	
117491394			ASG	05/14/2023	W0E0T1		08737259	00103417		******
	Approved	Guard	170	09/07/2022	WINE O WARDI	ODO DET ODU RENNINO	Bationt	ETMOORE	Other Actions 💮 View Order	

Select "Arrive Member"

✓ Permanent	Assignments	UIC W	IPQNA1 DET 1, CO A 2D BN 15	3 INF RGMT		Duty	Position 08720089 Mobilizati Duty Status Ready for Drill Status Attribute	on Actions × Deferment Curtail/Extend Revole Assignment	
ID/Source	Status	Com	po Action/Reason Code	Bi	egin/End Dt	UIC	Position	Cr Arrive Member	
117648661 Online Asg	Departed	Guar	PCA d Reassignment	05 06	i/13/2023 i/16/2025	WQNZT1 DET 1, HHB 1ST BN 206 FA RGMT	08710051 Standard Exces	Revoke Amendment	Other Actions ⊙
 Temporary 	Assignments							Asgn From Change Report Date Change Update REFRAD	
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	LC Position Change	
117265028 MOBCOP	Approved	Guard	ASG ODO	05/13/2023 08/08/2023	W8AMHD AUGOE8AMHD		05332115 Inactive National Guard	D/ Ge Update Position Qualificatio	n 🗟 🛇
117491394 Online Asg	Approved	Guard	ASG ATC	05/14/2023 08/07/2023	W0E0T1 W0E0 WARRIO	RS DET SRU BENNING	08737259 Patient	00103417 FT MOORE Other Act	ions ⊘ View Order

Click "Submit Arrival"

Submit and Assignment Header Inform	nation					
	Assignment Temporary				Assignment ID 117265028	
	Employee Record 0				Assignment Seq 2	
	Assignment Status Approved				User Action 2006 Location Change	
	Workflow Status None Required				Stat Auth K 12301 (H) OF REFER	ENCE(C)
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event			
Assignment Arrivals						
	Arrival Sequence# 11 Arrival Date 11		Arrival Status 14	Assignment Departed From 14	Last Updated By 11	Last Updated 1
1	1 05/13/2023		Revoke Arrival	116372378		10/20/2023 3:03:08PM
2	2 08/08/2023		Revoke Arrival	117491394		10/20/2023 2:48:42PM
3	3 05/13/2023		Active	117648661		10/20/2023 3:10:59PM

Click "Return to Landing Page

Assignment Header Inform	nation						
	Assignment Temporary			Assignment ID 117265028			
	Employee Record 8				Assignment Seq 2		
1	Assignment Status Arrived On Assignment	t			User Action 2	006 Location Change	
	Workflow Status None Required				Stat Auth K	12301 (H) OF REFERENCE (C)	
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event				
Assignment Arrivals							
	Arrival Sequence# 11 Arrival Date 1	Arrival	Status 14	Assignment Departed From 11		Last Updated By 11	Last Updated 11
1	1 05/13/2023	Revolu	Arrival	116372378			10/20/2023 3:03:08PM
2	2 08/08/2023	Revoke	Arrival	117491394			10/20/2023 2:48:42PM
3	3 05/13/2023	Active		117648661			10/20/2023 3:10:59PM
Audit Fields							
	Last Updated By 000			L	Last Update Date/Time 1	0/20/23 3:11:04PM	
	Source MOBCOP/DAMPS Sys	stem			Source ID N	M-3128-00004-0003651160	
Return to Landing Page							

Click "Other Actions" on the ODO assignment

~ Permanent /	Assignments											
									Create F	Permanent Assignment		~
												1 row
ID/Source	Status	Compo	Action/Reason Code	F	Begin/End	Dt	UIC	P	osition	Location		
117648661	Deserted	0	PCA	e	05/13/2023	1	WQNZT1	0	8710051	00017096		
Online Asg	Departed	Guard	Reassignment	c	06/16/2025	i.	DET 1, HHB 1ST BN 206 FA RGMT	s	tandard Excess	PARIS	Other Actions (
v Temporary #	Assignments											
									Create	e Temporary Assignmer	st [~
												2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	t UF	IC		Position	Locatio	'n		
117265028		0	ASG	05/13/2023	W	/8AMHD		05332115	DAMPO	00302	_	
MOBCOP	Arrived	Guard	ODO	08/08/2023	Al	UGOE8AMHD		Inactive National Gua	rd Georgia	Other Actio	əns 🖂	
117491394			ASG	05/14/2023	W	/0E0T1		08737259	001034	17		
Online Asg	Approved	Guard	ATC	08/07/2023	W	DE0 WARRION	RS DET SRU BENNING	Patient	FT MOO	ORE Other Actio	ons 🕞 View Order	

Select "Depart Member"

		UIC WF	PONA1 DET 1, CO A 2D BN 153	INF RGMT			Position 08720089	Mobilization /	Related	1	
							Duty Status Ready for D	Jritt	Actions ×	() () () () () () () () () ()	
						Duty	Status Attribute		Curtail/Extend		1
 Permanent Ass 	signments								Depart Member		
								Cn	Revoke Arrival		~
ID/Source	Status	Comp	o Action/Reason Code	Be	gin/End Dt	UIC	Positi	on	Location Change		1 row
117648661	Departed	Current	PCA	05/	/13/2023	WQNZT1	08710	.051	Revoke Amendment	1	
Online Asg	Departed	Guard	Reassignment	06/	/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standa	ard Excess	Devel Date Observe	Other Actions 💿	
V Temporary Ass	signments								Report Date Change		
									Update REFRAD	[[~
									Position Change		2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Lo	Update Training Status		
117265028	Annual	Cound	ASG	05/13/2023	W8AMHD		05332115	DA			
мовсор	Amved	Guaro	ODO	08/08/2023	AUGOE8AMHD	6	Inactive National Guard	Ge	Update Position Qualification	∫ [⊙]	
117491394		Count	ASG	05/14/2023	W0E0T1		08737259	00	103417		
Online Asg	Approved	Guaro	ATC	08/07/2023	WOED WARRIO	RS DET SRU BENNING	Patient	FT	MOORE Other Action	IS 💿 View Order	

Click "Submit Departure"

Submit Departure			Override to Home No			
Assignment Header Inform	nation					
	Assignment Temporary				Assignment ID 117265028	
	Employee Record 8			At	ssignment Seq 2	
	Assignment Status Arrived On As	ssignment			User Action 2006 Location Change	
	Workflow Status None Require	ed			Stat Auth K 12301 (H) OF REFERENCE (C)	
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event			
Assignment Departures						
	Departure Sequence 14	Depart Date 11	Depart Status 14	Assignment Depart To 1	Last Updated By 14	Last Updated 14
1	1	05/13/2023	Revoke	117491394		10/20/2023 2:56:06PM
2	2	08/08/2023	Revoke	115887838		09/18/2023 3:13:03PM
3	3	08/08/2023	Revoke	115887838		09/18/2023 3:17:07PM
4	4	08/08/2023	Revoke	115887838		09/18/2023 3:32:03PM
5	5	08/08/2023	Revoke	115887838		10/02/2023 3:44:24PM
6	6	08/08/2023	Revoke	115887838		10/11/2023 6:57:13PM
7	7	05/13/2023	Active	117491394		10/20/2023 3:11:26PM

Click "Other Actions" on the ATC assignment

Permanent /	Assignments										
								Create Permaner	nt Assignment		~
											1 row
ID/Source	Status	Compo	Action/Reason Code	Be	egin/End Dt	UIC	Position	L	ocation		
117648661	Deserted	0.000	PCA	05	3/13/2023	WQNZT1	08710051	00	0017096		
Online Asg	Departed	Guard	Reassignment	06	16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard E	Excess Pr	ARIS	Other Actions ⊙	
~ Temporary	Assignments										
								Create Tempor	rary Assignmer	st [~
											2 rows
ID/Source	Status	Compo /	Action/Reason Code	Begin/End Dt	UIC		Position	Location			
117265028	Decented	Gund	ASG	05/13/2023	WSAMHD		05332115	DAMP000302			
MOBCOP	Departed	Guard	ODO	08/08/2023	AUGOE8AMHE	5	Inactive National Guard	Georgia	Other Actio	ons ⊙	
117491394			ASG	05/14/2023	W0E0T1		08737259	00103417		-	
Online Asg	Approved	Guard	ATC	08/07/2023	WOED WARRIC	ORS DET SRU BENNING	Patient	FT MOORE	Other Actio	ons Wew Order	

Select "Arrive Member"

						Duty	Status Attribute			
~ Permanent	Assignments							Actions ×]	
							c	Deferment		~
								Curtail/Extend		1 row
ID/Source	Status	Comp	Action/Reason Code	F	Begin/End Dt	UIC	Position	CurtaivExtend		
117648661	Departed	Quar	PCA	e	05/13/2023	WQNZT1	08710051	Revoke Assignment		
Online Asg	Départed	Guard	Reassignment	¢	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	Arrive Memtility	Other Actions ⊙	
~ Temporary	Assignments							Location Change		
								Revoke Amendment	[~
L									3	2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	l UIC		Position	.c Asgn From Change		
117265028	Dependent	Quand	ASG	05/13/2023	W8AMHD		05332115	DA Report Date Change		
MOBCOP	Departed	Guaru	ODO	08/08/2023	AUGOE8AMH	٥	Inactive National Guard	34	s ⊙	
117491394			ASG	05/14/2023	W0E0T1		08737259	Position Change		_
Online Asg	Approved	Guard	ATC	08/07/2023	WOED WARRIN	ORS DET SRU BENNING	Patient	Update Position Qualification	Sew Order	
								-	-	

Click "Submit Arrival" Click "Return to Landing Page"

Submit Arrival Assign ⁽¹¹⁾ Int Header Inform	nation				
	Assignment Temporary		Assignm	ent ID 117491394	
	Employee Record 0		Assignmen	it Seq. 2	
	Assignment Status Approved		User A	ction 2001 Curtail/Extend	
	Workflow Status None Required		Stat	Auth	
Component Category Assignment Arrivals	Training Status PERSTEMPO Inf	View/Update TDY Event			
	Arrival Sequence# 14 Arrival Date 14	Arrival Status 14	Assignment Departed From 14	Last Updated By 14	Last Updated 14
1	1 05/14/2023	Revoke Arrival	117265028		10/20/2023 2:54:46PM
2	2 05/14/2023	Active	117265028		10/20/2023 3:12:14PM
Audit Fields					
	Last Updated By 0002927785.30		Last Update Date	/Time 10/20/23 2:54:46PM	
Return to Landing Page	Source Online Assignment		Sou	/ce ID	

Click "Other Actions" on the ATC assignment

~ Permanent	Assignments										
								Create Permane	ent Assignment		~
											1 row
ID/Source	Status	Comp	o Action/Reason Code	E	Begin/End Dt	UIC	Position		Location		
117648661		-	PCA	0	J5/13/2023	WQNZT1	08710051	C	00017096		
Online Asg	Departed	Guard	Reassignment	0	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard E	xcess F	PARIS	Other Actions ⊙	
~ Temporary	Assignments										
								Create Tempo	orary Assignmen	ıt 🗌	~
L											2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location			
117265028	2000		ASG	05/13/2023	W8AMHD		05332115	DAMP000302			
MOBCOP	Departed	Guard	ODO	08/08/2023	AUGOE8AMHE	2	Inactive National Guard	Georgia	Other Actio	.ns 😡	
117491394			ASG	05/14/2023	W0E0T1		08737259	00103417			
Online Asg	Arrived	Guard	ATC	08/07/2023	WOE0 WARRIC	ORS DET SRU BENNING	Patient	FT MOORE	Other Actio	ins O View Order	
1										0	

Select "Depart Member"

✓ Permanent	Assignments									
							c	Actions ×		*
ID/Source	Status	Comp	o Action/Reason Code	Be	gin/End Dt	UIC	Position	Curtail/Extend	1	1 row
117648661			PCA	05/	/13/2023	WQNZT1	08710051	Depart Member		
Online Asg	Departed	Guard	Reassignment	06	/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	Revoke Arrival	Other Actions (
V Temporary	Assignments							Location Change		
								Revoke Amendment		~
										2 rows
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position L	o Report Date Change		
117265028	Departed	Quand	ASG	05/13/2023	W8AMHD		05332115 E	Position Change		
MOBCOP	Departed	Guaru	ODO	08/08/2023	AUGOE8AMHD		Inactive National Guard	Undate Training Status	s 😔	
117491394			ASG	05/14/2023	W0E0T1		08737259 0	0		
Online Asg	Arrived	Guard	ATC	08/07/2023	WOED WARRIOF	RS DET SRU BENNING	Patient F	Update Position Qualification	Solution View Order	

Click "Submit Departure"

Submit Departure	nation		Override to Home No			
	Assignment Temporary				Assignment ID 117491394	
	Employee Record 9				Assignment Seq 2	
ő	Assignment Status Arrived On As	ssignment			User Action 2001 Curtail/Extend	
	Workflow Status None Require	d			Stat Auth	
Component Category Assignment Departures	Training Status	PERSTEMPO Info	View/Update TDY Event			
	Departure Sequence 11	Depart Date 11	Depart Status 14	Assignment Depart To 1	Last Updated By 14	Last Updated 12
1	1	08/07/2023	Revoke	117265028		08/18/2023 7.33:24PM
2	2	08/07/2023	Revoke	117265028		08/31/2023 3.54:19PM
3	3	08/07/2023	Revoke	117265028		10/20/2023 2.49.19PM
4	4	06/07/2023	Active	117265028		10/20/2023 3:12:35PM
Second Second						

Click "Other Actions" on the ODO assignment

✓ Permanent	Assignments										
								Create Perman	nent Assignment		~
											1 row
ID/Source	Status	Comp	po Action/Reason Code	Be	agin/End Dt	UIC	Position	1	Location		
117648661	0	0	PCA	05	5/13/2023	WQNZT1	08710051	1	00017096		
Online Asg	Departed	Guard	a Reassignment	06	3/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard	Excess	PARIS	Other Actions 🛞	
~ Temporary	Assignments										
								Create Temp	porary Assignmer	st [~
											2 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location			
117265028	2000404	2.00	ASG	05/13/2023	W8AMHD		05332115	DAMP000302		_	
MOBCOP	Departed	Guaro	000	08/08/2023	AUGOE8AMHD	<i>k</i>	Inactive National Guard	Georgia	Other Action	uns 😔	
117491394	Departed	Quard	ASG	05/14/2023	W0E0T1		08737259	00103417			
Online Asg	Departed	Guaro	ATC	08/07/2023	W0E0 WARRIO	RS DET SRU BENNING	Patient	FT MOORE	Other Actio	Ins ⊘ View Order	

Select "Arrive Member"

	-		-				Duty Status Ready for Drill				
						Duty	Status Attribute		Actions ×		
~ Permanent	Assignments								Curtail/Extend		
								Cr	Arrive Member		•
ID/Source	Status	Com	po Action/Reason Code	Ber	gin/End Dt	UIC	Position		Location Change		110w
117648661 Online Asg	Departed	Guar	PCA Reassignment	05/1 06/	/13/2023 //16/2025	WQNZT1 DET 1, HHB 1ST BN 206 FA RGMT	08710051 Standard	Excess	Revoke Amendment	Other Actions 😔	
~ Temporary	Assignments							_	Update REFRAD	[~
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	U	Undate Training Status		2 rows
117265028 MOBCOP	Departed	Guard	ASG ODO	05/13/2023 08/08/2023	W8AMHD AUGOE8AMHD	l.	05332115 Inactive National Guard	D/ G	Update Position Qualification	20	
117491394 Online Asg	Departed	Guard	ASG ATC	05/14/2023 08/07/2023	W0E0T1 W0E0 WARRIO	IRS DET SRU BENNING	08737259 Patient	00 F	103417 T MOORE Other Action	ns _{View} Order	
4											

Click "Submit Arrival"

Submit Arrival	nation				
	Assignment Temporary			Assignment ID 117265028	
	Employee Record 8			Assignment Seq 2	
	Assignment Status Departed To Assignment			User Action 2006 Location Change	
	Workflow Status None Required			Stat Auth K 12301 (H) OF REFERENCE (C)	
Component Category Assignment Arrivals	Training Status PERSTEMPO) Info View/Update TD	/ Event		
	Arrival Sequence# 11 Arrival Date 11	Arrival Status 11	Assignment Departed From 14	Last Updated By 14	Last Updated 14
1	1 05/13/2023	Revoke Arrival	116372378		10/20/2023 3.03:08PM
2	2 08/08/2023	Revoke Arrival	117491394		10/20/2023 2:48:42PM
3	3 05/13/2023	Active	117648661		10/20/2023 3:10:59PM
4	4 08/08/2023	Active	117491394		10/20/2023 3:13:00PM

Click "Return to Landing Page"

Assignment Header Inform	nation						
	Assignment Temporary				Assignment ID	117265028	
	Employee Record 8				Assignment Seq	2	
	Assignment Status Arrived On Assignment				User Action	2006 Location Change	
	Workflow Status None Required				Stat Auth	K 12301 (H) OF REFERENCE (C)	
Component Category Assignment Arrivals	Training Status	PERSTEMPO Info	View/Update TDY Event				
	Arrival Sequence# 11 Arrival Date 11		Arrival Status 11	Assignment Departed From 11		Last Updated By ti	Last Updated 11
1	1 05/13/2023		Revoke Arrival	116372378			10/20/2023 3:03:08PM
2	2 08/08/2023		Revoke Arrival	117491394			10/20/2023 2:48:42PM
3	3 05/13/2023		Active	117648661			10/20/2023 3:10:59PM
4	4 08/08/2023		Active	117491394			10/20/2023 3:13:00PM
5	5 08/08/2023		Active	117491394			10/20/2023 3:17:46PM
Audit Fields							
	Last Updated By 000			Last U	Ipdate Date/Time	10/20/23 3:18:51PM	
Return to Landing Page	Source MOBCOP/DAMPS Syste	m			Source ID	MM-3128-00004-0003651160	

Click "Other Actions" on the ODO assignment

~ Permanent Ase	signments									
							Create P	ermanent Assignment		~
										1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		
117648661	Deserted	Quand	PCA	05/13/2023	WQNZT1		08710051	00017096		
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA P	lGMT	Standard Excess	PARIS	Other Actions 🛇	
~ Temporary Ass	signments									
							Create	Temporary Assignme	nt	~
										1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loce	ation		
117265028	4-1	C	ASG	05/13/2023	W8AMHD	05332115	DAM	IP000302		
MOBCOP	Arrivea	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guard	3 Geor	gia	Other Actions 📀	

Select "Depart Member"

						Duty Status Re	ady for Drill	Actions ×		
						Duty Status Attribute		Curtail/Extend		
✓ Permanent A	ssignments							Depart Member		
							Create Perr	Revoke Amval		• 1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location Change		
117648661	Departed	Guard	PCA	05/13/2023	WQNZT1		08710051	Revoke Amendment		
Online Asg	Departed	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA R	IGMT	Standard Excess		ions 📀	
✓ Temporary A	ssignments							Report Date Change		
							Create Te	Update REFRAD		*
								Position Change		1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Locatio	Undate Training Status		
117265028	Ambund	Quard	ASG	05/13/2023	W8AMHD	05332115	DAMPO	4		
MOBCOP	Annved	Guard	ODO	08/08/2023	AUGOESAMHD	Inactive National Guar	d Georgia	Update Position Qualification	0	

Click "Submit Departure"

Submit Departure Assignment Header Information		Override to Home No			
Assignment Temporary			Assignment ID	117265028	
Employee Record 8		N	Assignment Seq	2	
Assignment Status Arrived On As	signment	13	User Action	2006 Location Change	
Workflow Status None Require	d		Stat Auth	K 12301 (H) OF REFERENCE (C)	
Component Category Training Status Assignment Departures	PERSTEMPO Info	View/Update TDY Event			
Departure Sequence 1	Depart Date 14	Depart Status 14	Assignment Depart To 14	Last Updated By 11	Last Updated 11
1 1	05/13/2023	Revoke	117491394		10/20/2023 2:56:06PM
2 2	08/08/2023	Revoke	115887838		09/18/2023 3:13:03PM
3 3	08/08/2023	Revoke	115887838		09/18/2023 3:17:07PM
4 4	08/08/2023	Revoke	115887838		09/18/2023 3:32:03PM
5 5	08/08/2023	Revoke	115887838		10/02/2023 3:44:24PM
6 6	08/08/2023	Revoke	115887838		10/11/2023 6:57:13PM
7 7	05/13/2023	Active	117491394		10/20/2023 3:11:26PM
8 8	08/08/2023	Active	117648661		10/20/2023 3:19:17PM

Click "Other Actions" on the PCA assignment

~ Permanent As	signments									
							Create Pr	ermanent Assignmer	nt	~
L										1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		
117648661	Deserted	Quard	PCA	05/13/2023	WQNZT1		08710051	00017096		
Online Asg	Departed	Guaro	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RG	MT	Standard Excess	PARIS	Other Actions ⊙	1
~ Temporary As	signments									
							Create	Temporary Assignm	nent	*
1										1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loc	ation		
117265028	Deserted	Const	ASG	05/13/2023	W8AMHD	05332115	DAM	JP000302		
MOBCOP	Departed	Guard	ODO	08/08/2023	AUGOE8AMHD	Inactive National Guar	rd Geo	rgia	Other Actions ⊙	
4										

Select "Arrive Member"

0)	
								Actions ×		
 Organization 	nal Instance							Curtail/Extend		
	Busines	s Unit Arkansas	Army Natl Guard			Location WALN	UT RIDGE	Location Change		
	Component Category Train in Units-Drill Unit Res UIC WPQNA1 DET 1, CO A 2D BN 153 INF RGMT					Job Code E13F Position 08720	JOINT FIRE SUPPORT SPE	Arrive Member		
						Duty Status Ready	for Drill	Revoke Amendment		
0					Du	ty Status Attribute		Position Change		
V Permanent P	assignments						Create Permar	Report Date Change Update Training Status		v 1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	P	osition	Lindate Component Category		
117648661	Deceded	Quard	PCA	05/13/2023	WQNZT1	0	8710051	opusie component category		
Online Asg	Debaured	Guard	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	s	tandard Excess	Update Position Qualification	¢⊙	
✓ Temporary A	Assignments									
							Create Temp	porary Assignment		~
	100									1 row
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location			
117265028	Departed	Guard	ASG	05/13/2023	W8AMHD	05332115	DAMP000	0302		
MORCOP	creparted	Guard	000	08/08/2023	AUGOERAMHD	Inactive National Guard	Georgia	Other Actions	0	

Click "Submit Arrival"

Signet Arrival Assignment Header Information				
Assignment Permanent		Assignment IE	117648661	
Employee Record 0		Assignment Sec	11	
Assignment Status Departed To Assignment		User Action	2000 Deferment	
Workflow Status None Required		Stat Auth		
Component Category Training Status PERSTEMPO Info Assignment Arrivats	View/Update TDY Event			
Arrival Sequence# t⊥ Arrival Date t↓	Arrival Status 14	Assignment Departed From 11	Last Updated By 14	Last Updated 14
1 1 05/13/2023	Active	116372378		10/20/2023 3:08:42PM
2 2 08/09/2023	Active	117265028	-	10/20/2023 3:20:06PM
Audit Fields				
Last Updated By 000		Last Update Date/Time	10/20/23 3:10:45PM	
Source Online Assignment		Source IE		
Return to Landing Page				

Click "Return to Landing Page"

Assignment Header Inform	mation						
	Assignment Permanent				Assignment ID	117648661	
	Employee Record 0				Assignment Seq 1	(
	Assignment Status Arrived On Assignment				User Action 2	2000 Deferment	
	Workflow Status None Required						
Component Category Assignment Arrivals	Training Status PER	ISTEMPO Info	View/Update TDY Event				
	Arrival Sequence# 11 Arrival Date 11	Arrival	l Status †i	Assignment Departed From 11		Last Updated By 11	Last Updated 11
1	1 05/13/2023	Active		116372378		-	10/20/2023 3:08:42PM
2	2 08/09/2023	Active		117265028		-	10/20/2023 3:20:06PM
Audit Fields							
	Last Updated By 000				Last Update Date/Time 1	10/20/23 3:20:12PM	
Return to Landing Page	Source Online Assignment				Source ID		

The SRU assignment is now correct, and the member is arrived back to their PCA assignment.

signments									
					Create P	ermanent Assignment	-	~	
								1 row	
Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location			
Arrived	Quard	PCA	05/13/2023	WQNZT1	08710051	00017096			
Arrived Guard	Arrived	Guaru	Reassignment	06/16/2025	DET 1, HHB 1ST BN 206 FA RGMT	Standard Excess	PARIS	Other Actions 📀	
signments									
elease Assign	ments								
	Status Arrived signments elease Assign	Status Compo Arrived Guard signments elease Assignments	signments Status Compo Action/Reason Code Arrived Guard PCA Reassignment signments Hease Assignments	signments Status Compo ActioniReason Code Begin End Dt Arrived Guard PCA 05/13/2023 Reassignments 06/16/2025	signments Status Compo Action/Reason Code Begin/End Dt UIC Arrived Guard PCA 05/13/2023 WQNZT1 Reassignment 06/16/2025 DET 1, HHB 1ST BN 206 FA RGMT signments Hease Assignments	Status Compo Actioni Reason Code Begin/End Dt UIC Position Arrived Guard PCA 05/13/2023 WQNZT1 06/710051 Reassignments Reassignment 00/16/2025 DET 1, HHB 1ST BN 206 FA RGMT Standard Excess signments Heases Assignments Hease Signments Hease Signments Hease Signments	signments Create Permanent Assignment Status Compo Action/Reason Code Begin End Dt UIC Position Location Arrived Guard PCA 05/13/2023 WQNZT1 06710051 00017096 Arrived Guard Reassignment 06/16/2025 DET 1, HHB 15T BN 206 FA RGMT Standard Excess PARIS	Status Compo Action/Reason Code Begin End Dt UIC Position Location Arrived Guard PCA 05/13/2023 WCNZT1 08710051 0017096 Other Actions ③ Arrived Buard PCA 06/16/2025 DET 1, HHB IST EN 206 FA RGMT Standard Excess PARIS Other Actions ③ signments Heassignments Heassignments	

Chapter 3 Hire/Rehire - Acquire

3-1. Hire – Non-Prior Service Gain (NPSG) (Manual Entry)

The purpose of this process is to assist the HR Pro to manually add a rehire's profile data into all Hire Record Review tabs. See Chapter 14 in the IPPS-A User Manual, para 14-1.

Direct hire transactions involve entering new hire/rehire Member data manually when data was not received through an interface such as ARISS or CCIMM. Manual hires require a two-person, multi-step process. An onboarding admin enters and validates the rehire record. Upon completion, a separate onboarding admin loads the data to generate a Hire/Rehire order that IPPS-A automatically sends to iPERMS.

Roles:

New Requ	rested	Security	Settings
----------	--------	----------	----------

*Category	* Subcategory
COMMANDER	MANAGER
FUNCTIONAL SYS-ADMIN	ARISS ERR RESOLUTION
FUNCTIONAL SYS-ADMIN	SENIORITY DATES
HR PROFESSIONAL	ASSIGNMENT ACTIONS
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	HR SYSTEM ADMIN
HR PROFESSIONAL	OFFBOARDING
HR PROFESSIONAL	ONBOARDING

Ensure all roles are checked with exception of:

Onboarding view

Applicability: OFF, WO, ENL Subcategories: Onboarding Navigation: Workforce Administration > Hire Record Review > Direct Hires/Rehires

Open the Soldiers iPERMS record for supporting documents to use to create the Hire.

Select the Hire tab, then hit create

Personal Details Tab

Once the record loads you will be in the Person Data tab – Enter Effective date = (Date of Hire date signed DD 4-1 Series) First Name – Enter appropriate information (Birth Certificate, Social Security Card, or DD 4 -1) Last Name = Enter appropriate information (Birth Certificate, Social Security Card, or DD 4- 1) Middle Name = Enter appropriate information (Birth Certificate, Social Security Card, or DD 4-1)

Gender = Enter appropriate information (Birth Certificate, DD 1966) Date of Birth = Enter appropriate date (Birth Certificate, DD 1966) Select Marital Information = Enter appropriate status (Marriage License if applicable) Enter the Marital date = Enter appropriate date (Marriage License if applicable)

Citizenship Status

Country of Citizenship = Enter appropriate information (DD 1966 or Birth Certificate) Select additional birth information and enter (Birth Location, Birth Country, and State) (DD 1966, Birth Certificate, Current Passport or Naturalization Documents (I-551)

National Identifier

SSN = Enter appropriate information (See Social Security Card) DODI = Enter appropriate information (See DD 1966 OR iPERMS profile) Foreign National Enter appropriate information (If applicable) Address Information (See DD 4-1, DD 1966, DD 2058) select address information, (All address fields are required) Date: Enter the effective date of the Hire) select type and choose (Both types EHOR AND MAIL must be entered) select Country Enter appropriate information Address 1 = Street address (See DD 4-1, DD 1966, DD 2058) Enter City (See DD 4-1) (See DD 4-1, DD 1966, DD 2058) Enter State (See DD 4-1, DD 1966, DD 2058) Postal = (See DD 4-1, DD 1966, DD 2058)

Select the + button to add 2nd type as show above (EHOR and Mail) Review the page for correct information.

Phone number (See SF 86)

Select Type Number = Enter the 10-digit phone Select Preferred (Yes or No) for the number

Ethnic Group (DD Form 1966)

Select add button Select Enter appropriate information

Email Information (See SF 86)

Enter Type = (AKO, Business, ENT, Home, Other School) email = enter email address Preferred = Select yes or no

Race Information (DD Form 1966, block 7b)

Select Enter appropriate information

Religion Information (DD Form 1966, block 11)

select **Religion then hit Enter** Select done Select save Select next

JOB Data Tab (DD 1966, SEE block 19)

select the **Job Data** tab. Enter Effective Date: **Needs to be the date of hire (DD 4-1 Series)** Select the **Action Reason** drop-down arrow and select **NON-PRIOR SERVICE GAIN** Select the **Component Category** look up tool and select the appropriate Component Category list item. <u>See</u> <u>MCC Reference table.</u>

(See DD Form 1966 SEE block 19 page 1)

Select the **Position** look up tool then enter the appropriate information into the **Position Number** field. Select the **Search** button and select the appropriate Position Number list item. Select the **Rank** look up tool and select the appropriate Rank Select the **Grade** (Auto populates) verify the grade appears correctly for the rank Enter the appropriate information into the **Grade Entry Date** field or use the **Calendar** icon. (NPSG – date of **Enlistment DD Form 4-1)** Years of Service (leave blank or applicable service) Select the **Movement ID** (Assign Loss Reason) look up tool and select the appropriate Assignment Loss Reason.

(See Assignment Loss Reason) item, the movement ID will populate the Assign Loss Reason Code (A3 – 698) Assign Loss Date (eff date field or use the Calendar icon. (DD Form 4-1)

Select the Duty Position Qual look up tool and select the appropriate Duty Position Qualification - Select 'S'

Duty Position Qualification Reference Table					
DATA CODES	DEFINITION				
А	Not Applicable to the ARNG				
L	Not Applicable to the ARNG				

Duty Position Qualification Reference Table Cont'd						
N	Not Qualified - (Cannot get qualified or requires something other than MOS training to become qualified)					
Р	Not Applicable to the ARNG					
Q	Qualified					
S	Not Qualified - (Required, Scheduled or Attending Army MOS or AOC Service School or Phase II (IADT))					
Х	Not Applicable to the ARNG					

enter the desired information into the Last Exam Date field or use the Calendar icon. (Pull the MEPCOM 680 ADP)

Seniority Dates table (Enter the dates highlighted below in the reference table shown below)

Seniority Date	e Reference table		
MPC	Seniority Date ID	Description	Transaction FOR ARNG
O/W/E	ADSO/SRR	Active-Duty Service Obligation/Service Remaining Requirement	AGR Officer/Warrant
O/W/E	BASD	Basic Active Service Date	Rehire (PSG)
O/W	BDAP	Basic Date of Appointment	Direct Hire/PSG
E	BESD	Basic Enlistment Service Date	NPSG/PSG
	BOSD	Basic Officer Service Date	HIRE/REHIRE
	CADETGRAD	CADET Graduation Date	
0	COMMDT	Commission Date	PSG
E	DEPDT	Delayed Entry Program Date – If Applicable	NPSG(RFP)
O/W/E	DIEMS	Date Initial Entry Mil SVC	NPSG/PSG
O/W/E	DTIGRC	Date of Initial Entry into RC	NPSG/PSG
	DTREAPPT	Date of Reappointment	
O/W/E	ERRO	Exp Ready Rsv Obligation DT	NPSG/PSG
	EAD SA	Entered Active Service Agreement (DD 1966, Ship date)	NPSG
E	ETS	Expiration Term of Service	NPSG/PSG
O/W	MRD/RCP	Mandatory Removal Reason	DIRECT HIRE/PSG
O/W/E	PEBD	Pay Entry Base Date	NPSG/ PSG
	PED/PPED	Promotion Eligibility Date	

Select the Save

Pay Information

State Tax Code (See W-4) FITW Additional Daily Amount (if applicable) Fed Withhold (See W-4) Leave Days Paid (Leave Blank) Multiple Jobs or Spouse Works (defaults to yes) (See W-4 worksheet to validate) FITW Filling Status (See W-4) FITW Dependents under 17 (See W-4) FITW Additional Dependents (See W-4)

Benefits Information SGLI Decline (See SGLV 8286) SGLI Amount (See SGLV 8286)

MGIB Information (DA 5435)

Plan Type (prepopulated) Coverage Begin Date (prepopulated – Date of enlistment) Eligibility Code (prepopulated) Coverage Election (prepopulated)

Military Information (DD 4 Series)

Initial Military Service (A = United State Army) Initial Service Component (G = Guard) Initial Component CAT (UP = TNG Pipeline-Awaiting IADT – Auth to Perform IDT) Initial Grade (Enlistment Contract DD 4-1) Prior Military Service (leave blank) Prior Service Component (leave blank) Prior Component Cat (leave blank) Prior Department (leave blank) Prior Site ID (leave blank) Prior Grade (leave blank) Curr Procurement Prog (leave blank) Initial Procurement Prog (leave blank) Date Curr Procurement (leave blank) Officer Procurement Prog (leave blank) Break in Military Service (leave blank) Initial Entry Training Status (default to blank) leaving it blank will give Training Status 'A'

Contract Data Tab (Only enter the fields with an asterisk (*))

select the Contract Data tab. (See block 32A DD 1966 and Bonus Addendum) *Enter the date (MM/DD/YYYY) into the Contract Begin Date (See DD 4-1) *And Contract End Date fields. This will be the Soldiers ETS date or MPC specific (direct appointments) *Select the Place of Entry look up tool and select the appropriate Place of Entry. (MEPS Location)

If applicable see NGB 600-7 Series Bonus Addendum

Obligated Bonus MOS Enl = As applicable

* Enter Enlistment Option Period (See DD 4-1 block 17 - Use the table below to select the correct value for the enlistment period) this will be defaulting to 'U'

Enlistmen	Enlistment Option Period Reference Table				
	DEFINITION				
Values					
Р	0 x 6 x 0 Standard Enlistment Option: 0 years Active component 6 years in Selected Reserve and 0 years in Individual Ready Reserve				
Q	0 x 4 x 2 Standard Enlistment Option: 0 years Active component 4 years in Selected Reserve and 2 years in individual Ready Reserve				
R	0 x 3 x 3 Standard Enlistment Option: 0 years Active component 3 years in Selected Reserve and 3 years in Individual Ready Reserve				
S	0 x 8 x 0 Standard Enlistment Option: 0 years Active component 8 years in Selected Reserve and 0 years in Individual Ready Reserve				
т	0 x 6 x 2 Standard Enlistment Option: 0 years Active component 6 years in Selected Reserve and 2 years in Individual Ready Reserve				
V	0 x 4 x 4 Standard Enlistment Option: 0 years Active component 4 years in Selected Reserve and 4 years in Individual Ready Reserve				
x	0 x 3 x 5 Standard Enlistment Option: 0 years Active component 3 years in Selected Reserve and 5 years in Individual Ready Reserve				
Y	Not Applicable				

Enl/Reenlist Bons Entitlement Auth (As applicable) Enl/Reenlist Bons Entitlement As applicable) Date Enlist/Reenl Bonus Res (As applicable Nbr Reenlistment Pym Bonus (As applicable) Bonus Amount (As applicable) *Expiration Status Military Obligation Date Enter the date (MM/DD/YYYY) *Expiration Ready Reserve Obligation Date Enter the date (MM/DD/YYYY) *Number of Years Enlisted for Enter years and weeks (if applicable)

Select Enlisted Waiver Code if applicable Select waiver code if applicable Incentives Information (See DD 1966, section 32a) look for the naming convention that matches.

Select the Save button

select the Additional Data tab. (See DD 1966, section 18u)

Select the **Reception Station UIC** look up tool then enter the desired information (can be left blank) Select the desired UIC from the **Reception Station UIC** list then select the **Save** button. Select next

Career Management (For enlisted NPSG leave blank) Basic/Detail Branch Control Branch Functional Area

Job Code/MOS/AOC (Enter)

Effective Date = Enlisted date Job Code = E09B – Trainee or 09S or 09R Status (Approved/Official) Level (P = Primary) Skill Level = (Enlisted MOS) can be left blank

PMOS Basis of Acquiring (leave blank) Control Grade (leave blank)

ASVAB (MEPCOM 680 APD)

Effective Date = Date of Enlistment AFQT Test = **IAFQT** Score Group = Select appropriate group

Clerical/Administrative Combat Electronic

Reserve Officer Training Corp (Officer)

Civ Education Cert (High School Diploma, Post-Secondary - Collage Transcript) Effective Date = (Date of Enlistment or Data of Graduation from High School Diploma) CVEDCC = (ICVEDL High school, ICVEDS High School Senior)

SKILLS

ASI (as applicable)

SQI (as applicable)

Awards -? Starts the timing for the eligibility (can be left blank)

Experience – (Can left blank)

Military Technician (Can be left blank)

Civilian Employment (Can be left blank)

AVIATION (Officer)

AVIATION Service Dates

Physical Profiles (2808 or MEPCOM 680 ADP)

Military Education (Non-Prior leave blank)

Benefits (Birth Certificates (for dependents) (2058, 1199, 3685, W-4)

Assignments Info

Data Available for 1st Unit assignment (Based on training date from MEPS) Enter effective date (defaults to DTAVL = defaults to

Year Month available to move

Select the Validate Data tab then select the Validate button to complete the process. If there are data fields that failed validation, see the attached IPPS-A Automated Accession Business Process for error resolution.

Additional Information: Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: TIN AA1, A06, D18

3-2. Rehire - Prior Service Gain (PSG)

To add a record to the database of an individual who has prior military service. Prior Service Gain (PSG) EMPL ID/SSN already exists in System

Roles:

New Requested Security Settings

*Category	* Subcategory	
COMMANDER	MANAGER	Ensure all roles are checked with
FUNCTIONAL SYS-ADMIN	ARISS ERR RESOLUTION	evcention of:
FUNCTIONAL SYS-ADMIN	SENIORITY DATES	Ophoarding view
HR PROFESSIONAL	ASSIGNMENT ACTIONS	
HR PROFESSIONAL	HR PROFESSIONAL	
HR PROFESSIONAL	HR SYSTEM ADMIN	
HR PROFESSIONAL	OFFBOARDING	
HR PROFESSIONAL	ONBOARDING	

Applicability: OFF, WO, ENL Subcategories: Onboarding Navigation: Workforce Administration > Hire Record Review > Direct Hires/Rehires

Open the Soldiers iPERMS record for supporting documents to use to create the Hire.

Select the Hire tab, then hit create

Personal Details Tab

Once the record loads you will be in the Person Data tab – Enter Effective date = (Date of Hire date signed DD 4-1 Series) First Name – Enter appropriate information (Birth Certificate, Social Security Card, or DD 4 -1) Last Name = Enter appropriate information (Birth Certificate, Social Security Card, or DD 4-1) Middle Name = Enter appropriate information (Birth Certificate, Social Security Card, or DD 4-1)

Gender = Enter appropriate information (Birth Certificate, DD 1966) Date of Birth = Enter appropriate date (Birth Certificate, DD 1966) Select Marital Information = Enter appropriate status (Marriage License if applicable) Enter the Marital date = Enter appropriate date (Marriage License if applicable)

Citizenship Status

Country of Citizenship = Enter appropriate information (DD 1966 or Birth Certificate) Select additional birth information and enter (Birth Location, Birth Country, and State) (DD 1966, Birth Certificate, Current Passport or Naturalization Documents (I-551)

National Identifier

SSN = Enter appropriate information (See Social Security Card) DODI = Enter appropriate information (See DD 1966 OR iPERMS profile) Foreign National Enter appropriate information (If applicable)

Address Information (See DD 4-1, DD 1966, DD 2058)

select address information, **(All address fields are required) Date:** Enter the effective date of the Hire) select **type** and choose **(Both types EHOR AND MAIL must be entered)** select **Country** Enter appropriate information Address 1 = Street address **(See DD 4-1, DD 1966, DD 2058)** Enter City **(See DD 4-1) (See DD 4-1, DD 1966, DD 2058)** Enter State **(See DD 4-1, DD 1966, DD 2058)** Postal = **(See DD 4-1, DD 1966, DD 2058)**

Select the + button to add 2nd type as show above (EHOR and Mail) Review the page for correct information.

Phone number (See SF 86)

Select Type Number = Enter the 10-digit phone Select Preferred (Yes or No) for the number

Ethnic Group (DD Form 1966) Select add button Select Enter appropriate information

Email Information (See SF 86)

Enter Type = (AKO, Business, ENT, Home, Other School) email = enter email address Preferred = Select yes or no

Race Information (DD Form 1966, block 7b)

Select Enter appropriate information

Religion Information (DD Form 1966, block 11) select Religion then hit Enter Select done Select save Select next

JOB Data Tab (DD 1966, SEE block 19)

select the **Job Data** tab. Enter Effective Date: **Needs to be the date of hire (DD 4-1 Series)** Select the **Action Reason** drop-down arrow and select **PRIOR SERVICE GAIN** Select the **Component Category** look up tool and select the appropriate Component Category list item. **See Reference table below.**

MCC Reference table					
Content Item ID	Training Status	Training Status Description (Note: IPPS-A Abbreviates description)	Military Personnel Component (MPC) Military Component Category (MCC)		nel PC) ent
			ENL	OFF	WO
ITRNSA	A	NPS-PS AWAITING TRAINING IN PAY STATUS (INCLUDES PRIOR USAF/NAVY/USCG) CHAPLAIN CANDIDATE (56X) - UX	UP	UX	UX
ITRNSB	В	NON-PRIOR SERVICE, AWAITING IADT, IN A NON-PAY STATUS 09M (Delayed Trainee) E1-E4	UP IZ	UP	UP
ITRNSC	С	SOLDIER COMPLETED INITIAL IADT (ENLISTED NPS ANDOFFICERS); INCLUDES DIRECT APPOINTMENT AND SMPS <u>'UT' IS USED FOR 09R/W/S</u>	SA UT	SA	SA
			SG SV UF II	SG SV UF II	SG SV UF II
ITRNSD	D	PRIOR RESERVE COMPONENT SERVICE; IADT NOT REQUIRED (Applies to all Training Status Values)	SA SG SV UF II	SA SG SV UF II	SA SG SV UF II
ITRNSE	E	OFFICER AWAITING IADT ACTIVE-DUTY TRAINING CHAPLAIN CANDIDATE (56X) - UX	N/A	UP UX	UP UX
ITRNSF	F	SOLDIER DID NOT COMPLETE IADT TRAINING	UP	UP	UP
ITRNSH	н	PRIOR ACTIVE FEDERAL SERVICE (SOLDIER COMPLETED INITIAL TRAINING) (Applies to all Training Status Values)	SA SG SV II	SA SG SV II	SA SG SV II
		NEW OFFICER (00E OR 00D) MUST BE ON ACTIVE- DUTY.	N/A	UF	N/A
ITRNSI	I	NON-PRIOR SERVICE SOLDIER COMPLETED FIRST PART OFSPLIT TRAINING OPTION	UQ	N/A	N/A
ITRNSK	к	NON-PRIOR SERVICE SOLDIER ATTENDING SECOND PORTION OF IADT	UF	UF	UF
ITRNST	т	SOLDIER ON IADT Only CHAPLAIN CANDIDATE (56X) - UX	UF	UX	

(See DD Form 1966 SEE block 19 page 1)

Select the **Position** look up tool then enter the appropriate information into the **Position Number** field. Select the **Search** button and select the appropriate Position Number list item.

Select the Rank look up tool and select the appropriate Rank

Select the Grade (Auto populates) verify the grade appears correctly for the rank

Enter the appropriate information into the Grade Entry Date field or use the Calendar icon.

(See DD Form, 4, DD Form 214, NGB Form 22, orders, appointment, or promotion memorandum)

Years of Service (See DD Form, 4, DD Form 214, NGB Form 22)

Select the **Movement ID (Assign Loss Reason)** look up tool and select the appropriate Assignment Loss Reason. item, the movement ID will populate the Assign Loss Reason Code (See Movement ID)

Assign Loss Date (eff date field or use the Calendar icon. (DD Form 4-1)

Select the **Duty Position Qual** look up tool and select the appropriate Duty Position Qualification – **See applicable codes below.**

Duty Position Qua	alification Reference Table
DATA CODES	DEFINITION
A	Not Applicable to the ARNG
L	Not Applicable to the ARNG
N	Not Qualified - (Cannot get qualified or requires something other than MOS training to become qualified)
Р	Not Applicable to the ARNG
Q	Qualified
S	Not Qualified - (Required, Scheduled or Attending Army MOS or AOC Service School or Phase II (IADT))
Х	Not Applicable to the ARNG

enter the desired information into the Last Exam Date field or use the Calendar icon. (Pull the MEPCOM 680 ADP)

Seniority Date	Reference table		
MPC	Seniority Date ID	Description	Transaction FOR ARNG
O/W/E	ADSO/SRR	Active-Duty Service Obligation/Service	AGR
		Remaining Requirement	Officer/Warrant
O/W/E	BASD	Basic Active Service Date	Rehire (PSG)
O/W	BDAP	Basic Date of Appointment	Direct Hire/PSG
E	BESD	Basic Enlistment Service Date	NPSG/PSG
	BOSD	Basic Officer Service Date	HIRE/REHIRE
	CADETGRAD	CADET Graduation Date	
0	COMMDT	Commission Date	PSG
E	DEPDT	Delayed Entry Program Date – If Applicable	NPSG(RFP)
O/W/E	DIEMS	Date Initial Entry Mil SVC	NPSG/PSG
O/W/E	DTIGRC	Date of Initial Entry into RC	NPSG/PSG
	DTREAPPT	Date of Reappointment	
O/W/E	ERRO	Exp Ready Rsv Obligation DT	NPSG/PSG
	EAD SA	Entered Active Service Agreement (DD	NPSG
		1966, Ship date)	
E	ETS	Expiration Term of Service	NPSG/PSG
O/W	MRD/RCP	Mandatory Removal Reason	DIRECT
			HIRE/PSG
O/W/E	PEBD	Pay Entry Base Date	NPSG/ PSG
	PED/PPED	Promotion Eligibility Date	

Seniority Dates table (Enter the dates highlighted below in the reference table shown below based on MPC)

Select the Save

Pay Information

State Tax Code (See W-4) FITW Additional Daily Amount (if applicable) Fed Withhold (See W-4) Leave Days Paid (Leave Blank) Multiple Jobs or Spouse Works (defaults to yes) (See W-4 worksheet to validate) FITW Filling Status (See W-4) FITW Dependents under 17 (See W-4) FITW Additional Dependents (See W-4)

Benefits Information SGLI Decline (See SGLV 8286) SGLI Amount (See SGLV 8286)

MGIB Information (DA 5435)

Plan Type (prepopulated) Coverage Begin Date (prepopulated – Date of enlistment) Eligibility Code (prepopulated) Coverage Election (prepopulated)

Military Information (DD 4 Series)

This is the first component that the Soldier was in.

Initial Military Service (Enter appropriate service component) Initial Service Component (Enter appropriate service component) Initial Component CAT (Enter appropriate Initial component cat) Initial Grade (Enter appropriate initial grade)

This is the service component the Soldier was in prior to the current contract. Prior Military Service (the period an individual was not in a military status and is the time immediately prior to

this Enlistment/appointment.)

Prior Service Component (Enter appropriate information)

Prior Component Cat (Enter appropriate information)

Prior Department (Enter appropriate information)

Prior Site ID (Enter appropriate information)

Prior Grade (Enter appropriate information)

Curr Procurement Prog (See procurement reference table below) - **Procurement only for accession of prior** service personnel and will indicate the procurement program under which the member is currently entering the Reserve of the Army.

Initial Procurement Prog (See procurement reference table below) - Indicates the program under which a member initially entered military status

Procurement Prog	ram Reference table
DATA CODES	DEFINITION
AA	Three weeks basic with 24 hours IDT training required
AB	Alternate Training Program (Split Training Option)
AC	Militia Career Program
AD	Two weeks basic with 32 hours IDT training required
AE	Regular Component
AF	U.S. Military Academy
AG	Title 10 USC 12103b (formerly Title 10 USC 511b)
AH	Inducted
AI	Direct appointment other than professional
AK	U.S. Naval Academy
AL	U.S. Air Force Academy
AM	U.S. Merchant Marine Academy
AN	OCS RC (Special)
AO	OCS State (ARNG)
AP	Direct Appointment Professional (AMEDD, JAG, CH, DE, VC)
AQ	OCS College Student ARNG Officers Program (CSOP)
AT	WO appointment from Commissioned Officer
AU	WO Aviation Training Program
AV	WO Direct Appointment
AW	WO Appointment from Enlisted
AX	Title 10 USC 12103d (ARNG non-prior service gains) (formerly Title 10 USC 511d)
BA	91C Civilian Contract Training Program
BB	Civilian Acquired Skills
BC	ROTC Scholarship Program (Guaranteed Reserve Forces Duty (GRFD))

Procurement Progr	am Reference table cont'd
DATA CODES	DEFINITION
BD	ROTC Non-Scholarship (Early commissioning program (ECP))
BE	ROTC Non-Scholarship (Reserve Force Duty (RFD))
BF	In-Service Recruiting (ISR)
BG	Demobilized Unit from active duty
BH	Extended Active Duty (EAD)
BI	Try One (ARNG only)
BJ	Standard Enlistment Option (Active Component only)
BK	Civilian Aviator Procurement Program
BL	Direct Appointment MSC, Early commissioning program for MC, DE, and VC
BM	Enlisted/Appointed – other than above

Date Curr Procurement (See DD 4-1- effective date of hire)

Officer Procurement Prog (Enter applicable information if needed or leave blank for Enlisted) Break in Military Service (See DD 4-1) - The period for which a member with prior military service had no military status immediately prior to entry into the current period of service.

Break in Service	reference table
DATA CODES	DEFINITION
Α	Break in service of 91 days or more
В	Break in service 90 days or less
Y	None

Initial Entry Training Status (default to blank) leaving it blank will give Training Status 'A'

Training Status R	eference table
DATA CODES	DEFINITION
А	NPS-PS Awaiting Training in Pay Status (Includes Prior USAF/Navy/USCG) (See note)
В	Non-prior service, awaiting IADT, in a non-pay status (DO NOT use for Officers/Warrant Officers) (See note)
С	Soldier completed initial IADT (enlisted NPS and officers); includes direct appointment and SMPs
D	Prior Reserve Component service; IADT not required
Ш	Officer Awaiting IADT
F	Soldier did not complete IADT training (See Note)
Н	Prior active Federal Service (Soldier completed initial training)
	Non-prior service soldier completed first part of split training option (See Note)
K	Non-prior service soldier attending second portion of IADT (See Note)
Т	Soldier on IADT (prior service Navy E6) (See Note)

Note: Personnel Awaiting IADT and Authorized to Perform IDT

*Training Status 'A' / Training Pay Retired Category 'P' / Reserve Category 'U' / Current Organization 'B'

Personnel Awaiting Second Part of IADT and Authorized to Perform IDT

*Training Status 'I' / Training Pay Retired Category 'Q' / Reserve Category 'U' / Current Organization 'B'

Personnel Awaiting IADT and Not Authorized to Perform IDT

* Training Status 'B' / Training Pay Retired Category 'P' / Reserve Category 'U' / Current Organization 'B'

Personnel Awaiting Second Part of IADT and Not Authorized to Perform IDT

* Training Status 'T' / Training Pay Retired Category 'F' / Reserve Category 'U' / Current Organization 'B'

Personnel Currently on IADT Status (attending Phase Two)

* Training Status 'K' / Training Pay Retired Category 'F' / Reserve Category 'U' / Current Organization 'B'

Personnel did NOT complete IADT (while attending Phase One or OSUT) - (Soldier will be processed for discharge)

*Training Status 'F' /Training Pay Retired Category 'P' / Reserve Category 'U' / Current Organization 'B'

Contract Data Tab (Only enter the fields with an asterisk (*))

select the **Contract Data** tab. (See block 32A DD 1966 and Bonus Addendum) *Enter the date (MM/DD/YYYY) into the **Contract Begin Date (See DD 4-1)** *And **Contract End Date** fields. **This will be the Soldiers ETS date or MPC specific (direct appointments)** *Select the **Place of Entry** look up tool and select the appropriate Place of Entry. (MEPS Location)

If applicable see NGB 600-7 Series Bonus Addendum

Obligated Bonus MOS Enl = As applicable

* Enter Enlistment Option Period (See DD 4-1 block 17), prior service maybe 'Y' not applicable.

Enlistmen	Enlistment Option Period Reference Table		
	DEFINITION		
Values			
Р	0 x 6 x 0 Standard Enlistment Option: 0 years Active component 6 years in Selected Reserve and 0 years in Individual Ready Reserve		
Q	0 x 4 x 2 Standard Enlistment Option: 0 years Active component 4 years in Selected Reserve and 2 years in individual Ready Reserve		
R	0 x 3 x 3 Standard Enlistment Option: 0 years Active component 3 years in Selected Reserve and 3 years in Individual Ready Reserve		
S	0 x 8 x 0 Standard Enlistment Option: 0 years Active component 8 years in Selected Reserve and 0 years in Individual Ready Reserve		
Т	0 x 6 x 2 Standard Enlistment Option: 0 years Active component 6 years in Selected Reserve and 2 years in Individual Ready Reserve		
V	0 x 4 x 4 Standard Enlistment Option: 0 years Active component 4 years in Selected Reserve and 4 years in Individual Ready Reserve		
х	0 x 3 x 5 Standard Enlistment Option: 0 years Active component 3 years in Selected Reserve and 5 years in Individual Ready Reserve		
Y	Not Applicable		

Enl/Reenlist Bons Entitlement Auth (As applicable) Enl/Reenlist Bons Entitlement As applicable) Date Enlist/Reenl Bonus Res (As applicable Nbr Reenlistment Pym Bonus (As applicable) Bonus Amount (As applicable)

*Expiration Status Military Obligation Date Enter the date (MM/DD/YYYY) - The date a member has or will Complete a period of statutory service as specified in AR 135-91.

*Expiration Ready Reserve Obligation Date Enter the date (MM/DD/YYYY) -

A date to indicate the expiration of the period a member is required by law or contractual agreement to serve as a member of the Ready Reserve.

*Number of Years Enlisted for Enter years and weeks (enter as applicable)

Verify in IPERMS to see if there are any waivers.

Select Enlisted Waiver Code if applicable

Select waiver code if applicable

Incentives Information (See DD 1966, section 32a) look for the naming convention that matches.

Select the Save button

select the Additional Data tab. (See DD 1966, section 18u) Select the Reception Station UIC look up tool then enter the desired information (can be left blank) Select the desired UIC from the Reception Station UIC list then select the Save button. Select next

Career Management (**For Officers**) Basic/Detail Branch Control Branch Functional Area

Job Code/MOS/AOC (Enter)

Effective Date = Enlisted date Job Code = MOS Status (Approved/Official) Level (P = Primary) Skill Level = (Enlisted MOS) can be left blank

PMOS Basis of Acquiring (See reference table below) - The basis on which a member acquires a Primary Military Occupational Specialty Designator-Enlisted

Primary MOS H	ow Acquired reference table
DATA CODES	DEFINITION
А	Successful completion of formal school training to include MOS award at any TRADOC Army School or at a U.S. Army Training Center
В	On-the-Job Training
С	Reclassification from secondary MOS or career progression
D	Civilian acquired skills
E	Department of the Army directed
F	Security clearance is withdrawn, or degree of clearance is affected (Soldiers should be coded 'N' not qualified and awarded PMOS '09U' IAW PPOM 12-086)"
G	Physical limitations
Н	Promotion or reduction in grade
K	Under special provisions of AR 195-3 and AR 614-16

Control Grade (leave blank)

ASVAB (MEPCOM 680 APD)

Effective Date = Date of Enlistment AFQT Test = **IAFQT** Score Group = Select appropriate group

Clerical/Administrative Combat Electronic

Reserve Officer Training Corp (Officer)

Civ Education Cert (High School Diploma, Post-Secondary - Collage Transcript) Effective Date = (Date of Enlistment or Data of Graduation from High School Diploma) CVEDCC = (ICVEDL High school, ICVEDS High School Senior)

SKILLS

ASI (as applicable)

SQI (as applicable)

Awards - (can be left blank)

Experience – (Can left blank)

Military Technician (Can be left blank)

Civilian Employment (Can be left blank)

AVIATION (Officer)

AVIATION Service Dates

Physical Profiles (2808 or MEPCOM 680 ADP)

Military Education (DD 214, DA Form 1059)-Identifies the highest level of professional military education an enlisted member has completed.

Benefits (Birth Certificates (for dependents) (2058, 1199, 3685, W-4)

Assignments Info

Data Available for 1st Unit assignment Enter effective date (defaults to = DTAVL)

Year Month available to move

Select the Validate Data tab then select the Validate button to complete the process. If there are data fields that failed validation, see the attached IPPS-A Automated Accession Business Process for error resolution.

Additional Information: Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: TIN AA1, A06, D18

3-3. Hire Record Review (Interface)

The Hire Record Review pages are used to process any new Hires of non-prior service Members or Members with a break in service that are processed through MEPS and received through the ARISS interface. It is also used to process any Cadets received from the CCIMM or USMA-AMS interfaces. The pages allow for the onboarding admin to review and update the information that was fed prior to the information being loaded to IPPS-A. **ARNG records** from interface systems will be available in the Hire Record Review pages because they require manual intervention before the Hire/Rehire transaction is loaded. See Chapter 14 in the IPPS-A User Manual, and para 2-1 and 2-2 of this manual for source documents needed for the record review and navigation below.

APPLICABILITY: OFF, WO, ENL SUBCAT: Onboarding Who can modify: HR Professional Navigation: Workforce Administration > Hire Record Review>Manage Hires/Rehires

3-4. Contracts (Extensions)

The purpose of this process is to assist the HR Pro in understanding how to process extension of service agreement for Members. Follow this process when the extension is manually added in IPPS-A. ETS updates are completed for all contracts that interface through an ADS: Keystone Retain, RCMS-R and RCMS-G, critical to contract processing is the requirement for an HR Professional to update the Member's new ETS/MRD date in their Job Data zero record, regardless of where the contract originates. See Chapter 27 in the IPPS-A User Manual for additional details and RMS User Guide for additional details.

Note: Only utilize the below manual update when the RMS process fails. RMS does not extend the current perm assignment. Verify AGR orders are extended when processing an extension.

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: Workforce Administration > Contracts Administration > Contracts Information

Step 1

Action Required:

Enter the desired information in the search field(s) then select the **Search** button. Select the **Add (+)** icon then enter the date (MM/DD/YYYY) into the **Contract Eff (Signature) date Contract Begin Date: (Signature dates) Contract End date: (New ETS date)** Select the **Contract Type** look up tool then select the appropriate Contract Type from the list.

EAB – Enlistment Affliction Bonus GE_ENLIST = STD ENLISTMENT GE_EXTN – ARNG Extension - extensions without bonuses and/or SLRP GE_REENL – STD REENLISTMENT MOSCB - MOS CONVERSION BONUS REB- REENLISTMENT/EXTENTION BONUS - extensions with bonuses and/or SLRP

Contracted Business Unit = Contracted MOS = Personnel Procurement Code = Contracted UIC = Contract Delayed Entry =

Enlisted Personnel

Enlistment Option –

Military Entrance Processing Station and State Place of Enlistment Number of Extensions of Enlistment Cumulative Months Extension Months of Current Extension IADT Ship Date Expire Status Military Obligation Enlist opt Program Code

6. Select the Save button then navigate to the

Step 2- (RMS- will update) Use step 2 if updates or changes are needed.

Personnel Action Request

Enter the desired information in the search field(s) then select the **Search** button Effective Date: = **(Signature date)** Select: Create Action = Service Dates Reason = Service Dates (No MRD) Hit continue

Service Dates ETS = Enter new ETS date Select Save between Attachment, validate request

Step 3 - Job Data page – Review to ensure data was updated correctly

Navigator > Workforce Administration > Job Information > Job Data

Enter the desired information in the search field(s) then select the Search button.
 Select the Add (+) icon then enter the date (MM/DD/YYYY) into the Effective Date field or use the Calendar icon. (Signature Date)
 Select Contract Update from the Action drop-down menu then select Contract Extension or Contract Enlistment from the Reason drop-down menu.

9. Select the appropriate Job Indicator from the drop-down menu Defaults to Primary Job

then select the **Job Labor** tab.

10. Manually enter the **ETS/ESA** date (MM/DD/YYYY) or use the **Calendar** icon, select the **Recalculate Seniority Dates** button, then select the **Save** button to complete the process.

Step 4

Assignment Search Page

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Enter the desired information in the search field(s) then select the Search button

Other actions - Select PER Assignment Curtail Projected end date = Enter new ETS date

Additional Information:

• Editing Job Data Seniority Dates requires a Functional System Admin with Seniority Dates SUBCAT.

• Any HR actions for Reenlistment or Extension requires the completion of a new contract.

• This action will establish the Members updated ETS/MRD and capture applicable contract data.

• This process initiates with Admin Records Corrections PAR, then upon approval of the PAR, HR Professional enters approved Extension contract type.

Once the Extension Contract is complete, an HR Professional, HR Supervisor, Career Management SUBCAT user must update the ETS/MRD Seniority Date in Job Data. See IPPS-A User Manual para 27-7 for more information. See Process 9-4 Manually Correct Existing Row Data - Correct History for updating ETS and Seniority Date.
Retain does not perform extensions for Officers or Senior Enlisted (E7-E9); however, this is not an issue as these Members have open-ended commitments (no ETS). An exception to this is the NCO Career Status Program. In this case, they will have an ETS date.

Record Update: Automatic / Manual IPPS-A Order Generated: No Interface: IN ARISS, RCMS-G, RCMS-R, USMA-AMS, CCIMM, or Keystone – Retain

3-5. Contract Update- No Available Contract type Error

Error resolution to update Contracts Information.

Applicability: ENL Subcategories: HR Professional Navigation: Workforce Administration > Job Information> Job Date

Search Members EMPL ID or by Name

<u>Purpose:</u> Provide potential solution to this error code received when trying to update Contracts Information.

			Q, I(1 2 of 2 v	View All
IPPS-A Contract Number	10001			+-
Contract Seq# *Contract Eff (Signature) Date	1	"Contract Source ID 06 Integ	grated Pers Pay Sys - Army	
*Contract Type	Q	No available Contract Type for MPC Class Code: , MPC Typ	pe: E, MPC Component: G.	
Contracted Business Unit	Q,	ОК		
Contracted MOS/AOC	Q,			
Personnel Procurement Code	Q,	Contract Delayed Entry Date		
Comments				
Show MSO Data				
icers Military Service Obligation (MS	30)			
Active MSO End Da	te	Total Service Obligation (Years/Weeks)		
MSO End Dat	te	Active Duty Obligation (Years/Weeks)		
Expire Status Military Obligation Dat	te	Reserve Obligation (Years/Weeks)		
Source of Commissio	n Q	Expire Ready Reserve Obligation Date		
Source of Military Personnel Class W	0 Q			

System will default to the Work Location tab Click on the Salary Plan tab

Noyee			Empl Record 0			
Military Service	e United States	s Army				
ork Location Details ⑦				Q	H 4 10	f 14 🗸 🕨
Effective Date	02/15/2022	m			Go To F	
Enective Date	02/10/2023	[***]			00101	
Effective Sequence	0		"Action	Permanent Change of Assi	ignment	~
HR Status	Active		Reason	Reassignment		~
Payroll Status	Active		"Job Indicator	Primary Job		~
		•			Current	
Position Number	02985054	q	#2 Fire Team Leader			
	Over	ride Position Data				
Position Entry Date	02/15/2023 Position Ma	inagement Recor	d			
Regulatory Region	USA		United States			
Company	DA		Department of the Army			
Business Unit	NGDIN		Indiana Army Natl Guard			
Department	00022962	Description:	0151 IN BN 01 CO A RIFLE COMP			
Department Entry Date	10/21/2022					
Location	00004446		GREENFIELD			
Establishment ID	CONUS	Q	CONUS	Date Created	02/15/2023	
Last Start Date	04/24/2017					
		1000 C				

- The Grade box is blank. This is what is causing the contract information update to fail.Click on the magnifying glass in the Grade Box.

Work Location	Job Information	Job <u>L</u> abor	Payroll	Salary Plan	Compensation		
Employee	Military Service	Jnited States Army		Empl ID Empl Record 0			
Salary Plan Detai	ils ⑦					Q 4 4	1 of 14 🗸 🕨 🕨
Effec	Effective Date 0 tive Sequence 0 HR Status A Payroll Status A	2/15/2023 ctive ctive			Action Reason Job Indicator	Permanent Change of Assignment Reassignment Primary Job	Go To Row
 Military 	Rank Rank Entry Date Worn Rank Worn Rank Type Skill Grade	SGT Q 12/22/2022 IIII SGT Q	Sergeant Sergeant	•			
Sal	lary Admin Plan Grade	ARMY Q * A	RMY Progression	Rule	Grade Entry D Step Entry D	ate	

- The system will generate what it believes to the salary based on the information it already has in the system.
 You can search for the appropriate grade and click on it.

	Look Up Gra	de	×
			Help
Se	t ID	ARSHA	
Military Ser	/ice	A	
Military R	ank	SGT	
Salary Administration F	Plan	ARMY	
Salary Gr	ade begins with 💊	· [
Search Clear Search Results	Cancel Basic	Lookup	
View 100	1-1 of 1 🗸 🕨 🕨		
Salary Grade	Description		
E5	E5 - Grade		

- The grade will update in the salary plan tab.
- Click on Save at the bottom to save to the member's job data.
- You will get a warning for Benefits Systems but hit ok to bypass.
- Now you should be able to update the member's contract information without receiving that error.

						_	
Effective Date	02/15/2023						Go To Row
Effective Sequence	0			Action	Permanent Change	of Assignment	
HR Status	Active			Reason	Reassignment		
Payroll Status	Active			Job Indicator	Primary Job		Current
Military							
Rank	SGT	Q Sergeant					
Rank Entry Date	12/22/2022						
Worn Rank	SGT	Q					
Worn Rank Type		Sergeant	~				
Skill Grade			~				
		2					
Salary Admin Plan	ARMY Q	P ARMY					
Grade	E5 Q	E5 - Grade		Grade Entry Da	te 12/22/2022 📰		
	Includes Wa	ige Progression Rul	le	Step Entry Da	te		
ob Data En	nployment Data				Benefits Pro	gram Participatio	n
_							

3-6. Military Personnel Category Change (MPC) (Separation/Discharge/Rehire)

Step 1 - MPC Change - Discharge/Separate

Precondition - This process must start from a PERM assignment. Verify if member is on a TEMP Assignment, if on TEMP assignment curtail/depart prior to MPC Discharge.

Verify if the member has a Suspension of Favorable Personnel Actions (Flag) see AR 600-8-2 and National Guard Supplement 1 to AR 600-8-2 for flag removal.

Discharge Officer/WO Appointments

Description: The purpose of this process is to assist the HR Pro with discharging officer/WO appointments. **Applicability:** OFF, WO

Subcategories: Offboarding

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Action Required:

1. Search Criteria Enter the desired information in the search field(s) and select the Search button.

2. Select Create Permanent Assignment - Select the MPC change.

3. Enter the date (MM/DD/YYYY) or use the Calendar icon in the Projected Begin Dt field. (Enter the Discharge date)

- 4. Select the [Enter] key to confirm the entry.
- 5. (Ensure that *asterisk fields are filled)
- 6. Assignment from (Assignment information) Should reflect PERM Assignment
- 7. Scroll down and select the appropriate Movement ID in the Movement ID look up tool
- 8. Select the appropriate Character of Service option in the Character of Service drop-down arrow.
- 9. Scroll up and select the **submit**.
- 10. You will be placed on the landing page (Current/Approve page)

11. On the PERM assignments, select other options (depart)

Discharge/Separation is complete- See step 2 below for REHIRE.

Additional Information: This applies to appointment discharges for Enlisted to OFF/ WO, ETS, and movement to AC or another Sister Service. Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: TIN 900/T01

Step 2 - Manually Rehire a Member (Prior Service)

Description: The purpose of this process is to assist the HR Pro in understanding how to manually add a rehire's profile data into all Hire Record Review tabs. Applicability: OFF, WO, ENL Subcategories: Onboarding Navigation: Workforce Administration > Hire Record Review > Direct Hires/Rehires Action Required: Select the Rehire button to create a new hire Member record then enter the desired information in the EMPLID field and select the Create button. Select the Save button then

Person Data Tab

Once the record loads you will be the Person Data tab – Enter Effective date = (Date of Rehire) Select additional birth information and enter (Birth Location, Birth Country, and State) select address information, (All address fields are required) select type and choose EHOR AND MAIL Review the page for correct information.

JOB Data Tab

select the **Job Data** tab. Enter Effective Date: **Needs to be the date of rehire** Select the **Action Reason** drop-down arrow and select **PRIOR SVC GAIN CHG MIL PERSCLS** Select the **Component Category** look up tool and select the appropriate Component Category list item. (Enter here (MILCOMP CAT) select **SA** (See MCC reference table) Select the **Position** look up tool then enter the appropriate information into the **Position Number** field. Select the **Search** button and select the appropriate Position Number list item. Select the **Rank** look up tool and select the appropriate Rank Select the **Grade** (Auto populates) Enter the appropriate information into the **Grade Entry Date** field or use the **Calendar** icon. Select the **Movement ID** (Assign Loss Reason) look up tool and select the appropriate Assignment Loss Reason then enter the appropriate information into the **Assign Loss Date** (eff field or use the **Calendar** icon. Select the **Duty Position Qual** look up tool and select the appropriate Duty Position Qualification list item then enters the desired information into the **Last Exam Date** field or use the **Calendar** icon. Select Mandatory Removal Date Reason (Max Length Service, Max time in grade **maximum Age**). Seniority Dates table Select the **Save**

Contract Data Tab select the Contract Data tab. Enter the date (MM/DD/YYYY) into the Contract Begin Date (Date of rehire) and Contract End Date fields. Select the Place of Entry look up tool and select the appropriate Place of Entry. Select the Save button then select the Additional Data tab. Select the Reception Station UIC look up tool then enter the desired information into the Description field and select the Search button. Select the desired UIC from the Reception Station UIC list then select the Save button. Select the Validate Data tab then select the Validate button to complete the process.

Additional Information: Use the Direct Hires/Rehires page to validate a member's personnel data prior to validation of the Rehire record. Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: TIN AA1, A06, D18

Seniority Date	Reference table		
MPC	Seniority Date ID	Description	Transaction
O/W/E	ADSO/SRR	Active-Duty Service Obligation/Service	AGR Officer
		Remaining Requirement	
O/W/E	BASD	Basic Active Service Date	Rehire
O/W	BDAP	Basic Date of Appointment	Direct Hire/PSG
E	BESD	Basic Enlistment Service Date	N/A
	BOSD	Basic Officer Service Date	
	CADETGRAD	CADET Graduation Date	
	COMMDT	Commission Date	
E	DEPDT	Delayed Entry Program Date	NPSG (RFP)
O/W/E	DIEMS	Date Initial Entry Mil SVC	NPSG/PSG
O/W/E	DTIGRC	Date of Initial Entry into RC	NPSG/PSG
	DTREAPPT	Date of Reappointment	
Seniority Date	Reference table Cont'	d	
MPC	Seniority Date ID	Description	Transaction
	ERRO	Exp Ready Rsv Obligation DT	
	EAD SA	Entered Active Service Agreement	N/A
E	ETS	Expiration Term of Service	NPSG/PSG
O/W	MRD/RCP	Mandatory Removal Reason	DIRECT
			HIRE/PSG
O/W/E	PEBD	Pay Entry Base Date	NPSG/ PSG
	PED/PPED	Promotion Eligibility Date	

3-7. Mandatory Removal Date (MRD)

Identifies the initial condition under which an officer must be removed from an active status and discharged concurrently from the State and as a Reserve of the Army or discharged from the State only and transferred to the Retired Reserve. "DO NOT CHANGE THE INITIAL MRD INFORMATION UNLESS THE MRD DATE IS WRONG AND NEEDS TO BE CORRECTED".

Applicability: OFF Subcategories: HR Professional Navigation: > Workforce Administration > Job Information > Job Data

Search by EMPL ID or Name

To update members Job Data, select the member "0" EMPL record

To correct the MRD select the "+" next to the go to row

Next change Action to Initial Mandatory Removal

Work Location Details ⑦			Q	1 of 2 v
*Effective Date	06/07/2023			Go To Row 📕 🗕
Effective Sequence	0	*Action	Initial Mandatory Removal	~
HR Status	Active	Reason		~
Payroll Status	Active	*Job Indicator	Primary Job	~

Next select the Job Labor tab at the top page, then scroll down to MRD/RCP dates to make the correction

DIEMS	05/28/2009	
DTIGRC	05/28/2009	
DATE OF REAPPOINT		
EAD SA	09/20/2018	
ERRO/EXRROD		
ETS/ESA		
MRD/RCP	12/31/2030	

Once the correct dates are entered select save

After page is saved, the correct MRD/RCP dates will populate

Chapter 4 Promotions – Officer - Develop

4-1. Federal Recognition Identification (FRG)

To record the reason for granting Federal recognition for specific personnel actions.

APPLICABILITY: OFF, WO

Who can modify: HR Professional

Navigation: Workforce Administration > Fed Rec / Scrolling > Fed Rec /Scrolling Search by EMPL ID or Name

Þ											
Rec	c / Scrolling Purpo	se						Q, 4 4	1 of 1 🗸 🕨))(View A
							+ -				
Re	Rec/Scrolling Purpo	Se PRMT Q	PROMOTION	Special Orders Number	Military Rank	Rank Entry Date	+ -	Grade Entry Date	4 1-2 of 2 Board ID	~ >	H
Re	Rec/Scrolling Purpo	Business Uni	PROMOTION t Description Noth Carolina Army Nati Guard	Special Orders Number	Military Rank	Rank Entry Date	Grade	Grade Entry Date	4 1-2 of 2 Board ID	• •	H

Note: Federal Recognition transaction is required when doing an Officer Promotion. The user enters the **FRG first.** This generates a trigger record that is held until the actual Promotion is processed in Job Data (with Order, etc.).

After Job Data is updated, two SIHOL transactions get generated: FRG and GRCD. The Federal Recognition (FRG) transaction updates the DOR_RES The GRCD updates GR_ABBR_C and EFF_DATE_GR

Enter the following information within IPPS-A: Added a new row (if no existing row, use initial blank row that is displayed)

Effective Date: <field selection> (EFF_DATE_GR)

For promotions and demotions, date at which pay at the higher or lower grade legally begins. For laterals, date that worn rank changes (same as Rank Entry Date). Defaults to today's date, change as needed. It is for tracking the date at which pay at the higher grade legally begins and is tracked in IPPS-A using this field.

Federal Recognition Purpose: <field selection>

Special Orders Number: <field selection>

Military Rank: <field selection>

Rank Entry Date: <field selection> (EFF_DATE_GR) (Effective Date) The date that a worn rank changes (grade change promotion or lateral promotion) will be tracked in IPPS-A using this field.

Salary Grade: (Open new window) navigate to job data, go to Salary Plan Tab. Verify if salary grade applies. (Look at Grade).

Grade Entry Date: <field selection> (DOR_RES) (Date of Rank) which tracks seniority in a grade for promotion eligibility purposes, will be captured in IPPS-A using this field. Grade Entry Date can be adjusted forward or backward to account for lost time or any other reason that may need to impact seniority in a grade for the purposes of promotion eligibility.

Notes:

ARNG Officer Unit Vacancy Promotions (UVP):

Effective Date, Rank Entry Date, and Grade Entry Date normally are all the same date.

ARNG Officer DA Select Promotions:

- 1. Effective Date and Rank Entry Date are normally the same date; however, Grade Entry Date is commonly a different date than both. Effective Date and Rank Entry Date, based on the variable circumstances of the individual Soldier's promotion.
- 2. Date information is documented on the Federal Recognition Order.

ARNG Warrant Officer Promotions:

Normally Effective Date, Rank Entry Date, and Grade Entry Date are all the same date.

Date information is documented on the Federal Recognition Order.

Promotion:

HR PAR Dashboard: Search on EMPL ID Category <Field Selection> Demotion, Lateral, MISC, Profile, Promotion, USMJ PAR Type: Special Promotions Create New PAR

Promotion Consideration Code: 'A' (For special promotions)

PAR Data

*Type of PAR (Original, Amend, Revoke) - **Amend and Revoke will not update the system.** Original will update the system.

Reason: Grade how acquired code

Promotion Effective Date: The 'Promotion Date' updates the 'effective date' in Job data. This date is the date pay begins and is used on the 113 TIN which tells USFPO what date to start pay. (E**FF_DATE_GR**) Promotion Rank: Promotion Rank Entry Date: This field updates the 'Rank Entry Date' in job data and is the date that worn rank changed (**EFF_DATE_GR**) was used for conversion to populate this field.

Promotion Grade: Promotion Grade Entry Date: This field updates the 'Grade Entry Date' in job data and is the date that Grade changed and the date from which eligibility for the next promotion will be calculated. This date can be adjusted as necessary. This represents **DOR_RES** field Promotion Jobcode: (MOS or AOC) PCC Date: Date of Promotion

Authority: NGR 600-100 or 600-101 <Save> Add Attachments as needed Check Eligibility Submit: (This will be returned to the BN level). You will need to return to monitor approvals tile (HR (+) only:

Navigation: HCM>Enterprise Components >Approvals > Approvals> Monitor approvals

Search Criteria: Requester: (Last name) Best practice, copy EMPL ID and past EMPL ID, First Name Last Name, UIC User ID

Hyperlink = Last name It will insert the Soldiers last name in the requester

Search

See Approval Process: Form Approval
Select Pending

Select from the S1 Pool

Reassign to: Yourself

Select reassign

Go to Approvals Tile Select Special Promotions

*If there is an error, whomever initiated the PAR has to cancel.

Recommend Approval On the Approval Status select the hyperlink **Pending**

Check the Federal Rec Order -

Go to the Submitted TINs Report Tile Search for Soldier Give the report a Run Control ID Run

Interfaced: TIN: 113, A14 Note: Soldiers on permanent active duty (Title 10 AGR and Title 32 AGR) must be manually processed for pay to be impacted. References: NGR 600-100 KSD Required: Federal recognition orders

4-2. Decentralized Promotion Board

APPLICABILITY: OFF, WO

Who can modify: HR Professional Navigation: Workforce Administration > boards> decentralized board roster or use the Promotion Roster Tile on the HR professional page.

Enter Business Unit = (enter applicable information) Enter Board Identification (number from the templet ID) Hit search

Check the box All service members Eligible = All Select filter

Possible status Select Eligible (Yes meets TIG/TIS no flags, is promotable) Eligible (No – non select, has a SFPA, not eligible for a waiver) Eligible (Yes- with a waiver needed) Check waiver box.

Job info – Is view only

Status - If Soldier is eligible for promotion (auto populates) to Promotion Select.

The execute Auto Promotion batch process runs nightly, and members are automatedly removed from the roster on the following day after they are promoted.

Note (ARNG) For Officers and Warrant Officers this information updates from the FedRec page (Grade Entry Date). If a change to the promotion roster is made by the Commander a remark is required.

4-3. Manage Semi-Centralized PPW

The purpose of this process is to assist HR Supervisors in understanding how to view the promotion board status and enter promotion consideration on a Semi-Centralized Promotion Roster. This process also assists in pulling official Promotion Point Worksheet (PPW) reports for Members who previously validated their PPW.

Applicability: OFF, WO, ENL

Subcategories: HR Supervisor, Commander, Promotions Configuration, Promotions **Navigation:** Workforce Administration > Boards > Board Roster

Landing Page is Board Roaster

Business Unit (prepopulated) – defaults to member row level security.

Enter Board Identifier (Select using the search button) The pre-board roster opens.

1. Scroll down to the filter criteria area

- 2. Filter the results by deselecting the **All Service Members** checkbox, enter the desired filter criteria, then select the **Filter** button.
- 3. Enter your UIC and then click the filter button.

4. To make recommendations for board considerations, select the desired **Board Results** option from the drop-down menu for the appropriate Candidate(s) to recommend the Member for consideration. (Withdrawal from consideration (N) or recommend for consideration (Y).

5. Select the **Run PPW Report** button to generate the PPW Report. (PDF, of eligible members from the board results)

6. Enter the desired information into the **UIC** field then select the **OK** button.

7. Select the OK button to acknowledge the message then select the Save button to complete the process.

8. Use the process monitor to process the PPW report. Once complete download to submit to the members of the board.

Select Save

Additional Information: Use the standard Process Monitor steps to generate the PPW Report; confirm Scheduler, refresh process until successful, and then download a copy of the PDF to send to the board. Record Update: None

IPPS-A Order Generated: No Interface: None

Interface: None

4-4. Manage Semi-Centralized Roster - Board

The purpose of this process is to assist HR Supervisors in understanding how to view the promotion board status and enter promotion consideration on a Semi-Centralized Promotion Roster. This process also assists in pulling official Promotion Point Worksheet (PPW) reports for Members who previously validated their PPW.

Applicability: OFF, WO, ENL

Subcategories: HR Supervisor, Commander, Promotions Configuration, Promotions **Navigation:** Workforce Administration > Boards > Board Roster

Landing Page is Board Roaster

Business Unit (prepopulated) – defaults to member row level security.

Enter Board Identifier (Select using the search button) The pre-board roster opens.

1. Scroll down to the filter criteria area

2. Filter the results by deselecting the **All Service Members** checkbox, enter the desired filter criteria, then select the **Filter** button.

3. Enter your UIC and then click the filter button.

4. To make recommendations for board considerations, select the desired **Board Results** option from the drop-down menu for the appropriate Candidate(s) to recommend the Member for promotion. (Promotion Non-Select, Promotion Select).

5. Board Approval Date = (From the board results) enter date

6. Select Save

- Select Notify button (populates workflow notification worksheet)
- 7. Enter the desired information into the **UIC** field then select the **OK** button.
- 8. Message (Enter applicable information)

9. Select the **OK** button to send email.

4-5. Centralized Promotion Boards

ARNG Officers appearing before a DA Board: Announcement is made external to IPPS-A through a MILPER Message for general population view. For Officers selected by UVP, the State processes the action as PAR: Promotion. ARNG Warrant Officers: All UVPs completed using PAR: Promotion

Special Promotion

Description: The purpose of this process is to assist those with the Career Management SUBCAT in understanding how to create a Special Promotions PAR.

Applicability: OFF, WO, ENL

Subcategories: HR Professional, Career Management

Navigation: HR Professional > HR Personnel Action Requests tile

Action Required:

1. Enter the desired information into the search field(s) then select the **Search** button.

- 2. Select the appropriate **Empl ID** list item from the search results then select the **Create Personnel Action** button.
- 3. Enter the date (MM/DD/YYYY) into the Effective Date field or use the Calendar icon.

4. Select **Promotion** from the **Action** drop-down menu. The Reason defaults to Special Promotions, select the **Continue** button.

- 5. Enter the desired information in the **Description** field.
- 6. Select the **Reason** look up tool then select the appropriate Reason Code.
- 7. Enter the date (MM/DD/YYYY) into the Promotion Effective Date field or use the Calendar icon.
- 8. Select the Promotion Rank look up tool or enter the desired information.
- 9. Enter the date (MM/DD/YYYY) into the Promotion Rank Entry Date field or use the Calendar icon.
- 10. Select the **Promotion Grade** look up tool or enter the desired information.
- 11. Enter the date (MM/DD/YYYY) into the **Promotion Grade Entry Date** field or use the **Calendar** icon.
- 12. Select the Save button then select the Check Eligibility button to check the Member's promotion eligibility.
- 13. Select the **OK** button then select the **Submit** button to submit the PAR.

14. Select the **Continue** button then select the **OK** button to acknowledge the message and complete the process. **Additional Information:**

• The S1 Pool, Upper Echelon Group, or PPA/PSC Pool will determine the approval routing for the PAR.

• IPPS-A does a verification check for SFPA Flags.

• Aside from SFPA Flags, IPPS-A does a verification check to ensure the Member is in a higher rank position only when an ARNG Member is receiving a lateral appointment.

• The Promotion Effective Date field updates the Effective Date in the Member's Job Data.

Record Update: Automatic

IPPS-A Order Generated: Yes Interface: iPERMS

TIN/FID: None

Chapter 5 Promotions – Enlisted - Develop

PCR (Pre-board): The ARNG conducts boards annually. The PCR is actioned by the Company Commander who makes recommendations on board consideration. Promotion Points and Preferences are also available at this time to Members in Self-Service and to Commanders on the Points tab and Preferences tab on the roster.

Board Status: Once the cut-off date is reached, the Roster goes into Board Status. The State holds a board, a board recorder inputs the results, and the Promotion Authority approves the Board. Once the Board is approved, it goes into Post Board status.

PRR (Post-board): The PRR is a standing list that is utilized to manage assignments and promotions until the next annual process is complete.

5-1. Create Decentralized Promotion Board – (E3 to E4)

APPLICABILITY: Enl Who can modify: HR Professional Navigation: Workforce Administration > boards>board creation

Add a new value

Templet ID

Look up Template ID

Service Component = G for Guard

Select a templet type Board Name = Enter the desired information (example E3-E4) Select **save (Board and Identifier is given)**

Select Process Monitor Select Refresh Run status will show success When distribution status is posted.

5-2. Manage Decentralized Promotion Board

APPLICABILITY: Enl Who can modify: HR Professional Navigation: Workforce Administration > boards> decentralized board roster or use the Promotion Roster Tile on the HR professional page.

Enter Business Unit = (enter applicable information) Enter Board Identification (number from the templet ID) Hit search

Check the box All service members Eligible = All Select filter

Possible status Select Eligible (Yes meets TIG/TIS no flags is promotable) Eligible (No – non select, has a SFPA, not eligible for a waiver) Eligible (Yes- with an waiver needed) Check waiver box.

Commander views board roaster if changes are made a reason is required.

Candidates	JOD II	10 10	,					
al ID	Empl Record	Rank	Name	Eligible	Waiver Needed	Status	Approved by Sec of the Army	Promotion Date
4000006	0	PFC	PFC MUAJ YOUNGFREEMAN_L904	×		Promotion Select	Authorized Waiver Allocations Award of MOS 18D Award of MOS 18X	06/27/202
4000007	0	PFC	PFC FABRIZZIO MARTINEZCRUZ_L904	×		Promotion Select	CDR Option Basic Trng 10% CDR Option Complete AIT 10% Eplicated on ACASP Contract	06/22/202
4000020	0	PFC	PFC JARIANNY CAMPOSMORALES_L904	Y		Promotion Select	Enlisted on ACASI Contract Enlisted on Stripes for Ed Experience	06/08/202:
4000032	0	PFC	PFC SHYKEMIA DIGHANS_L904	2	2	Promotion Non-Select	None Other Reason	09/01/202
4000014	0	PFC	PFC OMAR PUNNOOSE GEORGE_L904	-	-	Promotion Non-Select	Performance Qualified Marksman/Gunsmiths Qualified Parachutist Ranger Graduate Standards Waiver of MEL-Temporary Waiver of TIG	06/30/202:
4000218	0	PFC	PFC TOVA ESPINOZAPALMER_L904	- (Try It! In this example, 1	Actions X	Waiver of TIG and TIS Waiver of TIS	06/06/202
4000036	0	PFC	PFC SAMORY LIKELY_L904		Click the Walver	of TIG and TIS list item.	None	06/18/202
4000021	0	PFC	PFC LATONE KPATA_L904	-		Promotion Non-Select	None	06/30/202
4000035	0	PFC	PFC TAALOTAUSALA LORENTZEN_L904			Promotion Non-Select	None	06/12/202

Job info – Is view only

Status - If Soldier is eligible for promotion (auto populates) to Promotion Select.

The execute Auto Promotion batch process runs nightly, and members are automatedly removed from the roster on the following day after they are promoted.

Select Save

If you want to send an email to the Commander select notify

5-3. View a Semi-Centralized PPW

The purpose of this process is to assist Members in understanding how to review and validate promotion points as part of the Semi-Centralized promotion process.

Applicability: ENL Subcategories: Member Navigation: Navigator > Self Service > Promotion Points Action Required:

1. Select the **PPW Report** button to view a printable version of the PPW.

2. Print or review the printable PPW then select the **Close (x)** icon to close the pdf and return to the Promotion Points page.

3. Select the View Validated Promotion Points link to view the official version used by the promotion board.

4. Review the tabs: Points by Category, Civilian Education Points Detail, Award Points Detail, and Show All then select the **Close (x)** icon to close the Promotion Points Validation page.

5. Select the Validate Promotion Points button to validate the Promotion Points in the worksheet.

6. Select the **OK** button to acknowledge the system message.

7. Select the OK button to acknowledge successfully saving the data and complete the process.

Additional Information:

• Members may view both the official Board version and the unofficial version of their promotion points.

• Members are required to validate their promotion points once they are satisfied with the accuracy.

Record Update: None IPPS-A Order Generated: No Interface: None

5-4. Manage Semi-Centralized PPW

The purpose of this process is to assist HR Supervisors in understanding how to view the promotion board status and enter promotion consideration on a Semi-Centralized Promotion Roster. This process also assists in pulling official Promotion Point Worksheet (PPW) reports for Members who previously validated their PPW.

Applicability: OFF, WO, ENL

Subcategories: HR Supervisor, Commander, Promotions Configuration, Promotions **Navigation:** Workforce Administration > Boards > Board Roster

Landing Page is Board Roaster

Business Unit (prepopulated) - defaults to member row level security.

Enter Board Identifier (Select using the search button) The pre-board roster opens.

- 4. Scroll down to the filter criteria area
- 5. Filter the results by deselecting the **All Service Members** checkbox, enter the desired filter criteria, then select the **Filter** button.
- 6. Enter your UIC and then click the filter button.

4. To make recommendations for board considerations, select the desired **Board Results** option from the drop-down menu for the appropriate Candidate(s) to recommend the Member for consideration. (Withdrawal from consideration (N) or recommend for consideration (Y).

5. Select the **Run PPW Report** button to generate the PPW Report. (PDF, of eligible members from the board results)

6. Enter the desired information into the **UIC** field then select the **OK** button.

7. Select the OK button to acknowledge the message then select the Save button to complete the process.

8. Use the process monitor to process the PPW report. Once complete download to submit to the members of the board.

Select Save

Additional Information: Use the standard Process Monitor steps to generate the PPW Report; confirm Scheduler, refresh process until successful, and then download a copy of the PDF to send to the board. Record Update: None

IPPS-A Order Generated: No Interface: None

5-5. Manage Semi-Centralized Roster - Board

The purpose of this process is to assist HR Supervisors in understanding how to view the promotion board status and enter promotion consideration on a Semi-Centralized Promotion Roster. This process also assists in pulling official Promotion Point Worksheet (PPW) reports for Members who previously validated their PPW.

Applicability: OFF, WO, ENL

Subcategories: HR Supervisor, Commander, Promotions Configuration, Promotions **Navigation:** Workforce Administration > Boards > Board Roster

Landing Page is Board Roaster

Business Unit (prepopulated) – defaults to member row level security.

Enter Board Identifier (Select using the search button) The pre-board roster opens.

1. Scroll down to the filter criteria area

2. Filter the results by deselecting the **All Service Members** checkbox, enter the desired filter criteria, then select the **Filter** button.

3. Enter your UIC and then click the filter button.

4. To make recommendations for board considerations, select the desired **Board Results** option from the drop-down menu for the appropriate Candidate(s) to recommend the Member for promotion. (Promotion Non-Select, Promotion Select).

- 5. Board Approval Date = (From the board results) enter date
- 6. Select Save
- Select Notify button (populates workflow notification worksheet)
- 7. Enter the desired information into the UIC field then select the OK button.
- 8. Message (Enter applicable information)
- 9. Select the OK button to send email.

5-6. Centralized Promotion Board (E7 through E9)

Centralized Board Rosters are managed at the business unit level, State. This is not a unit level action. The board announcement is in accordance with State policy and procedures.

Non-Selection:

• Enlisted: IPPS-A will process NCOs who are NFQ twice and listed as do not retain. The Member will then separate the 1st day of the 7th month after board results publish.

PAR: Special Promotion

Description: The purpose of this process is to assist those with the Career Management SUBCAT in understanding how to create a Special Promotions PAR.

Applicability: OFF, WO, ENL

Subcategories: HR Professional, Career Management

Navigation: HR Professional > HR Personnel Action Requests

Action Required:

- 1. Enter the desired information into the search field(s) then select the **Search** button.
- 2. Select the appropriate Empl ID list item from the search results then select the Create Personnel Action button.
- 3. Enter the date (MM/DD/YYYY) into the Effective Date field or use the Calendar icon.

4. Select **Promotion** from the **Action** drop-down menu. The Reason defaults to Special Promotions, select the **Continue** button.

5. Enter the desired information in the **Description** field.

- 6. Select the **Reason** look up tool then select the appropriate Reason Code.
- 7. Enter the date (MM/DD/YYYY) into the Promotion Effective Date field or use the Calendar icon.
- 8. Select the **Promotion Rank** look up tool or enter the desired information.
- 9. Enter the date (MM/DD/YYYY) into the Promotion Rank Entry Date field or use the Calendar icon.
- 10. Select the **Promotion Grade** look up tool or enter the desired information.
- 11. Enter the date (MM/DD/YYYY) into the **Promotion Grade Entry Date** field or use the **Calendar** icon.
- 12. Select the Save button then select the Check Eligibility button to check the Member's promotion eligibility.
- 13. Select the OK button then select the Submit button to submit the PAR.

14. Select the **Continue** button then select the **OK** button to acknowledge the message and complete the process.

Additional Information:

• The S1 Pool, Upper Echelon Group, or PPA/PSC Pool will determine the approval routing for the PAR.

• IPPS-A does a verification check for SFPA Flags.

• Aside from SFPA Flags, IPPS-A does a verification check to ensure the Member is in a higher rank position only when an ARNG Member is receiving a lateral appointment.

• The Promotion Effective Date field updates the Effective Date in the Member's Job Data.

Record Update: Automatic IPPS-A Order Generated: Yes Interface: iPERMS TIN/FID: None

Chapter 6 World Access Instructions

6-1. How to request World Access

Justification for Access/ Requesting UIC or NGB All or World Access. Only NGB Provisioning Team can approve NGB All or World Access. World access is limited to two per State. World access is for the sole purpose of assisting with onboarding/offboarding from AC/RC components and data quality of soldiers from those components coming into the ARNG. World access is regularly audited by the IPPS-A program. Users granted world-access are prohibited from approving World-Access to any other personnel. World access will only be granted on a limited basis by NGB Training and Access Team. Unless preapproved (SIB Chiefs only) users will not also hold KEEB Validator, Validator Admin, or Validator subcategory roles. State KEEB Validators, Validator Admins, and Validators granted World access may not approve access above State level.

Applicability: OFF, WO, ENL Subcategories: HR Professional, onboarding/offboarding Navigation: Self Service> Access Request tile

Step 1

User ID/Oprid: Auto populates Select "New Access Request

Step 2

	1
Scroll down to "New Requested	New Requested Security Settings
Security Settings	*Category *Subcategory
Click the Plus icon to Add a Row	Show New Roles
	New Requested Security Settings

MEMBER

Show New Roles

Click the Category lookup tool

Step 3

•

Select the appropriate Category

Look Up Category	х
User Category begins with 🗸	Help
Look Up Clear Cancel	Basic Lookup
Search Results	
View 100 First 🕢 1-7 of 7 🛞 Last	
User Category	
COMMANDER	
DATA SECURITY	
FUNCTIONAL SYS-ADMIN	
HR PROFESSIONAL	
MAINTENANCE SYS-ADM	
MEMBER	
PAYROLL PROFESSIONAL	

Q MEMBER

Q

Q 🛨 🖃

Q 🛨 🖃

Click the Subcategory lookup tool

Category		* Subcategory		
MEMBER	Q	MEMBER	Q	+ -
HR PROFESSIONAL	Q		Q	+ -

Select the appropriate Subcategory

Look Up Subcategory	×
User Category: HR PROFESSIONAL User Bundle begins with V	Help
Look Up Clear Cancel Basic Lookup	
Search Results View 100 First () 1-19 of 19 () Last Other bunned ARNO PROMO OREATE ASSIGNMENT ACTIONS CAREER MANAGEMENT CAREER SERVICES CASUALTY MANAGEMENT	
HR DATA USER HR RPCFESSIONAL HR SUSFERVISOR HR SYSTEM ADMIN OFFBOARDING ONBOARDING PROMO DECENTRALIZED RESTRICTONS	
SPECIAL POPULATION VALIDATOR VALIDATOR ADMIN	

Step 4

Perform ELM Verification and SOD Verification

- ELM Verification: Validation to determine if required training has been complete

ELM Verifica	ation		Message
Yes	O No (Justification required)	Venty	Bundle-HR PROFESSIONAL Complete-Y R3 HR Professional Complete-Y

- SOD Verification (Segregation of Duty): Validation to determine SOD violation

D Verification		Message
Yes No	Verify	
		Verified

Step 5 - Must enter a comment

Notes/Comments:

_

 Justification for Access/ Requesting UIC or NGB All or World Access. Only NGB Provisioning Team can approve NGB All or World Access.

rivovisioning ream can approve NGB All or World Access. World access is for the sole purpose of assisting with onboarding/offboarding from AC/RC components and data quality of soldiers from those components coming into the ARNG. World access is regularly audited by the IPPS-A program. Users granted worldaccess are prohibited from approving World-Access to any other personnel. World access will only be granted on a limited basis by NGB Training and Access Team. Unless preapproved (SIB Chiefs only) users will not also hold KEEB Validator, Validator Admin, or Validators granted World access may not approve access above State level.

Notes/Comments:	_
Submit	

Notes/Comme	nts:		

- Click "Submit"

- A display message will appear stating the new request is pending.
- You will not be able to submit an additional request until the current one is completed

or canceled. Click the Ok button

Step 6

- The new request will display at the bottom of the page
 - Information displayed UserID, Submitted By, Submit Date, State ec.

								Per	sonalize F	ind 🖾 🔣 First 🕙 1	of 1
equest	User ID	User Name	Dept ID	UIC	Requested ROWSECLASS	Requested Subcats	Submitted By	Submit Date	Status	Status Updated By	A
984153			L9000005	WL9GT0	IP_HCMDP_IT_L9000005	HR PROFESSIONAL, MEMBER		06/23/2022	Submitted		06

To view approvers, click the User ID

				I				Per	sonalize F	ind 💷 🖪 🛛 First 🚯 1	of 1
Request	User ID	User Name	Dept ID	UIC	Requested ROWSECLASS	Requested Subcats	Submitted By	Submit Date	Status	Status Updated By	Aci
98415			L9000005	WL9GT0	IP_HCMDP_IT_L9000005	HR PROFESSIONAL, MEMBER		06/23/2022	Submitted		06/

Notes:

- 1. World Access will not have KEEB Validator, Validator Admin, or Validator Roles.
 - a. Exception only for SIB Chiefs
 - b. SIB Chiefs will not approve access for any person beyond their State/Territory "FF" UIC
- 2. World Access users will use such access only for Onboarding and Offboarding functions
 - a. World Access users will not gather information from other components for the express purpose of assisting.
 - b. Recruiting Command with contacting AC/RC losses for possible gain into the ARNG.

6-2. Inservice Recruit (ISR) to the ARNG – With World Access

Using the supporting documentation found in the Soldiers iPERMS record, perform the following steps to hire into the ARNG.

Applicability: OFF, WO, ENL Subcategories: HR Professional, onboarding/offboarding Navigation: Workforce Admin->Contracts Administration->Contracts Information

Contracts Information

Step 1 – Update contract – (Enlisted Only)

Insert the EMPLID + Search

Click the + button

Search	Clea	ar Basic	Search 🖾 S	ave Sea	rch Criteria	
					Q, 14 4 2 of 2 v	-> -
IPPS-A Contract Number	10002					
"Contract Eff (Signature) Date	i đ	1	"Contract Source ID	06 Integrate	d Pers Pay Sys - Army	
*Contract Type	AE_REENL	STD REENLISTMENT	*Contract Begin Date	(iii)		
Contracted Business Unit	Q		Contract End Date	(iii)		
Contracted MOS	Q		Contracted UIC	Q,		
Personnel Procurement Code	٩		Contract Delayed Entry Date			
Comments						

In "Contract Eff Date", use the date of gain into the ARNG. In "Contract Begin Date", use the date of gain into the ARNG In "Contract End Date", use the new ETS date - Click Save

							012 *	ri Vit
IPPS-A Contract Number	10002							+-
Contract Seq#	0				08 141	instanted Data Day Con. Army		
*Contract Eff (Signature) Date	03/01/2023			"Contract Source ID	00 In	legrated Pers Pay Sys - Army		
*Contract Type	AE_REENL (STD REE	ENLISTMENT	*Contract Begin Date	03/01/2023			
Contracted Business Unit	Q			Contract End Date	03/01/2026			
Contracted MOS	Q			Contracted UIC		Q		
Personnel Procurement Code	Q			Contract Delayed Entry Date		Ē		
Comments								
								4

Navagate to Workforce Admin->Job Information->Job Data

Step 2 – Update Job Data (Enlisted Only)



- * Make sure you're in Correct History Mode Click the + button to add a new row

Military Service United	I States Army			
Work Location Details ⑦			Q 4	4 1 of 1 ∨ ▶ ▶
*Effective Date 11/07/202	2 💼			Go To Row
Effective Sequence 0		*Action	Permanent Change of Station	~
HR Status Active		Reason	Operational	~
Payroll Status Active		*Job Indicator	Primary Job	~
Position Number 08662528	Q	Standard Excess	Curren	
	Use Position Data			

- In the "Action" drop down, select "Contract Update"
 In the "Reason" drop down, select "Reenlistment"
 Change the effective date to the date of gain into the ARNG
 If any error boxes pop up, click OK or YES

Military Service United States Army

Work Location Details ③			Q	1 of 2 🗸 🕨 🕨
*Effective Date	03/01/2023			Go To Row
Effective Sequence	0	*Action	Contract Update	~
HR Status	Active	Reason	Contract Reenlistment	
Payroll Status	Active	*Job Indicator	Primary Job	v
- Go to the "Job Lat	lob Information	Pavro	II Salary Plan	Compensation
		-ayio		
- Enter the new ETS	S date into the "ETS/ESA" box	ĸ		

- Click Save

BESD	08/22/2017	2	
BOSD		8	
CADET GRAD		8	
COMMISSION		8	
DEPDT		8	
DIEMS	08/22/2017	8	
DTIGRC		8	
DATE OF REAPPOINT		8	
EAD SA	08/22/2017	8	
ERRO/EXRROD		8	
ETS/ESA	03/01/2026	8	Guard Enlistment
MRD/RCP	08/22/2031	8	SPR6822
PEBD	08/22/2017	8	

Step 3 – Manage Assignments (Officer and Enlisted)



Go to Manage Assignments - In the "Create Permanent Assignment" drop down, select "Active to Guard"

	Business I	Unit US A	my Active Component			Location FT CAMPBELL			
Component Category ACMS-Force Structure Unit-Avail Pers					Job Code	1			
UIC WACQBD AUGOEACQBD						xcess			
						Duty Status	Present for Duty		
					Dut	v Status Attribute			
						,			
Permane	nt Assigni	nents				Create P	ermanent Assignmen	t	
Permane /Source	nt Assignr Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Create P Position	ermanent Assignmen	t	1
Permane //Source 5004846	nt Assignr Status	Compo	Action/Reason Code PCS	Begin/End Dt 11/07/2022	UIC WACQBD	Create P Position 08662528	ermanent Assignmen Location 00030496	t	1

* This first part is the build of the separation assignment. All data will pertain to their current AC assignment.

- The projected begin date is the LAST day the SM belongs to the Active component

The "Trans Type" is "Separation"

- The "Subtrans Type" is "to ARNG"
- The UIC is the SMs CURRENT Active Duty UIC
- For the position, use any Standard Excess templet. If none are available, use another 9993 (except temp hold)
- Select the proper DPOS
- The "Movement ID" is 62
- The "Character of Service" should be "Honorable" (unless otherwise stated on their documentation)



- * This second part is the build of the initial assignment into the ARNG. All data will pertain to their NG assignment.
 The projected begin date is the FIRST day the SM belongs to the National Guard
 The "Assignment From" should be the current PCA "Arrived On"
 The "Reason" is "Transfer Voluntary"
 Enter all applicable details for their new assignment (UIC, position number, job code, etc.)

Assignment Dates	;				
*Projected Begin Dt	03/01/2023	:	*Report Date	03/01/2023	
			Number of Days	1097	
*Projected End Dt	03/01/2026	:	*Assignment From	115004846	۹
Standard Fields					
*Action	PCA		*Reason	Transfer Voluntary	Q
*UIC	WPBBB0	Q	*Position	03047650	۹
0143 IN BN 01 CO	B RIFLE COMP				
Location	00012533 SEAGOVILLE		Over Strength Indicator	NOT OVERSTRENGTH	
With Duty At	No				
Estab ID	CONUS		Tour Type	NOT APPLICABLE	
			Tour Indicator		
Job Code	E11B INFANTRYMAN		*Duty Title	#1 FIRE TEAM LEADER	Q
*Duty Position Qual	Q	Q			
 Movement Fiel 	ds				
* Movement ID	62		Descriptio	on Completion of Required A	Activ
			Asgmt Los Reaso	REENLST	
			MPA Reaso	on EXPIR RATERM OF SV	С
			Reenlistme Eligibili	^{nt} REENL ELIG 1	

- Click Submit

Submit Save for Later								
Assignment Header Information								
Assignment Permanent	Assignment ID NEW							
Employee Record 0	Assignment Seq 0							
Assignment Draft	User Action 0019 Active to Guard							
Status	Workflow Status Initiated							
Submit Save for Later Assignment Header Information								
Assignment Permanent	Assignment ID NEW							
Employee Record 0	Assignment Seq 0							
System Curtail/Extend will be executed This action will Curtail/Extend the Member's current Permanent Assignment based on the new Permanent Assignment Begin Date Yes No								
Assignment Dates								
*Projected Begin Dt 03/01/2023	*Report Date 03/01/2023							
	Number of Days 1097							
	the structure of							

* You'll depart the SM from their current arrived and arrive them to the "PCA/Transfer Voluntary" assignment. Don't arrive them to the separation assignment.

	 Permane 	nt Assign	ments							
							Create Permanent A	ssignment		×
										3 rows
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	uic	Position	Location		
N	115004846	Arrived	Activo	PCS	11/07/2022	WACQBD	08662528	00030496	Other Actions 🕢	
J	eMILPO	Anived	Active	Operational	02/28/2023	AUGOEACQBD	Standard Excess	FT CAMPBELL	View Order	
	116737181	Approved	Activo	Transfer	02/28/2023	WACQBD	08539495	00030496	Other Actions 🕢	
	Online Asg	Approved Active Inline Asg	Active	Transfer - Separation	02/28/2023	AUGOEACQBD	Standard Excess	FT CAMPBELL	View Order	
	116737221	Anneward	Quard	PCA	03/01/2023	WPBBB0	03047650	00012533	Other Actions 🕢	
	Online Asg	Approved	Guard	Transfer Voluntary	03/01/2026	0143 IN BN 01 CO B RIFLE COMP	#1 Fire Team Leader	SEAGOVILLE	View Order	
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6-3. Erroneous Transfer- USAR IRR

Applicability: OFF, WO, ENL Subcategories: HR Professional, onboarding/offboarding Navigation: Workforce Admin>Assignment Tracking>Manage Assignments

Search Members EMPL ID or by Name

On the Assignment Landing Page – Step 1

		✓ Organizational Instance							
•	The Member in this	Business Unit US Army Reserve Location UNKNOWN EX	Actions ×						
	example has been arrived	Component Category IRR-Mbr w/Prior Service & Remain Oblig Job Code E36B FINANC	Curtail/Extend	INICIA					
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		▼ Permanent Assignments	Position Change						
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	Arrival"	Temporary Assignments							
	Annua	Conditional Release Assignments							
		Return to Search							

Click on Revoke Arrival at the top of the page



Assignments Landing Page – Step 2

- The previous assignment should populate back on the member's assignment landing page.
- You will also see the CREL assignment populate.
- Next, click on Other Actions dropdown and select "Revoke Departure" next to the last assignment prior to the transfer

tional Insta	nce										
Busine	ess Unit In	diana Army Natl Guard				Location	INDIANAPOLIS I	IN			
omponent C	ategory T	NG Pipeline-Awaiting IAD)T-Auth to Perform	IDT		Job Code	E36B FINANCI	AL MANAGEMENT TECHNICIA			
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Revoke Departure – Step 3

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		Source Interface					

Assignment Landing Page – Step 4

- The assignment should now be in an Arrived Status
- Next, click on Other Actions dropdown next to the transfer assignment to the USAR IRR
- Select "Revoke Assignment"

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Revoke Assignment – Step 5

- On the revoke assignment page, under Description, select "Administrative Processing Required"
- Then, select the Submit Revoke Assignment button at the top of the page

Submit Revoke Assignment		
nassignment resour mormation Assignment Satus Approved Assignment Satus Approved Workflow Satus Nees Required Component Category Tashing Status PERSTER	IPO Info View/Update TDY Event	Antigement D 17/36641 Assignment Seq. 1 User Action: 2022 Revolu Assignment
Projected Begin Dt. 65/18/2023 Number of Days. 22646 Assignment From. 8100359 Standard Fields		Report Date 651142223 Projected End Dt 65132285
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Assignment Landing Page – Step 6

- If you click on the <u>one</u> <u>day</u> assignment, it should remove immediately fall off
- If this does not work, repeat steps 4 and 5

Organizational Instance									
Busine	ess Unit	Indiana Army Natl Guard				Location INDIANAPOLIS IN			
omponent C	ategory	TNG Pipeline-Awaiting IAD	T-Auth to Perform	IDT		Job Code E368 FINANCIAL MANAGEMENT TECHNICIA			
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Assignment Landing Page – Step 7

- Now, you need to remove the CREL
- Click on the CREL line to open the Conditional Release Details

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		UIC	WPBRAA 0176 FI DE	FINANCIAL MA	NAG		Position 032072	227 #1 Financial Management	Clerk
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		1 05/01	/2023 0	5/13/2023	Approved		0003601836.01	05/15/23 6:37:5	0PM

Conditional Release Details – Step 8

- The CREL Status will be listed as "Approved"
- Change the status to "Return"
- Next, click the Apply button
- Then, click the Done button



Assignment Landing Page – Step 9

- The process is now complete
- The current perm assignment needs to be extended or a new perm assignment needs to be created
- Once the member is back in the proper component, it is necessary to check with DEERS, PFO, and downstream systems to verify the revocation is reflecting properly

 Organiza 	Organizational Instance									
	Bu	siness Unit	Indiana Army Natl Guard	ł			Location	INDIANAPOLIS IN		
(Componer	nt Category					Job Code	E36B FINANCIAL MANAGEMENT	TECHNICIA	
		UIC	WPBRAA 0176 FIDET	FINANCIAL MAI	NAG		Position	03207227 #1 Financial Managemen	nt Clerk	
							Duty Status Ready for Drill			
					Duty Status Attribute					
- Permane	nt Assig	nments								
								Create Permanent Assignmer	nt	~
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ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		
8180389			PCA	04/29/2021	WPBRAA		03207227	00003619		
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Chapter 7 Restrictions – Maintain

7-1. Initiate SFPA Flag

An SFPA Flag PAR updates flags on a member's record to prevent promotions, transfers, separations, and retirements.

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: HR Professional > HR Personnel Action Requests tile

Action Required:

1. Enter the desired information in the search field(s) then select the **Search** button.

2. Select the Employee ID from the results then select the Create Personnel Action button.

3. Enter the date in the **Effective Date** field. The effective date is the date the event occurred that required the restriction action.

4. Select **SFPA Flag** from the **Action** drop-down, select **Initiate a Flag** from the Reason drop-down, then select the **Continue** button.

5. Input details for Comments and More Information based on regulatory guidance and local SOPs, select the **Save** button, then select the **Next** button.

6. Select the Validate button then select the Next button.

7. Select the **Submit** button then confirm the Home/Host in the Submit for Approval Confirmation window (use the **S1 Pool** look up tool to search for an alternate S1 Pool for routing if applicable).

8. Select the **Continue** button then select the **OK** button to complete the process.

Additional Information: An Immediate Re-enlistment Prohibition (IMREPR) (Retention Restriction) is added or removed from the Member's record when the Flag is added or removed (See table below) for specific flags and their restriction codes.

SFPA Flag	Retention Restriction Codes
A (Adverse Action	9B (Adverse Action Flag)
C (Inactive Flag)	9V (Involuntary Separation Flag)
H (Punishment Phase [Adverse Action])	9B (Adverse Action Flag)
J (Army Physical Fitness Test Failure)	9E (Physical Readiness)
K (Army Body Composition Program)	9Z (Weight)
X (Flag Other)	9B (Adverse Action Flag)
L (Commanders Investigation)	9B (Adverse Action Flag)
M (Law Enforcement Investigation)	9B (Adverse Action Flag)
U (Drug Abuse [Adverse Action])	9B (Adverse Action Flag)
V (Alcohol Abuse [Adverse Action])	9B (Adverse Action Flag)
W (HQDA Initiated Involuntary Separation or Discharge)	9V (Involuntary Separation Flag)

Record Update: Automatic IPPS-A Order Generated: No Interface: None TIN/FID: None

7-2. Automated Restrictions

The automated restriction process inserts and removes restrictions as it interfaces with IPPS-A based on the event.

Upon both Members updating their marital status in the ADS (DEERS), IPPS-A enrolls both Members in the Married Army Couples Program (MACP). If the Member's marital status changes from married to any other marital status once updated in DEERS, IPPS-A automatically modifies the Member's Married Army Couples Program (MACP)/Joint Domicile indicator to "NO" and captures the effective date. Members may disenroll if they no longer want to remain in MACP by requesting an update to remove the restriction code using an Admin Records Corrections PAR.

The system shall automatically impose a flag Code R - Admin Non-Deployable Retention Policy for administrative non-deployable Soldiers when a Member reaches 180 consecutive days of administrative non-deployable days. The flag can only be removed by an HR Professional SUBCAT user with the IP_HCMDP_RES_FLAG_R role.

If a PERSTEMPO Deployment Event is "Open" for a member, the system will automatically assign an Assignment Eligibility and Availability (AEA) code of "N."

If a PERSTEMPO Deployment Event is "Closed" for a member, the system will automatically remove the AEA code of "N" and automatically assign an AEA code of "L."

When a member receives an Approved Retirement, the system sets their Assignment Eligibility to "Permanently Unavailable for Assignment" and assign an AEA code of "A."

When a member receives an Involuntary Separation for reasons that fall under the Qualitative Management Program, the system assigns an AEA code of "IMREPR 9L."

When a member signs a Declination of Service Statement, the system sets the Member's Assignment Eligibility to "Permanently Ineligible for Assignment" and assigns an AEA a code of "A."

When a member report they are Married to a Service Member, the system updates their assignment considerations to indicate they are 1) Married to a Service Member and 2) Enrolled in the MACP.

An Authorized User (HR Professionals with elevated roles) and Commanders can access information pertaining to restrictions. HR Professionals can add restrictions; however, some restrictions are only removable/modifiable by Commanders and HR Professionals with elevated access.

7-3. Remove Suspension of Favorable Personnel Action SFPA (close)

The purpose of this process is to assist the HR Pro in understanding how to close an SFPA flag.

Applicability: OFF, WO, ENL

Subcategories: HR Professional

Navigation: HR Professional > HR Personnel Action Requests tile

Workaround: HR professional must remove FLAG to place soldier on orders. After the orders are generated, place the FLAG back on the Soldiers record.

Note: Closed flags are archived when both the Flag End Date and date update are 10 days or more in the past. The exceptions is FLAG Reason code K – Army Body Composition Program that stays on the Member's record for 36 months.

Action Required:

1. Enter the desired information in the search field(s) then select the Search button.

2. Select the Employee ID from the results then select the Create Personnel Action button.

3. Enter the date in the **Effective Date** field. The effective date is the date the event occurred that required the restriction action.

4. Select SFPA Flag from the Action drop-down then select Remove a Flag from the Reason drop-down.

5. Select the radio button for the flag to be removed then select the Continue button.

6. Select the appropriate Disposition from the **Disposition** drop-down menu, select the **Save** button, then select the **Next** button.

- 7. Select the Validate button then select the Next button.
- 8. Select the **Submit** button, review the Home/Host information or select the **S1 Pool** look up tool to select the appropriate S1 Pool, then select the **Continue** button.
- 9. Select the OK button (twice), select the Notifications icon then select the appropriate Action option.

Select the Approval Chain link then select the Add (+) icon.
 Select the Add (+) icon then select the Approver (Approve/Deny) radio button.
 Enter the User ID for the approver (or select the User ID look up tool) then select the Insert button.
 Select the Close (x) icon then select the Recommend Approval button.

14. Enter the appropriate comments then select the **Submit** button to complete the process.

Additional Information: None Record Update: Automatic IPPS-A Order Generated: No Interface: None

TIN/FID: None

Chapter 8 Reports

IPPS-A reports and analytics provide leaders and HR Professionals a common operating picture of their organizations. IPPS-A's BI framework separates in three buckets:

Workflow Analytics: Displays the transactional system in real-time.

Data Warehouse: OBIEE delivers IPPS-A's adhoc capabilities and presents captured IPPS-A data on generally a six-hour delay.

SABIR: The SABIR application is a data visualization tool that includes pre-generated interactive metrics and dashboards. **See Chapter 31 in the IPPS-A User Manual for a breakdown of additional reports and descriptions.**

8-1. Authorization Report

Navigation: HR Professional homepage > Human Resource Auth Report tile

(If not present add tile to the HR Professional homepage through Actions List, personalize homepage located in top right corner).



8-2. PERSTAT - READINESS - VACANCY MANAGEMENT, UNIT EXCESS

Navigation: HR Professional > Readiness & Manning Analytics tile

The Readiness and Manning Analytics tile consist of four tabs defaulting with the PERSTAT tab. This page displays metrics and dashboards based on the row level security (ROWSECCLASS). See Chapter 31 in the IPPS-A User Manual for additional details.



8-3. Readiness and Manning Threshold Metrics

The top of the landing page displays metrics that default based on user's ROWSECCLASS. Apply filters and prompts to scale metric views. Metrics update within six hours when Member and position attributes are modified in either IPPS-A or another ADS. See Chapter 31 in the IPPS-A User Manual for more details.

485 Authorized	483 Assigned	Assigned Percent Filed	435 Deployable	90% Deployable Percent	48 Non-Deployable	10% Non-Deployable Percent Non-	483 End Strength Number of	
Soldiers Authorized Export	Solders Assigned	xt	Deployable Soldiers Expo	Deployable	Deployable Soldiera	Deployable Export	Soldiers Assigned (Active Compon Export	
	Metric Name			Description		Metric Calculation Rules /		
						Lo	ogic	
	Authorized		Count of po Modification Equipment (sitions authorize Table of Orgar MTOE).	ed by nization and	Sum of authorized strength (in IPPS-A uses an indicator in HCM to identify authorized positions).		
	Assigned		Count of as	signed Member	S.	Sum of Assigned (HR status = A (Active) and Member is in home UIC)		
Assi	gned – Percent	Filled	The percent unit.	of Member ass	signed to a	Count of Assigned divided by Authorized Strength then multiplied by 100.		
	Deployable	Count of as qualified for standards (I show qualifi Occupation	signed Soldiers deployment, m MRC 1 and MR ed in Duty Milita al Specialty (DN	who are eet medical C 2), and ary 10SQ).	- Deployable - Assigned - Not in a Duty Status of: CAP, DCH, DEC, KIA, MIA			
Deploya	ble – Percent De	⊧ployable	The percent are deploya	t of Soldiers in a ble.	a unit that	Count of Deployable divided by Count of Assigned then multiplied by 100.		
NOT	E: Deployable	% Soldiers based	on assigned §	Soldiers number	r NOT author	rized positions nu	mber.	
	Non-Deployable	Count of as: qualified in o meet medic MRC 4) for Deployable	signed Soldiers surrent position al standards (M deployment mai number.	who are not and do not RC 3 and keup Non-	Count of Soldiers that are - Not Deployable - Assigned - In a Duty Status of but not limited to: CAP, DEC, KIA, MIA For a complete listing of non- deployable statuses, see <u>Table</u> 31-6			
Non-Deploya	ble – Percent No	on-Deployable	The percent are not depl	The percent of Soldiers in a unit that are not deployable.			Count of Non-Deployable divided by Count of Assigned then multiplied by 100.	
	End Strength		Count of as and select F	signed Member Reserve.	s for AC			

		Non-Deploy	vable S	Status	
No.	Non-Deploy Reason Name	Non- Deploy RSN	No.	Non-Deploy Reason Name	Non- Deploy RSN
1	Adoption	PA	29	Minimum Training for Deployment Not Completed-3	TN
2	Arrest AND Confinement-1	LD	30	No Approved Family Care Plan-1	ED
3	Arrest AND Confinement-2	LK	31	No Approved Family Care Plan-2	FP'
4	Assigned for Reset	AR	32	Officer Candidate	Pending
5	Assigned Not Joined-1		33	Pending Administrative/Legal Discharge or Separation	LD
6	Assigned Not Joined-2	AN	34	Pending Military or Civil Court Action-1	17
7	Assigned Not Joined-3		35	Pending Military or Civil Court Action-2	LZ
8	AWOL (Absent without Leave)-1	A14/	36	Pending SRP	PS
9	AWOL (Absent without Leave)-2	AW	37	Permanent Change of Station	PC
10	Commanders Call	CC	38	Post-Partum Operational Deferment	PD
11	Conscientious Objector-1	<u> </u>	39	PROFIS Category	PF
12	Conscientious Objector-2	0	40	Rear Cadre	RC
13	DA Approved Retirement	RT	41	Redeployed End of Mission	RM
14	Deployed (Individually not with the unit)	DP	42	Simultaneous Membership Program	SM
15	Duty Status = DEC or DCH	MD	43	Soldier under age of 18-1	68
16	Duty Status = MIA or CAP	MP	44	Soldier under age of 18-2	60
17	Education Career Stablization-1	50	45	Sole Surviving Family Member-1	00
18	Education Career Stablization-2	EC	46	Sole Surviving Family Member-2	00
19	ETS/Separation	ET	47	Stabilized Dwell	SD
20	In-Process/Awaiting Trans	IN	48	TCS-(Temporary Change of Station)-1	
21	Involuntary Separation or Discharge - Field Initiated	Pending	49	TCS-(Temporary Change of Station)-2	TC
22	Late Deployer	DL	50	Theater Specific Individual Readiness Not Complete	TS
23	Lautenburg Amendment-1		51	Trainee	Pending
24	Lautenburg Amendment-2	LA	52	Transition Leave	LS
25	Leave TDY	LT	53	Under Criminal Investigation by Military/Civil Authorities-1	
26	Medically Not Ready	DL 1-5	54	Under Criminal Investigation by Military/Civil Authorities-2	LI
27	Minimum Training for Deployment Not Completed-1	TN	55	Unsatisfactory Participant-1	
28	Minimum Training for Deployment Not Completed-2	TN	56	Unsatisfactory Participant-2	UF

PERSTAT Tab

Dashboard Metrics Descriptions and Calculations / Rules

PERSTAT is critical to Personnel Accounting and Strength Reporting. Strength reporting is the transformation of byname data into a numerical product, which, when compared to unit authorized strength, drives Army readiness and personnel readiness management. Default dashboard views are based on duty status and location. Filter the dashboard page further using the Filter/Prompts section.

Delivered PERSTAT metrics are as follows: Suggested Filter/Prompts are Business Unit, UIC, Department Name, Duty Status, Rank, Grade, and Job Code.

Metric Name	Metrics Description	Metrics Calculation Rules/Logic
Duty Status View	Accountability by Duty Status	Count of Assigned and % Assigned grouped by Duty Status
Duty Location View	Accountability by Duty Location	Count of Assigned and % Assigned grouped by Duty Location
Job Code View	The count of authorized and assigned Soldiers categorized by job code.	Count of Assigned and % Assigned grouped by Job Code
UIC View	The count of authorized and assigned Soldiers categorized by UIC.	Count of Assigned and % Assigned grouped by Position UIC
Adjusted Strength	The count of authorized and assigned Soldiers categorized by Job Code, rank, and grade.	Count of Assigned and % Assigned grouped by Position Job Code, Position Rank, and Position Grade

Metric Name	Metrics Description	Metrics Calculation Rules/Logic
Location City View	The count of authorized and assigned Soldiers	Count of Assigned and % Assigned grouped by
Location Oity view	categorized by location city.	Location City

Data Quality – Information to be used only to assist State in Gains/Losses into their own State. See IPPS-A User Manual Chapter 14.

8-4. View the Hires/Rehires Error Report

This process is to assist the HR Pro in understanding how to view the Hires/Rehires Error Report.

Applicability: OFF, WO, ENL

Subcategories: HR Professional, Onboarding Admin, Pay Data User Plus, Payroll Data User, ARISS ERR Resolution

Navigation: > Workforce Administration > Hire Record Review > Hires/Rehires Error Report **Action Required**:

1. View the ARISS Metrics information then expand the ARISS Daily Metrics Search section.

2. Enter the desired search criteria then select the **Search** button to narrow down the report by specific date range.

3. Select the HCM Transactional Errors tab

4. Select the appropriate **Source** from the drop-down menu (or leave it blank to generate the full list) then select the **View Results** button.

5. View the transaction table data and locate Member's using the SSN column.

6. Select the Grid icon to Download the table to an Excel file.

7. Select the ARISS ABI DQ Errors tab then enter the desired search criteria and select the Search button.

8. View the errors from the ADS matching the search criteria to complete the process.

Additional Information:

• The Hires/Rehires Error Report displays errors on three tabs: ARISS Metrics, HCM Transactional Errors, and ARISS Ab Initio Data Quality (ABI DQ) Errors. These tabs allow HR Professionals to search for Members hired during a specific date range, by SSN, UIC, Authoritative Data Source (ADS), Action, ARISS Event, and Type.

• The Validation Error Message explains why the interfaced transaction has errored out.

• Visibility of Hire/Rehire records is based on row level security.

Record Update: None IPPS-A Order Generated: No Interface: None TIN/FID: None

8-5. Internal Control Report

The IPPS-A internal reports control audit table enables users to identify transactions, either initiated by user, or initiated on the user.

APPLICABILITY: OFF, WO, ENL Subcategories: HR Professional Navigation: IPPSA Audit > Internal Control Reports

Action Required:

Look up member by EMPL ID, DOD ID, and or USER ID

EMPL ID and/or **DOD ID** list the affected members report (determines who has impacted a soldier) **USER ID** list all reports conducted by that member (determines who a user has conducted a transaction on) "**Begin Date**" auto populates 120 days from the current date

Ellu Dale auto populates with the current date

Audit Report		
DOD ID	Q	
Empl ID	٩	
User ID	٩	
Begin Date	03/12/2023 📰 End Date 07/10/2023	:::
Audit Record Category Group	~	
	Refresh	

Click the drop arrow in **"Audit Report Category Group"** and select a category. If left blank all categories will generate

Audit Report					
	DOD ID		Q		
	Empl ID	ų			
	User ID			Q	
	Begin Date	03/14/2023	End Date	07/12/2023	
Audit Reco	rd Category Group	Restrictions	~		
		Absences Assignments Benefits Contracts DD93 Duty Status Job Data Job Openings Onboarding PERSTEMPO Person Profile Person Profile Personal Data Provisioning R2 PAR R3 PAR Restrictions Retirement Points Seniority Dates			

Select Refresh

Audit Report							
DC	DI DI DI C	٩					
Us	er ID		Q				
Begin	Date 03/14/2023	End Dat	e 07/12/2023 👬				
Audit Record Category G	Restrictions	~					
	Refresh	Clear					
₽ Q						∢ ∢ 1-6	0 of 60 🗸 🕨 🕨 View All
User ID	Date and Time Stamp	Action	Audit Category	Record Name	Empl ID	DOD ID	Employee Name
1 0	5/22/23 3:47:08.000000PM	Add	Restrictions	IP_PER_RES_TBL			
2 0	3/20/23 5:28:58.000000PM	Add	Restrictions	IP_PER_RES_TBL			
3	3/17/23 8:13:05.000000PM	Add	Restrictions	IP_PER_RES_TBL			
4	3/20/23 5:54:50.000000PM	Add	Restrictions	IP_PER_RES_TBL			

Note: This report can only pull data up to 120 days in the past.

8-6. Promotion Update Information Report

The IPPS-A Promotion Info Update report guides users to data quality issues with promotions for review and correction.

APPLICABILITY: OFF, WO, ENL Subcategories: HR Professional Navigation: IPPSA Data Quality > Promotion Info Update Report

Action Required:

Click Add a New Value	
Find an Existing Value	Add a New Value
Search Criteria	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
🕐 Recent Searches Choose from recent searches 🗸 🖉 📮 Saved Searches Choose from saved searches	✓
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Case Sensitive	
Search Clear Save Search	
▼ Search Results	

No matching values were found.

UIC

1

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Create a name in the $Run\ Control\ ID\ box$ Select Add

Department

Q

Description

Add a New Value			Q Find an Existing Value
*Run Control ID			
New Run Control ID will be created	Report Manager Process Monitor	Run	
Report Parameters			
Report Type Promotion Info Update Report	Output Destination Format XLS		
UIC Search Option			

2

📑 Add 🛛 🖉 Update/Display 🔊 Include History

Select a UIC search option Enter in UIC in the box Select **Run**

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JIC Search Opt	ion				
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				12	
UIC	Department	Description			
1 WP4MAAQ	00207043	0067 ME HSC HSC MAN	EUVER EN		

🔚 Save

📑 Add 🕖 Update/Display	Include History
------------------------	-----------------

Process Scheduler Page will populate Select \mathbf{OK}

	Proces	ss Scheduler	Request										×
		User ID	0002414063.3	0			Run Control ID	AD					Saved
		Server Name			\sim	Ru	n Date 09/12/2023	1					
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	Proce	ss List										B1 4 11 41	
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Ľ		FIONOLONIINIO	to opuate Rep	L	IF_FRC	MIO_OFD	Application Engine	[web	~		~	Distribution	
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Select Process Monitor

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			Process Instance:211	4651
Report Parameters				
Report	rt Type Promotio	n Info Update Report	Output Destination Format XLS	
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			[]	
UIC	Department	Description		
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rocess List										
	Server List									
/ Process Requ	ests									
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rocess List										
Q								< < 1-1 o	f1 🗸 🔿	> Viev
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ew Pro	cess Requ	lests									
User	D 000241	4063.30 Q	Туре	✓ La	st 🗸	1 Days	✓ Refresh]			
Ser	ver	~	Name	Q	Instance	Range	Clear				
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Run S	Status	~	Distributio	on Status	Save On	Refresh Repo	t Manager Reset				
Run S	Status	~	Distributio	n Status	✓ Save On	Refresh Repo	t Manager Reset				
Run S	Status	~	Distributio	on Status	✓ Save On	Refresh Repo	t Manager Reset				
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Process Details page auto populates Select View Log / Trace

	Process Detail	×	
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Date/T	Ime Actions Request Created On 09/12/2023 Run Anytime After 09/12/2023 Degan Process At 09/12/2023 1.35.48PM GMT Ended Process At 09/12/2023 1.36.01PM GMT W Cancel		

View Log / Trace page will auto populate Select the xIs document

	View Log/Trace		
Report			He
Report ID 2027452 Name IP_PROMO_UPD Run Status Success	Process Instance 211465 Process Type Applicat	1 Message Log tion Engine	
Promotion Info to Update Rept Distribution Details Distribution Node HCPSTS3	Expiration Date 10	0/12/2023	
File List	File Size (hytes)	Datetime Created	
AE_IP_PROMO_UPD_2114651.log	3,115	09/12/2023 1:36:01.783384PM GM	г
AE_IP_PROMO_UPD_2114651.trc	2,584	09/12/2023 1:36:01.783384PM GM	г
IP_PROMO_UPD_12114651.xml	33	09/12/2023 1:36:01.783384PM GM	г
PromotionUpdate2114651.xlsx	6,553	09/12/2023 1:36:01.783384PM GM	г
Distribute To	Distribution ID		
User	0002414063.30		
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Process is complete Return to Home

Chapter 9

Assignment Inbound Staging- Mobilization Tour of Duty (MOBCOP)

MOBCOP delivers files to IPPS-A only on weekdays (excluding holidays). The files consist of individual records that were created within the past 14 days, and IPPS-A, via Ab Initial, is scheduled to process these files at 1600 hours. It typically takes 24-48 hours for a record to appear in IPPS-A after processed in DAMPS during a weekday. MOBCOP only sends Temporary (TMP) assignments to IPPS-A and modifications to MOBCOP assignments in IPPS-A will not modify any corresponding assignments in MOBCOP.

MOBCOP sends the following order types for processing:

Original (O) – the first record establishing the TMP assignment

-This record creates a unique base order number

Amendment(s) (A) - subsequent record(s) that modify the original order

- Amendments share the base order number of the original that it modifies

- Will only process if there are changes to assignment dates.

Revoke (K) - a record that revokes all records which share the same base order number

Note: See link to the full MOBCOP Guide at <u>https://hr.ippsa.army.mil/upk/r3/resources/mobguide.pdf</u> See link to the HCM Error Guide (use the MOBCOP tab) <u>https://hr.ippsa.army.mil/upk/r3/resources/errorfound.xlsx</u>

9-1. Inbound Error Processing System Overview

The inbound error processing system is responsible for handling errors in the system. The information below will help clarify the error processing and status handling procedures within the system, as well as the key drivers for MOBCOP temporary assignment creation These errors can be categorized into two types: Errors and Ignore rows. The system processes these errors using two main processes when the IP_ACT_PROC_STATUS value for inbound records is not 'C' (Complete) or 'l' (Ignore).

Error Processing Steps

SQL Rules Process:

- The first process involves executing 387+ SQL rules against the ACT Stage records. This step serves as a preliminary review of the assignments.
- Multiple issues can be identified on the same record during this process.
- When a record violates a SQL rule, it updates the IP_ACT_PROC_STATUS to 'E' (Error) and writes a detailed error message.
Component Interface (CI) Process:

- The second process involves the use of a component interface (CI) to load the record into the ACT system.
- If the CI process fails to load the record into ACT, it updates the IP_ACT_PROC_STATUS to 'E' and writes "CI Error" to the ERROR_MESSAGE field.
- More detailed information about the CI process can be found in Appendix 1.

Error Status Values

When a record encounters errors during processing, it will have one of two associated IP_ACT_PROC_STATUS values:

- 'E' Error: The record is marked with this status and needs to be reprocessed during the next ACT Load Application Engine run.
- 'I' Error: The record is marked with this status, but it should not be reprocessed.

Handling Multiple Errors

If multiple errors are associated with a single record, and any of these errors are associated with an 'I' status, the entire record is given an 'I' Process Status.

Importance of Updating to 'I' Status

When a record in 'E' error status is confirmed as not needing to be reprocessed, it should be updated to an 'I' status. This update is essential for several reasons:

- $\,\circ\,$ It distinguishes between true errors and resolves errors.
- o It helps maintain the processing efficiency of the ACT Stage table application engine.

Primary Drivers for MOBCOP Temporary Assignment Creation

The creation of temporary assignments in MOBCOP is driven by several primary factors:

- FAB5 (IP_VALUE_5_CHAR): This value is sent by MOBCOP and corresponds to each order type by member.
- UIC (IP_UIC): For ARNG, MOBCOP sends the Augmentation Organizational Element UIC (AUGOE) for various order types, including COADOS, RCMS, ADOS-RC, ADOS-AC, IDES, and ADME orders.
- Templet type (DESCR2): This is set by the FAB5 configuration in IPPS-A (See appendix 2) and plays a role in the assignment creation process.

9-2. Mobilization Division Tour of Duty (MOBCOP)

This process is to assist the HR Pro in understanding how to send MOBCOP temporary assignment order types for processing in IPPS-A

Applicability: OFF, WO, ENL

Subcategories: HR Professional

Navigation: > Workforce Administration > Assignment Tracking > Assignment Inbound Staging

Action Required:

Click the **"Source"** drop down and select the appropriate option In the **"From Date"** enter the date the order was published (NOT the dates in the order) In the **"Thru Date"** enter a date that ranges a week to a month out from the published date

Click "Search"

Selection Criteria	Selection Criteria
Source From Date Search Clear	Source MOBCOP/I V From Date 03/13/2023 III Thru Date 03/20/2023 III Search Clear

The date range will populate

Only dates when orders have been interfaced will show (for example, if no orders were produced on the 03/36/23,

there would be no line with that date) Select the **View Details** icon

Selection Criteria Source MOBCOP/I From Date 03/13/2023 Clear Clear								
Summary Image: Constraint of the second								
Source	Created Date	Total Count	Error Count	Processed Count	Un Processed Count	View Details		
MOBCOP/DAMPS System	03/18/23	4378	470	3908	0			
MOBCOP/DAMPS System	03/17/23	6723	567	6156	0	ē		
MOBCOP/DAMPS System	03/16/23	7427	720	6707	0	i de la constante de la consta		
MOBCOP/DAMPS System	03/15/23	3613	438	3175	0			

Enter EMPL ID

UIC search if there are multiple errors on the same day Click "Search"

If the Member does not populate, Click "Cancel" and move to the next date and repeat until Member is found

 Search 	Criteria							
Source	DAMP	Created Date	03/15/23	Value 1	Q	Value 4	Q	Note: To search for blanks use \B or \b in the search field
Status	~	Position	۹	Value 2	Q	Value 5	Q	
UIC	Q	Job Code	۹	Value 3	Q	Oprid/Error	Q	
Empl ID		DOD ID		First Name		Last Name		
		-		Name				
Error	Message							Q Search

Interface Process Details

The details for the Member will populate

Scroll to the right to see full details; Process Status, Begin / End Date, Order Number, Error Message, ect. Please note these details should only be modified in line with the user guide error resolution foundation.

► Up	Update Options										
Inte	Interface Process Details - Displaying 600 of 3613 - Use search criteria above to filter further										
E	Q								10	1-1 of 1 👻 🕨 🕨	E I View All
	Select	Empl ID	Name	Seq	Process Status	Ignore Reason	Begin Date	End Date	UIC	Position	Job Cr
1	0			663990	Error		03/24/2023	09/30/2023	WJP2AA	٩	
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After reviewing the error and making the corrections needed you will click the arrow next to "**Update Options**" Click the "**New Process Status**" drop down

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Select either "Reprocess" or "Ignore"

When selecting "**Ignore**" an ignore reason is required Click the box next to the Member's name under Select Click "**Apply**" Click "**OK**"

9-3. Common Errors / Resolutions – MOBCOP

Duplicate End Date

Error: CI Errors;;<*False:CI: Duplicate End Date. Assignment ID [###] has the same End Date.:Error changing value. {IP_ACT_DETAIL_CI.IP_ACT_DETAILS().END_DT}

Reason: This TMP assignment has the same end date as another TMP assignment. i.e. The TMP is not nested. **Solution:** Revoke and reissue the TMP assignment or adjust the approved PER so that the TMP nests.

Duplicate Start Date

Error: CI Errors;;<*False:CI: Duplicate Start Date. Assignment ID [###] has the same Start Date.:Error changing value. {IP_ACT_DETAIL_CI.IP_ACT_DETAILS().IP_EFFDT_}

Reason: This TMP assignment has the same start date as an approved (future) PER assignment or another TMP assignment. i.e. The TMP is not nested.

Solution: Revoke and reissue the TMP assignment or adjust the approved PER so that the TMP nests.

End Date cannot be greater than ETS/MRD Date

Error: CI Errors;;<*False:CI: End Date cannot be greater than ETS/MRD Date.

Reason: member's ETS/MRD is prior to the end date of the assignment. Y

Solution: Adjust the ETS/MRD or Revoke the order and issue a new order that does not exceed the ETS/MRD. If the member re-enlists an amendment can be produced to set the appropriate end date

Curtail/Extend impacts Start/End Date of another Assignment

Error: CI Errors;;<*False:CI: Curtail/Extend impacts Start/End Date of another Assignment **Reason:** Only for amendments that change dates. The MOBCOP assignment precedes or exceeds the member's PER assignment.

Solution: Fix the member's PER assignment or issue a new MOBCOP amendment.

9-4. Error Reprocessing and Completion/Relevance

This process is to determine whether an error needs to be reprocessed or if it is complete or no longer relevant, we utilize specific status indicators associated with the record. Below are the indicators guide for actions and decisions:

IP_ACT_PROC_STATUS Field:

- **'E' Error**: When the IP_ACT_PROC_STATUS is marked as 'E' (Error), it signifies that the record encountered an error during processing. In such cases, it is essential to reprocess the record during the next ACT Load Application Engine run. This ensures that further action is taken to address and resolve the error
- 'I' Error: If the IP_ACT_PROC_STATUS is marked as 'I' (Error), it implies that an error occurred, but reprocessing is unnecessary. Typically, this status is assigned when it's confirmed that the associated action has already been completed or is no longer needed. Consequently, no further action is required for the record.

To summarize our error handling process:

- If IP_ACT_PROC_STATUS is 'E', the record should be scheduled for reprocessing in a future run of the ACT Load Application Engine.
- If IP_ACT_PROC_STATUS is 'I', no additional steps are needed for the record, as it has been recognized as an error that does not require reprocessing. This decision is usually made when the associated action is confirmed as completed or irrelevant. Setting errors to 'I' aids in streamlining our error processing workflow, preventing unnecessary reprocessing.

Completion/Relevance Assessment

In our system, determining whether an order is complete or no longer relevant hinges on a different process. We rely on the MOBCOP program to access the most current status of an order and compare it with what's recorded in IPPS-A HCM (Human Capital Management). Here's an overview of how this process unfolds:

1. MOBCOP Status:

- We access the MOBCOP program to obtain real-time information regarding the status of various
 orders and assignments. MOBCOP serves as our primary source for the most up-to-date data on
 these matters.
- 2. Comparison with IPPS-A HCM:
 - Once we've retrieved the MOBCOP status, we undertake a comparison with the information stored in IPPS-A HCM. This step enables us to determine whether the status recorded in IPPS-A accurately reflects the current state of the order.
- 3. Completion or Relevance Assessment:
 - Based on the comparison results, we assess whether the order should be considered complete or if
 it has become irrelevant. If MOBCOP indicates that the order is complete or has undergone
 changes that render it no longer applicable, we promptly update the status accordingly in our
 records.
- Note: This process ensures that our records in IPPS-A HCM remain synchronized with the latest information from MOBCOP. It empowers us to make accurate determinations about whether an order should be deemed complete or has become irrelevant due to changes in its status.

Chapter 10 Job Data

10-1. Incentive / Special Pay

This process is to assist the HR Pro in understanding how to check whether a Soldier has an active Incentive/Special Pay in IPPS-A. If they do and will remain entitled, need to have it amended to end the day before their new Hire date. Members who will no longer be entitled need to have it amended to the day prior to their new Hire date.

Applicability: OFF, WO, ENL Subcategories: HR Professional Navigation: > Workforce Administration > Job Information > Job Data

Action Required:

Look your member up by **EmplID**, First, and/or **Last Name**.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
▼ Search Criteria
Empl ID begins with
Empl Record =
Name begins with 🗸
Last Name begins with 🗸
Second Last Name begins with 🗸
Alternate Character Name begins with 🗸
Middle Name begins with 🗸
Business Unit begins with 🗸
Include History Correct History Case Sensitive
Search Clear Basic Search 🖉 Save Search Criteria

Click "Search"

Job Data will default to the landing page **Work Location** Utilize the arrows to change the page until the "**Action**" has Rehire

mployee		Empl ID Empl Record 0		
Military Ser	vice United States Army			
Work Location Details ⑦			Q 4 4 1 of 2 🗸	
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Effective Sequence	e 1	*Action	Permanent Change of Assignment	
HR Statu	s Active	Reason	Initial Assignment	
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	Override Position D	#7 UH-60 Repairer/Team Chief		
Position Entry Dat	e 08/19/2022 Position Management Re	cord		
Regulatory Regio	n USA	United States		
Compan	y DA	Department of the Army		
Business Un	IT NGDCA	California Army Nati Guard		
Departme	nt 00071750 Descriptio	n: 0640 CS BN CO BAVIATION S		
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Expected Job End Date

Verify the Effective Date

*Effective Date	08/19/2022	iii			Go To	Row	+
Effective Sequence	0		*Action	Rehire		~	
HR Status	Active		Reason	PRIOR	SVC GAIN ANOTHER RSV COM	~	
Payroll Status	Active		*Job Indicato	r Primary	dop.	~	
Position Number	06411164	ď	#7 UH-60 Repairer/Team Chief	[History	۵	
Position Entry Date	08/19/2022	ride Position Data	a		While this member w HDIP NON-CREW in were transferred into	as ent IDARN	itled G, th ition
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Department Entry Date Location Establishment ID Last Start Date	00005077 CONUS 08/19/2022	٩	CONUS		Date Created 09/07/2022		-

Next navigate to the tile Special Pay Requests



Look up by EMPLD ID and/or select the magnified glass to search by First and/or Last Name Select the appropriate "Entry Type" (Incentive Pay)

IPPS-A Earnings and Deductions

~	000	Employee ID	
CTION V	EARNING/DEDUCT	Select Action	
~		Entry Type	
s	FIELD DUTY INCENTIVE PAYS SPECIAL PAYS	Entry ID Status	
v s	FIELD DUTY INCENTIVE PAYS SPECIAL PAYS	Entry Type Entry ID Status	

Click "Search"

Select the **paper icon** on the row you need to adjust. IPPS-A Earnings and Deductions

Selection Criteria												
Note: Enter an Employ	ee ID and Earn/I	Deduct Type to add a new	transaction									
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E	nd Date 05/21/2025	5		HR record	s may not be up to date							
INCENTIVE PA	Y TYPE HDIP NON	I-CREW										
lditional Information												
Authority(0 Char) 37 U.S.C.	§ 301(A)(2)(E)(C)										
omments UTOMATED UPDATE: The	system set this entry	's status and details back to the p	rior approved in:	tance: 1 due to declined 'Update'	or 'Cancel'. To see the	declined entry's value a	nd comments, select 'Er	ntry History' below and re	eview instance: 2.			
tachments						10						
Description O		Attached File O		Attach		View						
				Attach		View						
Audit												
Entry History												
oproval Map												

The Begin Date and End Date will switch to an editable format

In the "Begin Date" enter in the date In the "End Date" enter in the date

INCENTIVE PAYS		
Status	Inital	NOTE: Generally, you would want to
*Begin Date	11/01/2021	change the end date
End Date	08/18/2022	transfer. If End Date
INCENTIVE PAY TYPE	HDIP NON-CREW	08/18/2022 and select Submit, then an error
Additional Information		will populate.
*Authority(30 Char)	37 U.S.C. § 301(A)(2)(B)(C)	
Commonte		

Error will populate with Invalid Date – Begin Date must be greater than Hire Date Select OK.

Invalid Date - Begin Date must be greater than Hire Date.	
The PeopleCode program executed an Error statement, which has produced this message.	
	NOTE: Error states the Begin
Employee ID 000 SG1	Date must be GREATER than
INCENTIVE PAYS	the Hire Date, but IPPS-A will
Status Initial	allow it to be the same day. Job
*Begin Date 08/19/2022	Data stated the Rehire date was 08/19/2022. Input 08/19/2022 as
End Date 08/19/2022	the Begin Date. This member is no longer entitled so their End
INCENTIVE PAY TYPE HDIP NON-CREW	Date will match the Begin Date.
Additional Information	switch the End Date to their FTS
*Authority(30 Char) 37 U.S.C. § 301(A)(2)(B)(C)	Date.
Comments	

SM transferred to CAARNG with hire date of 08/19/2022. Original Begin Date: 11/01/2021 was accurate. Please review attached memo for detail explanation of change.

Add in a **comment** for the reason of change Select **Attach** to upload the memo

INCENTIVE PAYS								
Status	Initial							
*Begin Date	08/19/2022		NOTE: Create a memo te	o add to the	request			
End Date	08/19/2022		stating the reason for change to assist if an audit is done on the member. The memo needs to be as detailed as possible to explain why this					
INCENTIVE PAY TYPE	HDIP NON-CREW							
Additional Information			change was made.					
*Authority(30 Char)	37 U.S.C. § 301(A)(2)(B)(C)							
Comments								
SM transferred to CAARNG with hire	date of 08/19/2022. Original Begi	in Date: 11/01/2021 was ac	curate. Please review attached memo for de	etail explanation of ch	ange.			
R.								
Attachments								
					1 row			
*Description ◇	At	ttached File 🜣	Attach	View				
			Attach	View	+ -			

Select "My Device" to search and add the memo

INCENTIVE PAYS			
	Employee ID 000	SGT	Submit
INCENTIVE PAYS			
Status II	nifial		Instructions
*Begin Date	08/19/2022		Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a locense, certification, or skill is required for the entry and the Member does not have an option to select, their left records more not be up to date.
End Date	08/19/2022		
INCENTIVE PAY TYPE	HDIP NON-CREW		
Additional Information			
*Authority(30 Char)	37 U.B.C.		File Attachment ×
Comments SM transferred to CAARNG with hire da	te of 08/10 Ny Device]	
*Description ©		_	
Entry History			
Approval Map			
Approval Map			×
Save for Later. Return To Search	n		

Select the appropriate attachment. Select **"Open"** Select **"Upload"**

INCENTIVE PAYS	
Employee ID COD SOI	Submit
INCENTIVE PAYS	
Status Initial	Instructions
*Begin Date 08/19/2022	Please error any required data, begin and end datas, and attach any required documents to substantiate the request. NUTE: If a license, certification, or shill is required for the entry and the Member does not have an option to select, their HR records may not be use budget.
End Date 08/19/2022	
INCENTIVE PAY TYPE HEIP NON-CREW	
Additional Information	
"Authority(36 Char) 37 U.S.C.	File Attachment ×
Comments Choose From	
SM transferred to CAARNO with hire date of 08/19	
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Once upload select "Done"

37 U.S.C. (File Attachment
Choose From		
My Device		
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Once the requ	est is complete select "	Submit"
	Employee ID 000 SGT	Quant
Status Initi	iel	Instructions
"Begin Date 08	/19/2022	Place enter any recurred data, begin and and datas, and attach any required documents to substantiate the request. NOTE: If a license, certification, or still is required for the only and the Member does not have an option to ested, their HR records there not be up to labe.
End Date 08	/19/2022	
INCENTIVE PAY TYPE HD	XP NON-CREW	
Additional Information		
*Authority(30 Char) 37	U.S.C. § 301(A)(2)(B)(C)	
SM transferred to CAARNO with hire date	of 08/19/2022. Original Begin Date: 11/01/2021 was accurate. Please rev	view attached memo for detail explanation of change.
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Approval Map Save for Later Return To Search

Request will route to the S1 Pool for approval Select "**OK**"

INCENTIVE PAYS		
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Begin Date 08/19/2022		instructions Flace enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, contrication, or shall is required for the entry and the Nember does not have an option to select, their
End Date 08/19/2022		HR records may not be up to date.
INCENTIVE PAY TYPE HDIP NON-	DREW	
Additional Information		
Authority(30 Char) 37 U.S.C. §	301(A)(2)(B)(C)	
Comments		
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Once routed, return	to the homepage.	
INCENTIVE PAYS	1 9	
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End Date 08/19/2022	Hease em HR record	at may required use, legin and end dates, and attach any required occurrents to substantiate the request. Not E. In a loanse, centication, of skills required for the entry and the wentier dates not new an option to select, then a may not be up to data.
INCENTIVE PAY TYPE HDIP NON-CREW		
Additional Information	2427/01	
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Entry History		
Approval Map		
Approval Map Save for Later Return To Search		

Additional Information:

• If the member is still entitled to their Incentive/Special pay return to the Special Pay Request tile and follow the same process and extend the request out to their assignment or ETS date on the following day

• You cannot amend a members Incentive Pay (A19) and create a new or extend their pay on the same day. This will cause two A19s to fire to DJMS which will result in a reject.

•Ensure to monitor the members pay if they remained entitled to their Incentive/Special pay.

10-2. Retained Beyond Mandatory Removal

Search by **EMPLID** and/or **Name** Job data landing page will default to Work Location tab Select the **Add (+)** icon to add a row

	Work Location	Job Infor	mation	Job <u>L</u> abor	Payro	oll 🗌	Salary Plar	n <u>C</u> ompen	sation]			
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			Position	Manageme	ent Record	ł							
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		Company	DA			Departr	nent of the	Army					
	Bus	iness Unit	NGDNY			New Yo	rk Army Na	tl Guard					
	D	epartment	00001064	Des	cription:	0369 C	зннс н	HC AND SPECI	AL				
	Department E	Entry Date	12/01/2021										
		Location	00000455			NEW Y	ORK						
	Establi	ishment ID	CONUS	Q		CONUS	;			Date Created)1/21/2023		
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)	Military												
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	Payrol	ll Status	Active					*Job Indicato	r Prim	nary Job		~	

#1 Senior Fuel Operations Serg

Current

Select the **Job Labor** tab Scroll down and enter a date in the **MRD/RCP** and **comment**

Q

Override Position Data

Position Number 03043946

Desition Entry Data

ERRO/EXRROD		
ETS/ESA	02/04/2025	EXTN CNT RCMS INTEI
MRD/RCP	06/26/2023	
Recalculate Seniority Dates		

Select "Recalculate Seniority Dates"

MRD/RCP		06/26/2023						
PEBD		12/17/2001	2					
PED/PPED								
Recalculate Seniority Dates								

Select "Save"

Member Retained Mandatory Removal date is now updated

Appendix A State Awards Table

IPPS-A is the ADS for updating Campaign and Service Awards, Combat and Skill Badges, Identification Badges, Military Decorations, Non-Military Decorations, State Awards and State Unit Awards.

An award must be 'active' in TESS for it to be allowable for entry into IPPS-A.

Note: To add, or modify a State Award:

- 1. The State will submit a CRM IT Ticket to the provider group NGB IT Escalation
- 2. The State will use the States Awards Request excel link below when submitting the CRM IT ticket



State Award

Promotion Table Requ

- 3. Use information in the example below as a reference with the provided (Award Code, Short Name, Long Name, Precedence and Award Points)
- 4. Attach the excel spreadsheet to the CRM IT Ticket

a. Field Value (FDVAL) - The Encoded Representation of Characters Located in A Specific Edit Table (FDVAL) - Cannot be more than 8 characters and the first 2 must be the State code.

b. Code Definition (CDDEF) - Cannot be more than 60 characters, including spaces and/or special characters. c. Data Element Value Abbreviated Definition (VALABV) - Cannot be more 30 characters, including spaces and/or special characters.

Example (State Awards table change)							
AWD PRECEDENCE	AWARD CATEGORY (AWD_CAT_CD) FDVAL	AWARD DESCRIPTION (AWD_DESC) CDDEF	POINTS (PTS)	Effective Date	VALABV	REQUEST/NOTES	
01	ALGVCRSS	AL GOVERNORS CROSS MEDAL OF ALABAMA	25	20210101		Add	
01 -02	ALDSVMDL	AL DISTINGUISHED SERVICE MEDAL	25			Change precedence	
02 -03	ALCOMMDL	AL COMMENDATION MEDAL	20- 25			Change Precedence and Change points to read	
03- 04	ALODSIDS	AL OPERATION DESERT STORM RIBBON IN DIRECT SUPPORT	5			Change precedence	
04- 05	ALODSMBS	AL OPERATION DESERT STORM RIBBON IN COUNTRY	5			Change precedence	
05 08	ALNESVCM	AL NATIONAL EMERGENCY SERVICE RIBBON	5			Change precedence	
06- 13	ALRECRBN	AL RECRUITING RIBBON-AL STATE MILITARY DEPARTMENT	5			Change precedence	
07 -06	ALPHDRBN	AL PHOENIX CITY CIVIL DISTURBANCE RIBBON (Historical)	0			Change Precedence and change to read "Historical"	
08 -12	ALFSMMDL	AL FAITHFUL SERVICE MEDAL	0			Change precedence	
09	ALSPSMDL	AL SPECIAL SERVICE MEDAL	0				
10 -15		AL ACTIVE DUTY BASIC TRAINING RIBBON	0			Change precedence	
++-07	ALVESIVIDL		U			Change precedence	
10	ALFSGMDL	MEDAL (AIR ONLY)	0			Add	
11	ALHGSRBN	AL HONOR GUARD SERVICE RIBBON	0			Add	

Example: See below

14	ALRLGRBN	AL RECRUITING LEAD GENERATION RIBBON	0			Add
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* Since most requests change the Order of Precedence for other State Awards, all information must be provided.

TESS Table: STAWDS

PERS_SI_AWAR	DS_CODE_IBL		
		Alabama	
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	ALGVCRSS	AL GOVERNORS CROSS MEDAL OF ALABAMA	25
02	ALDSVMDL	AL DISTINGUISHED SERVICE MEDAL	25
03	ALCOMMDL	AL COMMENDATION MEDAL	20
04	ALODSIDS	AL OPERATION DESERT STORM RIBBON IN DIRECT SUPPORT	5
05	ALODSMBS	AL OPERATION DESERT STORM RIBBON IN COUNTRY	5
06	ALPHDRBN	AL PHOENIX CITY CIVIL DISTURBANCE RIBBON (Historical)	0
07	ALVESMDL	AL VETERANS SERVICE MEDAL	0
08	ALNESVCM	AL NATIONAL EMERGENCY SERVICE RIBBON	5
09	ALSPSMDL	AL SPECIAL SERVICE MEDAL	0
10	ALFSGMDL	AL FIRST SERGEANT SERVICE MEDAL (AIR ONLY)	0
11	ALHGSRBN	AL HONOR GUARD SERVICE RIBBON	0
12	ALFSMMDL	AL FAITHFUL SERVICE MEDAL	0
13	ALRECRBN	AL RECRUITING RIBBON-AL STATE MILITARY DEPARTMENT	5
14	ALRLGRBN	AL RECRUITING LEAD GENERATION RIBBON	0
15	ALADBTRB	AL ACTIVE DUTY BASIC TRAINING RIBBON	0

PERS_ST_AWARDS_CODE_TBL								
	Alaska							
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points					
01	AKNGDOH	AK DECORATION OF HONOR	35					
02	AKNGHERO	AK DEPARTMENT OF MILITARY AND VETERANS AFFAIRS HEROISM MEDAL	35					
03	AKNGDSML	AK DISTINGUISHED SERVICE MEDAL	25					
04	AKNGLOM	AK LEGION OF MERIT	25					
05	AKNGMSM	AK MERITORIOUS SERVICE MEDAL	20					
06	AKNGAIRM	AK AIR MEDAL	20					
07	AKNGCOMM	AK COMMENDATION MEDAL	20					
08	AKNGAAM	AK ACHIEVEMENT MEDAL	15					
09	AKNGHUSM	AK HUMANITARIAN SERVICE MEDAL	0					
10	AKNGASSM	AK STATE SERVICE MEDAL	0					
11	AKNGGDUC	AK GOVERNORS DISTINGUISHED UNIT CITATION RIBBON	0					
12	AKNGCSMM	AK COMMUNITY SERVICE MEDAL	0					
13	AKNGDERR	AK DOMESTIC EMERGENCY RIBBON	0					
14	AKNGMKMM	AK MARKSMANSHIP MEDAL	0					
15	AKNGHSMD	AK HOMELAND SECURITY MEDAL	0					
16	AKNGRRBN	AK RECRUITING RIBBON	0					
17	AKNGSPSR	AK STATE PARTNERSHIP RIBBON	0					
18	AKNGCOLD	AK COLD WAR VICTORY RIBBON	0					
19	AKNGTGM	AK TERRITORIAL GUARD MEDAL	5					
20	AKNGGTA	AK GOVERNORS TWENTY AWARD (TAB)	5					
21	AKNGAGPA	AK ADJUTANT GENERAL MARKSMANSHIP PROFICIENCY AWARD (BADGE)	5					
22	AKNGIADT	AK IADT RIBBON (HISTORICAL)	0					

Arizona			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	AZNGMVAL	AZ MEDAL OF VALOR	20
02	AZNGDSVC	AZ DISTINGUISHED SERVICE MEDAL	15
03	AZNGADGM	AZ ADJUTANT GENERALS MEDAL	10
04	AZNGMSVM	AZ MERITORIOUS SERVICE MEDAL	10
05	AZNGELSM	AZ EXCEPTIONALLY LONG SERVICE MEDAL	0
06	AZNGLSVM	AZ LONG SERVICE MEDAL	0
07	AZNGSVCR	AZ SERVICE RIBBON	0
08	AZNG1SGR	AZ FIRST SERGEANT RIBBON	0
09	AZNGOCSA	AZ MILITARY ACADEMY OCS RIBBON	0
10	AZNGNCOA	AZ MILITARY ACADEMY NCO RIBBON	0
11	AZNGSWAR	AZ NATIONAL GUARD SOUTH WEST ASIA SERVICE SUPPORT RIBBON	0
12	AZNGSADR	AZ STATE ACTIVE DUTY RIBBON	0
13	AZNGRENL	AZ REENLISTMENT RIBBON	0
14	AZNGCSVR	AZ COMMUNITY SERVICE RIBBON	0
15	AZNGRECR	AZ RECRUITING RIBBON	5
16	AZNGSHAR	AZ STATE HONOR ATTENDANCE RIBBON	0
17	AZNGFFT	AZ FRED FERGUSON TROPHY FOR OUTSTANDING ENLISTED SOLDIER	5
18	AZNGSHT	AZ SYLVESTRE HERRERA TROPHY FOR OUTSTANDING NCO	5
19	AZNG1SGT	AZ NICKY D BACON TROPHY FOR OUTSTANDING 1SG	5
20	AZNGCGHT	AZ CARL G HOYER TROPHY FOR OUTSTANDING WARRANT OFFICER	0
21	AZNGOFTT	AZ OSCAR F TEMPLE TROPHY FOR OUTSTANDING JR OFFICER	0

PERS_ST_AWAR	PERS_ST_AWARDS_CODE_TBL				
		Arkansas			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	ARKMHXXX	AR MEDAL OF HONOR	35		
02	ARKMCMXX	AR MILITARY CROSS MEDAL	30		
03	ARKDSMXX	AR DISTINGUISHED SERVICE MEDAL	25		
04	ARKAM	AR ARKANSAS AIR MEDAL	20		
05	ARKESMXX	AR EXCEPTIONAL SERVICE MEDAL	20		
06	ARKCOMXX	AR COMMENDATION MEDAL	15		
07	ARKOSAYR	AR OUTSTANDING SOLDIER/AIRMAN OF THE YEAR RIBBON	15		
08	ARKMFHSR	AR MILITARY FUNERAL HONORS SERVICE RIBBON	5		
09	ARKFSRXX	AR FEDERAL SERVICE RIBBON	5		
10	ARKHDSRX	AR HOMELAND DEFENSE SERVICE RIBBON	5		
11	ARKSWBSR	AR SOUTHWEST BORDER SERVICE RIBBON	5		
12	ARKSRXXX	AR SERVICE RIBBON	5		
13	ARKESRXX	AR EMERGENCY SERVICE RIBBON	5		
14	ARKSPPR	AR STATE PARTNERSHIP PROGRAM RIBBON	5		
15	ARKRRXXX	AR RECRUITING RIBBON	5		
16	ARG20TAB	AR GOVERNOR'S 20 TAB	0		
17	ARKAGSIB	AR ADJUTANT GENERAL STAFF ID BADGE	0		
18	ARKDCSM	ARKANSAS DISTINGUISHED CIVILIAN SERVICE MEDAL	0		
19	ARKMCSM	ARKANSAS MERITORIOUS CIVILIAN SERVICE MEDAL	0		
20	ARKCSCM	ARKANSAS CIVILIAN SERVICE COMMENDATION MEDAL	0		
21	ARKCSAM	ARKANSAS CIVILIAN SERVICE ACHIEVEMENT MEDAL	0		
22	ARKDPSM	ARKANSAS DISTINGUISHED PUBLIC SERVICE MEDAL	0		
23	ARKMPSM	ARKANSAS MERITORIOUS PUBLIC SERVICE MEDAL	0		
24	ARKPSCM	ARKANSAS PUBLIC SERVICE COMMENDATION MEDAL	0		

PERS_ST_AWARDS_CODE_TBL				
	California			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	CALMDVAL	CA MEDAL OF VALOR	35	
02	CALMILCR	CA MILITARY CROSS	35	
03	CALORDCA	CA ORDER OF CALIFORNIA	35	
04	CALLGMER	CA LEGION OF MERIT	35	
05	CALMDMER	CA MEDAL OF MERIT	20	
06	CALCOMMD	CA COMMENDATION MEDAL	20	
07	CALACHMD	CA ACHIEVEMENT MEDAL	15	
08	CALGCMED	CA GOOD CONDUCT MEDAL	0	
09	CALSVCMD	CA SERVICE MEDAL	0	
10	CALETEXR	CA ENLISTED TRAINERS EXCELLENCE RIBBON	0	
11	CALENEXR	CA ENLISTED EXCELLENCE RIBBON	0	
12	CALRECAR	CA RECRUITING ACHIEVEMENT RIBBON	0	
13	CALNGFSR	CA NATIONAL GUARD FEDERAL SERVICE RIBBON	0	
14	CALSSVCR	CA STATE SERVICE RIBBON	0	
15	CALSRELR	CA SENIOR ENLISTED LEADERSHIP RIBBON	0	
16	CALCDSVR	CA COUNTERDRUG SERVICE RIBBON	0	
17	CALDATTR	CA DRILL ATTENDANCE RIBBON	0	
18	CALGOUNC	CA GOVERNORS OUTSTANDING UNIT CITATION	0	
19	CALAGMUC	CA ADJUTANT GENERALS MERITORIOUS UNIT CITATION	0	

PERS_ST_AWARD	S_CODE_TBL				
	Colorado				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	CODECMCM	CO MERITORIOUS COMMENDATION MEDAL	25		
02	CODECMSM	CO MERITORIOUS SERVICE MEDAL	25		
03	CODECSAR	CO SOLDIER/AIRMAN OF THE YEAR RIBBON (ADDITION)	0		
04	CODECCRB	CO COMMENDATION RIBBON	20		
05	CODECARB	CO STATE ACHIEVEMENT RIBBON	15		
06	CODECCTR	CO NCO COMMAND TOUR RIBBON (ADDITION)	0		
07	CODECOUC	CO TAG OUTSTANDING UNIT CITATION (ADDITION)	0		
08	COAWDASM	CO ACTIVE SERVICE MEDAL	10		
09	COAWDLSM	CO STATE LONG SERVICE MEDAL	0		
10	COAWDSES	CO STATE EMERGENCY SERVICE RIBBON	0		
11	COAWDFDS	CO FOREIGN DEPLOYMENT SERVICE RIBBON	0		
12	COAWDSMS	CO STATE MOBILIZATION SUPPORT RIBBON	0		
13	COAWDRRB	CO RECRUITING AND RETENTION	0		

PERS_ST_AWAR	PERS_ST_AWARDS_CODE_TBL			
		Connecticut		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	CTMDLVAL	CT MEDAL OF VALOR	0	
02	CTMDLMRT	CT MEDAL OF MERIT	0	
03	CTMDLACH	CT CONNECTICUT MEDAL OF ACHIEVEMENT	0	
04	CTMOBRBN	CT MOBILIZATION SERVICE RIBBON	0	
05	CTLSM	CT LONG SERVICE MEDAL	0	
06	CTOUNAWD	CT OUTSTANDING UNIT AWARD	0	
07	CTACHRBN	CT CONNECTICUT ACHIEVEMENT RIBBON	0	
08	CTMILRECRBN	CT CONNECTICUT MILITARY RECRUITING RIBBON	0	
09	CTESR	CT EMERGENCY SERVICE AWARD	0	
10	CTVWSMDL	CT CONNECTICUT VETERANS WAR TIME SERVICE MEDAL	0	
11	CTCIVMDLMR	CT CONNECTICUT CIVILIAN MEDAL OF MERIT	0	
12	CTSRFMDL	CT SELECTED RESERVE FORCE MEDAL	0	

PERS_ST_AWARDS_CODE_T	BL

Delaware			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotio n Points
01	DEGCSCYY	DE CONSPICUOUS SERVICE CROSS	25
02	DEGDSMYY	DE DISTINGUISHED SERVICE MEDAL	20
03	DEGMMMAY	DE MEDAL FOR MILITARY MERIT ACHIEVEMENT	15
04	DEGMMMLY	DE MEDAL FOR MILITARY MERIT LONGEVITY	0
05	DEGNGMYY	DE NATIONAL GUARD MEDAL	0
06	DEGNDSRY	DE NATIONAL DEFENSE SERVICE RIBBON	0
07	DEGJSRYY	DE JOINT SERVICE RIBBON	0
08	DEGACAYY	DE MEDAL FOR SERVICE IN AID TO CIVIL AUTHORITY	0
09	DEGRRYYY	DE RECRUITING RIBBON	0
10	DEGCSRYY	DE COUNTERDRUG SERVICE RIBBON	0
11	DEGPTRYY	DE PHYSICAL FITNESS RIBBON	0
12	DEGGMUAY	DE GOVERNORS' MERITORIOUS UNIT AWARD	0
13	DEGUSAYY	DE UNIT STRENGTH AWARD	0
14	DEGOV20T	DE GOVERNORS TWENTY TAB	0

District of Columbia			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	DCLM	DC NG LEGION OF MERIT (HISTORICAL)	35
02	DCDSM	DC DISTINGUISHED SERVICE MEDAL	35
03	DCMSM	DC MERITORIOUS SERVICE MEDAL	25
04	DCCOM	DC COMMENDATION MEDAL	20
05	DCAM	DC ACHIEVEMENT MEDAL	15
06	DCCWVM	DC COLD WAR VICTORY MEDAL (HISTORICAL)	5
07	DCESR	DC EMERGENCY SERVICE RIBBON WITH CLASP	5
08	DCHDM	DC HOMELAND DEFENSE MEDAL	5
09	DCPISR	DC PRESIDENTIAL INAGURATION SUPPORT RIBBON	5
10	DCNCOCOM	DC NONCOMMISSIONED OFFICER EXCELLENCE RIBBON (HISTORICAL)	5
11	DCEER	DC ENLISTED EXCELLENCE RIBBON	5
12	DCMFS	DC MEDAL FOR FAITHFUL SERVICE	5
13	DCMLFS	DC MEDAL FOR LONG AND FAITHFUL SERVICE (HISTORICAL)	10
14	DCSAP	DC SPECIAL AWARD RIBBON	5
15	DCRRR	DC RECRUITING AND RETENTION RIBBON	5
16	DCCSM	DC COMMUNITY SERVICE RIBBON	5
17	DCCDTCGR	DC CEREMONIAL/DRILL TEAM/COLOR GUARD RIBBON	0
18	DCAR	DC ATTENDANCE RIBBON (HISTORICAL)	0
19	DCRAD	DC RIBBON FOR ACTIVE DUTY (HISTORICAL)	0
20	DCCG	DC NG LEADERSHIP AWARD (ANY GEN OFF NAMED AWARD)	5
21	DCSGMCA	DC SERGEANT MAJOR/CHIEF AWARD	5
22	DCNCOYR	DC ARNG NCO OF THE YEAR	5
23	DCRR	DC RECOGNITION AWARD RIBBON	0
24	DCSOLYR	DC ARNG SOLDIER OF THE YEAR	5
25	DCCGDUA	DC COMMANDING GENERALS OUTSTANDING UNIT AWARD	0
26	DCPERAWD	DC COL LOUIS R. WILLIAMS OUTSTANDING PERSONNEL AWARD	5
27	DCFAMYR	DC ARMY FAMILY OF THE YEAR AWARD	5
28	DCCGSIB	DC COMMANDING GENERALS STAFF IDENTIFICATION BADGE	0

PERS_ST_AWAR	PERS_ST_AWARDS_CODE_TBL				
	Florida				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	FLCROSMD	FL CROSS	35		
02	FLDSVCMD	FL DISTINGUISHED SERVICE MEDAL	25		
03	FLSVCMDL	FL SERVICE MEDAL	0		
04	FLCOMMDL	FL COMMENDATION MEDAL	0		
05	FLMSVCRB	FL MERITORIOUS SERVICE RIBBON	10		
06	FLSVCRIB	FL SERVICE RIBBON	0		
07	FLSADRIB	FL ACTIVE DUTY RIBBON	0		
08	FLRECRIB	FL RECRUITING RIBBON	0		
09	FLRETRIB	FL RETENTION RIBBON	0		
10	FLMRUTCT	FL MERITORIOUS UNIT CITATION (HISTORICAL)	0		
11	FLSCDRIB	FL COUNTER DRUG RIBBON	0		
12	FLISGRIB	FL FIRST SERGEANT RIBBON (HISTORICAL)	0		
13	FLMFHRIB	FL MILITARY FUNERAL HONORS RIBBON (HISTORICAL)	0		
14	FLGOVCIT	FL GOVERNOR UNIT CITATION	0		

PERS_ST_AWARDS_CODE_TBL				
		Georgia		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	GADECDSM	GA DISTINCTIVE SERVICE MEDAL	35	
02	GADECOGL	GA OGLETHORPE DISTINGUISHED SERVICE MEDAL	35	
03	GADECMV	GA MEDAL FOR VALOR	35	
04	GADECIM	GA INJURY MEDAL (HISTORICAL)	0	
05	GADECSSM	GA SUPERIOR SERVICE MEDAL (HISTORICAL)	0	
06	GADECMSM	GA MERITORIOUS SERVICE MEDAL	25	
07	GADECDCM	GA DEPARTMENT OF DEFENSE COMMENDATION MEDAL (HISTORICAL)	0	
08	GADECCM	GA COMMENDATION MEDAL	20	
09	GADECDFS	GA DISTINGUISHED FOREIGN SERVICE MEDAL (HISTORICAL)	0	
10	GADECSRF	GA ARMY NG SELECTED RESERVE FORCE RIBBON	0	
11	GADSCOR	GA SPECIAL OPERATION RIBBON	0	
12	GADECOM	GA OLYMPIC RIBBON	0	
13	GADECPRR	GA PANDEMIC RESPONSE RIBBON	0	
14	GADECHSR	GA HUMANITARIAN SERVICE RIBBON	0	
15	GADECGSR	GA NATIONAL GUARD SERVICE MEDAL	0	
16	GADECSAD	GA STATE ACTIVE DUTY RIBBON	0	
17	GADECCDR	GA COUNTER NARCOTICS/DRUG SUPPORT SERVICE RIBBON	0	
18	GADECRR	GA NATIONAL GUARD RECRUITING RIBBON	0	
19	GADECDUR	GA ARMY NG DISTINGUISHED UNIT RIBBON	0	
20	GADECGTT	GA GOVERNOR'S TOP TWENTY TAB	0	

PERS_ST_AWARDS_CODE_TBL

Guam				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	GUVALMDL	GU CROSS OF VALOR	30	
02	GUDSVMDL	GU DISTINGUISHED SERVICE MEDAL	25	
03	GUCOMMDL	GU COMMENDATION MEDAL	20	
04	GUORGMDL	GU ORGANIZATION MEDAL GUAM	0	
05	GUFSVMDL	GU FAITHFUL SERVICE MEDAL	0	
06	GUCTRDRG	GU COUNTERDRUG SERVICE RIBBON	0	
07	GURSVRBN	GU RECRUITING RIBBON	0	

	Hawaii			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	HIMV	HI MEDAL OF VALOR	35	
02	HIDSO	HI DISTINGUISHED SERVICE ORDER	35	
03	HIGMFM	HI MEDAL FOR MERIT	25	
04	HIGCM	HI COMMENDATION MEDAL	20	
05	HIGAM	HI ACHIEVEMENT MEDAL	15	
06	HIGOUA	HI OUTSTANDING UNIT AWARD	0	
07	HIGSRR	HI STATE RECOGNITION RIBBON	0	
08	HIGSVC	HI SERVICE MEDAL	0	
09	HIGSADR	HI STATE ACTIVE DUTY RIBBON	0	
10	HIGFSR	HI 1968 FEDERAL SERVICE RIBBON	0	
11	HIADBT	HI ACTIVE DUTY BASIC TRAINING RIBBON (HISTORICAL)	0	
12	HIGGWOT	HI GWOT FEDERAL SERVICE RIBBON	0	

PERS_ST_AWARD	S_CODE_TBL			
	Hawaii			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
13	HIGHSM	HI HUMANITARIAN SERVICE MEDAL	0	
14	HIGSER	HI STATE EXPEDITIONARY RIBBON	0	
15	HIGHDSR	HI HOMELAND DEFENSE SERVICE RIBBON	0	
16	HICERFP	HI CERFP SERVICE RIBBON	0	
17	HIGFSSR	HI FIRST SERGEANT SERVICE RIBBON	0	
18	HIGHGSR	HI HONOR GUARD SERVICE RIBBON	0	
19	HIGRGSM	HI ROYAL GUARD SERVICE RIBBON	0	
20	HIGSCDSR	HI STATE COUNTER DRUG SERVICE RIBBON	0	
21	HIGSPSR	HI STATE PARTNERSHIP SERVICE RIBBON	0	
22	HIGETRR	HI EXCELLENCE IN TRAINING RECOGNITION RIBBON	0	
23	HIGHIR	HI HURRICANE INIKI RIBBON	0	
24	HIGOKR	HI OPERATION KOKUA RIBBON	0	
25	HIGRR	HI RECRUITING RIBBON	0	
26	HIGHGT	HI HONOR GUARD TAB	0	
27	HIGAB	HI ATTENDANCE BADGE (HISTORICAL)	0	

lowa			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	IASIAWMV	IA MEDAL OF VALOR	35
02	IASIAWDS	IA DISTINGUISHED SERVICE MEDAL	25
03	IASIAWMM	IA MEDAL OF MERIT	25
04	IASIAWMS	IA MERITORIOUS SERVICE MEDAL	20
05	IASIAWCM	IA COMMENDATION MEDAL	10
06	IASIAWHS	IA HUMANITARIAN SERVICE RIBBON	0
07	IASIAWLR	IA LEADERSHIP RIBBON WITH TORCH	0
08	IASIAWTR	IA ACTIVE DUTY FOR TRAINING RIBBON (HISTORICAL)	0
09	IASIAWRR	IA RECRUITING RIBBON	0
10	IASIAWSB	IA SELECTIVE RESERVE FORCE RIBBON WITH BAR (HISTORICAL)	0
11	IASIAWSR	IA STATE SERVICE RIBBON	0
12	IASIAWFP	IA FORCE SUPPORT PACKAGE RIBBON (HISTORICAL)	0
13	IASIAWCD	IA COUNTERDRUG RIBBON	0
14	IAUNTAWD	IA OUTSTANDING UNIT RIBBON	0
15	IASIAWGX	IA GOVERNORS TEN TAB	0

PERS_ST_AWARD	PERS_ST_AWARDS_CODE_TBL			
		Idaho		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	IDCROSS	ID CROSS	35	
02	IDDISSVC	ID DISTINGUISHED SERVICE MEDAL	30	
03	IDMSM	ID MERITORIOUS SERVICE MEDAL	25	
04	IDGOUA	ID GOVERNORS OUTSTANDING UNIT AWARD	0	
05	IDAGOUC	ID AG OUTSTANDING UNIT CITATION	0	
06	IDMERITU	ID MERITORIOUS UNIT CITATION	0	
07	IDEMRDTY	ID EMERGENCY DUTY RIBBON	5	
08	IDHGRBN	ID HONOR GUARD RIBBON	5	
09	IDRECRBN	ID RECRUITING RIBBON	5	
10	IDRENRBN	ID REENLISTMENT RIBBON	0	
11	IDSVCRBN	ID SERVICE RIBBON	0	
12	IDBTRBN	ID BASIC TRAINING RIBBON	0	

	Illinois			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	ILMMOV	IL MILITARY MEDAL OF VALOR	0	
02	ILDSM	IL DISTINGUISHED SERVICE MEDAL	0	
03	ILMMM	IL MILITARY MEDAL OF MERIT	0	
04	ILLMF	IL LINCOLN MEDAL OF FREEDOM	0	
05	ILLHSM	IL LONG AND HONORABLE SERVICE MEDAL	0	
06	ILRR	IL RECRUITING RIBBON	0	
07	ILMAR	IL MILITARY ATTENDANCE RIBBON	0	
08	ILSAD	IL STATE ACTIVE DUTY RIBBON	0	

PERS_ST_AWARDS_CODE_TBL			
		Indiana	
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	INIDSC	IN DISTINGUISHED SERVICE CROSS	40
02	INIDSM	IN DISTINGUISHED SERVICE MEDAL	25
03	INICOM	IN COMMENDATION MEDAL	10
04	INILSM	IN LONG SERVICE MEDAL	0
05	INNESR	IN NATIONAL EMERGENCY SVC RBN (BERLIN/VIETNAM/DESERT/AIRPORT)	0
06	INIHDSR	IN HOMELAND DEFENSE SERVICE RIBBON	0
07	INIODSR	IN SERVICE RIBBON OP DESERT SHIELD/STORM	0
08	INIESR	IN EMERGENCY SERVICE RIBBON	0
09	INIOSR	IN OVERSEAS SERVICE RIBBON	0
10	INOCONUS	IN OCONUS RIBBON	0
11	INFHR	IN FUNERAL HONORS RIBBON	5
12	INREC	IN RECRUITING RIBBON	5
13	INRET	IN RETENTION RIBBON	5
14	INIMVE	IN MILITARY VOLUNTEER EMBLEM	0
15	INCUBT	IN CEREMONIAL UNIT BADGE AND TAB	0
16	INSMMBS1	IN STRENGTH MAINTENANCE MASTER BADGE W/1 SAPPHIRE	0
17	INSMMBS2	IN STRENGTH MAINTENANCE MASTER BADGE W/2 SAPPHIRE	0
18	INSMMBD1	IN STRENGTH MAINTENANCE MASTER BADGE W/1 DIAMOND	0
19	INSMMBD2	IN STRENGTH MAINTENANCE MASTER BADGE W/2 DIAMOND	0
20	INASP	IN AVIATOR SAFETY PATCH	0
21	INGOV20	IN GOVERNORS TWENTY TAB	0
22	INAGSIB	IN ADJUTANT GENERALS STAFF IDENTIFICATION BADGE	0

Kansas			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	KSNGMOEX	KS MEDAL OF EXCELLENCE	35
02	KSNGDSMD	KS DISTINGUISHED SERVICE MEDAL	30
03	KSNGHDSM	KS HOMELAND DEFENSE SERVICE RIBBON W/ M DEVICE	15
04	KSNGMSRB	KS MERITORIOUS SERVICE RIBBON	25
05	KSNGCOMR	KS COMMENDATION RIBBON	20
06	KSNGSMRB	KS STRENGTH MANAGEMENT RIBBON (ARMY)	20
07	KSNGACHR	KS ACHIEVEMENT RIBBON	15
08	KSNGOAYR	KS OUTSTANDING AIRMAN OF THE YEAR RIBBON (AIR)	0
09	KSGEMDYR	KS EMERGENCY DUTY SERVICE RIBBON	0
10	KSNGHDSR	KS HOMELAND DEFENSE SERVICE RIBBON	0
11	KSSTCDSR	KS COUNTER-DRUG SERVICE RIBBON	0
12	KSMFHRIB	KS MILITARY FUNERAL HONORS RIBBON	0
13	KSFSGRBN	KS AIR NATIONAL GUARD FIRST SERGEANT RIBBON	0
14	KSRRRBN	KS RECRUITING AND RETENTION RIBBON (AIR)	0
15	KSHGRBN	KS HONOR GUARD RIBBON	0
16	KSGOV20T	KS GOVERNOR'S TWENTY AWARD TAB/RBN	0
17	KSNGSVCM	KS SERVICE MEDAL	0
18	KSTAGSIB	KS ADJUTANT GENERALS STAFF IDENTIFICATION BADGE	0
19	KSTAGCPB	KS ADJUTANT GENERAL CEREMONIAL PLATOON BADGE OF HONOR	0
20	KSPM	KS PATRIOT MEDAL	0

Kentucky			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	KYMV	KY MEDAL FOR VALOR	35
02	KYDSMV	KY DISTINGUISHED SERVICE MEDAL "V"	30
03	KYDSM	KY DISTINGUISHED SERVICE MEDAL	25
04	KYMMV	KY MEDAL FOR MERIT "V"	25
05	KYMM	KY MEDAL FOR MERIT	20
06	KYMR	KY MERIT RIBBON (HISTORICAL)	20
07	KYCR	KY COMMENDATION RIBBON	10
08	KYOY	KY OFFICER OF THE YEAR	0
09	KYWOY	KY WARRANT OFFICER OF THE YEAR	0
10	KYSOY	KY SOLDIER OF THE YEAR	15
11	KYFHR	KY FUNERAL HONORS RIBBON	0
12	KYSPPR	KY STATE PARTNERSHIP PROGRAM RIBBON	0
13	KYMLEA	KY STATE MULTIFUNCTIONAL LOGISTICS EXCELLENCE AWARD	0
14	KYPFR	KY PHYSICAL FITNESS RIBBON	0
15	KYMILDRR	KY ARMY NATIONAL GUARD RECRUITING RIBBON	0
16	KYSR	KY SERVICE RIBBON	0

PERS_ST_AWARD	PERS_ST_AWARDS_CODE_TBL			
		Kentucky Cont'd		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
17	KYSADR	KY STATE ACTIVE DUTY RIBBON	0	
18	KYOSR	KY OVERSEAS SERVICE RIBBON (HISTORICAL)	0	
19	KYHSR	KY HOMELAND SECURITY RIBBON	0	
20	KYCDR	KY COUNTER DRUG RIBBON	0	
21	KYRDCM	KY NG ROTC DISTINGUISHED CADET MEDAL	0	
22	KYBCR	KY BERLIN CRISIS SERVICE RIBBON (HISTORICAL)	0	
23	KYGOVUC	KY GOVERNORS OUTSTANDING UNIT CITATION	0	
24	KYTAGUC	KY TAG'S OUTSTANDING UNIT CITATION	0	
25	KYTORUC	THE ADJUTANT GENERAL'S OUTSTANDING RETENTION UNIT CITATION	0	
26	KYTAGID	KY ADJUTANT GENERAL STAFF IDENTIFICATION BADGE (HISTORICAL)	0	
27	KYCOA	KY CERTIFICATE OF ACHIEVEMENT	5	

Louisiana			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	LAMEDHON	LA MEDAL OF HONOR	35
02	LADISTSC	LA DISTINGUISHED SERVICE CROSS	35
03	LADISTSM	LA DISTINGUISHED SERVICE MEDAL	35
04	LALEGMER	LA LEGION OF MERIT	35
05	LACROMER	LA CROSS OF MERIT	35
06	LACOMMED	LA COMMENDATION MEDAL	20
07	LAACHRBN	LA ACHIEVEMENT (RIBBON)	15
08	LARECRBN	LA RECRUITING RIBBON	0
09	LARETRBN	LA RETENTION RIBBON	0
10	LADCIVSM	LA DISTINGUISHED CIVILIAN SERVICE MEDAL	0
11	LAWARCRS	LA WAR CROSS	0
12	LAHONGDR	LA HONOR GUARD RIBBON (INITIAL)	15
13	LAHONGRD	LA HONOR GUARD RIBBON	0
14	LACWVRBN	LA COLD WAR VICTORY RIBBON	0
15	LAEMSVCM	LA EMERGENCY SERVICE MEDAL	0
16	LACDSRBN	LA COUNTERDRUG SERVICE RIBBON	0
17	LAGENXRB	LA GENERAL EXCELLENCE RIBBON	0
18	LALONRBN	LA LONGEVITY MEDAL RIBBON	0
19	LAFEHMUC	LA F EDWARD HEBERT MERITORIOUS UNIT COMMENDATION	0
20	LAGOV20T	LA GOVERNOR'S TWENTY TAB	0

PERS_ST_AWARDS_CODE_TBL

Massachusetts			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	MAMDLVLR	MA MEDAL OF VALOR	0
02	MAMILMDL	MA MILITARY MEDAL	0
03	MAMDLMER	MA MEDAL OF MERIT	0
04	MACOMMDL	MA COMMENDATION MEDAL	0
05	MAACHMDL	MA ACHIEVEMENT MEDAL	0
06	MAHUMSVC	MA HUMANITARIAN SERVICE RIBBON	0
07	MASVCMDL	MA SERVICE MEDAL	0
08	MAONCOR	MA OUTSTANDING NCO RIBBON	0
09	MAOSAR	MA OUTSTANDING SOLDIER/AIRMAN RIBBON	0
10	MADEFCOM	MA DEFENSE OF THE COMMONWEALTH SERVICE MEDAL	0
11	MADSSVC	MA DESERT STORM SERVICE RIBBON	0
12	MADERBN	MA DEFENSE EXPEDITIONARY RIBBON	0
13	MADSRBN	MA DEFENSE SERVICE RIBBON	0
14	MAEMRSVC	MA EMERGENCY SERVICE RIBBON	0
15	MAMUC	MA MERIT UNIT COMMENDATION	0
16	MAFHIDB	MA FUNERAL HONORS IDENTIFICATION BADGE	0

PERS_ST_AWARDS_CODE_TBL

Maryland			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	MDDSCV	MD DISTINGUISHED SVC CROSS FOR VALOR	35
02	MDDSCS	MD DISTINGUISHED SVC CROSS FOR SERVICE	35
03	MDMV	MD MEDAL FOR VALOR (HISTORICAL)	30
04	MDMSM	MD MERITORIOUS SVC MEDAL	25
05	MDCM	MD COMMENDATION MEDAL	20
06	MDMCSM	MD CIVILIAN MEDAL	0

PERS_ST_AWARD	PERS_ST_AWARDS_CODE_TBL			
		Maryland Cont'd		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
07	MDOUR	MD OUTSTANDING UNIT RIBBON	0	
08	MDTAGSR	MD ADJUTANT GENERAL'S SPECIAL RECOGNITION RIBBON	0	
09	MDSAYR	MD NATIONAL GUARD SOLDIER/AIRMAN OF THE YEAR RIBBON	0	
10	MDESR	MD EMERGENCY SERVICE RIBBON	0	
11	MDRR	MD RECRUITING RIBBON	20	
12	MDJSR	MD JOINT SERVICE RIBBON	0	
13	MDOSR	MD OVERSEAS SVC RIBBON	0	
14	MDSVCR	MD STATE SVC RIBBON	0	
15	MDRSM	MD RET SVC MEDAL	0	

PERS_ST_AWARDS_CODE_TBL			
Maine			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	MEDSA	ME DISTINGUISHED SERVICE AWARD (HISTORICAL)	0
02	MEMSA	ME MERITORIOUS SERVICE AWARD (HISTORICAL)	0
03	MECOM	ME COMMENDATION AWARD (HISTORICAL)	0
04	MEAGA	ME ADJUTANT GENERAL AWARD	20
05	MEACH	ME ACHIEVEMENT AWARD (HISTORICAL)	15
06	MECA	ME COMMANDERS AWARD	10
07	MESGMA	ME SGM SOLDIER/NCO OF THE YEAR	5
08	MERA	ME RECRUITING AWARD	5
09	MEAA	ME ACADEMIC AWARD	5
10	MEPFA	ME PHYSICAL FITNESS AWARD	0
11	MEGCDA	ME GOOD CONDUCT AWARD (HISTORICAL)	0
12	MEADBT	ME ACTIVE DUTY BASIC TRAINING RIBBON (HISTORICAL)	0
13	MEESA	ME EMERGENCY SERVICE AWARD	5
14	MENESA	ME NATIONAL EMERGENCY SERVICE AWARD(HISTORICAL)	0
15	MESESA	ME STATE EMERGENCY SERVICE AWARD (HISTORICAL)	0
16	MEHSA	ME HONORABLE SERVICE AWARD (HISTORICAL)	0
17	MEICEGD	ME ICE GUARD 98 AWARD W/DEVICE (HISTORICAL)	0
18	MEHGBP	ME HONOR GUARD BADGE (PERMANENT)	5
19	MEHGBT	ME HONOR GUARD BADGE (TEMPORARY)	0

Michigan				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	MIMDLVLR	MI MEDAL FOR VALOR	35	
02	MIMDLDSV	MI DISTINGUISHED SERVICE MEDAL	25	
03	MIMDLLOM	MI LEGION OF MERIT	20	
04	MIMDLLIF	MI LIFESAVING MEDAL	15	
05	MIMDLACH	MI ACHIEVEMENT MEDAL	10	
06	MIMDLEIC	MI EXCELLENCE IN COMPETITION	10	
07	MIRBNRRO	MI RECRUITING RIBBON	0	
08	MIHRNGRD	MI HONOR GUARD RIBBON	0	
09	MIMDLBSD	MI SERVICE MEDAL (BROADSWORD)	0	
10	MIRBNACT	MI ACTIVE STATE SERVICE RIBBON	0	
11	MISWTRBM	MI WAR ON TERRORISM W/ M DEVICE	0	
12	MISWTRBN	MI WAR ON TERRORISM RIBBON	0	
13	MIRBNOUS	MI OUTSIDE UNITED STATES RIBBON	0	
14	MICVDRBN	MI COVID-19 RESPONSE SERVICE RIBBON	0	
15	MIOUSTRN	MI OUTSIDE UNITED STATES TRAINING RIBBON	0	
16	MISPRBN	MI STATE PARTNERSHIP RIBBON	0	
17	MIGOV20T	MI GOVERNOR 20 TAB	0	
18	MIEXRRBN	MI EXCERCISES RIBBON	0	

Minnesota			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	MNDSM	MN DISTINGUISHED SERVICE MEDAL	35
02	MNMV	MN MEDAL FOR VALOR	35
03	MNMM	MN MEDAL FOR MERIT	25
04	MNCR	MN COMMENDATION RIBBON	20
05	MNAR	MN ACHIEVEMENT RIBBON	10

PERS_ST_AWARDS_CODE_TBL				
Minnesota Cont'd				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
06	MNGCR	MN GOOD CONDUCT RIBBON	0	
07	MNSAD	MN STATE ACTIVE DUTY RIBBON	0	
08	MNDRR	MN DISTINGUISHED RECRUITING RIBBON	5	
09	MNSVC	MN SERVICE	0	

Mississippi			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	MSMH	MS MEDAL OF HONOR	45
02	MSMOV	MS MEDAL OF VALOR	40
03	MSMC	MS MAGNOLIA CROSS	35
04	MSMM	MS MAGNOLIA MEDAL	30
05	MSCM	MS COMMENDATION MEDAL	20
06	MSMOE	MS MEDAL OF EFFICIENCY	0
07	MSWM	MS WAR MEDAL	0
08	MSRA	MS RECRUITING AWARD	20
09	MSESM	MS EMERGENCY SERVICE MEDAL	0
10	MSSSM	MS SERVICE SCHOOL MEDAL	0
11	MSLM	MS LONGEVITY MEDAL	0
12	MSSOY	MS SOLDIER OF THE YEAR	20

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Missouri				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	MOMINMAN	MO ORDER OF THE MINUTEMAN AWARD	0	
02	MOLOMR	MO LEGION OF MERIT MEDAL	0	
03	MOMERTSM	MO MERITORIOUS SERVICE MEDAL	25	
04	MOCONSSM	MO CONSPICUOUS SERVICE MEDAL	20	
05	MOCOMMED	MO NATIONAL GUARD COMMENDATION RIBBON	15	
06	MOLSR	MO NG SERVICE/ LONG SERVICE RIBBON(S)	0	
07	MONGBERL	MO NG OF THE US SERVICE RIBBON / BERLIN CRISIS CLASP	0	
08	MOVTMCR	MO VIETNAM CAMPAIGN RIBBON	0	
09	MOPANSR	MO PANAMANIAN SERVICE RIBBON	0	
10	MODESTMR	MO DESERT SHIELD / STORM RIBBON	0	
11	MOKOSCR	MO KOSOVO CAMPAIGN RIBBON	0	
12	MOAFGCR	MO AFGHANISTAN CAMPAIGN RIBBON	0	
13	MOIRAQR	MO IRAQ CAMPAIGN RIBBON	0	
14	MOEXPR	MO NG EXPEDITIONARY RIBBON	0	
15	MOSEDR	MO STATE EMERGENCY DUTY RIBBON	0	
16	MOSTPPR	MO NG STATE PARTNERSHIP PROGRAM RIBBON	0	
17	MOFUNR	MO NG MILITARY FUNERAL HONORS RIBBON	0	
18	MOFIRSGT	MO NG FIRST SERGEANT RIBBON	0	
19	MOBTSR	MO NG ACTIVE DUTY BASIC TRAINING RIBBON	0	
20	MOOVTNR	MO NG OVERSEAS TRAINING RIBBON	0	
21	MORRB	MO NG RECRUITING AND RETENTION RIBBON	0	
22	MOGOVR	MO GOVERNOR'S TWELVE RIBBON AND TAB	0	
23	MOTAGBR	MO THE ADJUTANT GENERAL'S TWENTY RIBBON AND BADGE	0	
24	MOTAGSIB	MO NG ADJUTANT GENERAL'S STAFF IDENTIFICATION BADGE	0	
25	MOGOVUCR	MO GOVERNOR'S UNIT CITATION	0	

Montana					
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	MTNGDSM	MT DISTINGUISHED SERVICE MEDAL	25		
02	MTNGCOM	MT COMMENDATION MEDAL	20		
03	MTARNGAM	MT AIR MEDAL	0		
04	MTNGDPMD	MT ADJUTANT GENERALS DISTINGUISHED PATRIOT MEDAL	25		
05	MTNGOUAR	MT OUTSTANDING UNIT AWARD RIBBON	10		
06	MTNGDRR	MT DISTINGUISHED RECRUITING RIBBON	5		
07	MTNGMFHR	MT MILITARY FUNERAL HONORS RIBBON	5		
08	MTARNGCR	MT CAMPAIGN RIBBON	0		
09	MTNGNER	MT NOBLE EAGLE RIBBON	0		

PERS_ST_AWARDS_CODE_TBL			
Montana Cont'd			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
10	MTNGAROC	MT NATIONAL GUARD OCONUS RIBBON	0
11	MTNGVCR	MT VOLUNTEER CAMPAIGN RIBBON	0
12	MTARNGSR	MT SERVICE RIBBON	0
13	MTARNGAR	MT ATTENDANCE RIBBON	0
14	MTNGPFR	MT PHYSICAL FITNESS RIBBON	5
15	MTNGPTR	MT NATIONAL GUARD PATRIOT RIBBON (HISTORICAL)	0
16	MTNGIGM	MT I GOT MINE BADGE (HISTORICAL)	0

Nebraska				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	NENGLM	NE LEGION OF MERIT	25	
02	NENGMSM	NE MERITORIOUS SERVICE MEDAL	20	
03	NENGCMV	NE COMMENDATION MEDAL W/VALOR	15	
04	NENGCM	NE COMMENDATION MEDAL	15	
05	NENGOCSA	NE OUTSTANDING CITIZEN SOLDIER AWARD	15	
06	NENGIAM	NE INDIVIDUAL ACHIEVEMENT MEDAL	10	
07	NENGRAM	NE RECRUITING ACHIEVEMENT MEDAL	5	
08	NENGDSSR	NE DESERT SHIELD/STORM SERVICE RIBBON	5	
09	NENGHDSM	NE HOMELAND DEFENSE SERVICE RIBBON W/M DEVICE	5	
10	NENGHDSR	NE HOMELAND DEFENSE SERVICE RIBBON	5	
11	NENGMHGR	NE MILITARY HONOR GUARD RIBBON	5	
12	NENGESM	NE EMERGENCY SERVICE MEDAL	5	
13	NENGSM	NE SERVICE MEDAL	0	

Nevada				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	NVMEDVL	NV MEDAL OF VALOR	35	
02	NVNGDAC	NV MAJOR GENERAL DRENNAN A CLARK ORDER	20	
03	NVDSVCM	NV DISTINGUISHED SERVICE MEDAL	35	
04	NVGOVUA	NV GOVERNOR'S OUTSTANDING UNIT AWARD	0	
05	NVNGSCM	NV STATE COMMENDATION MEDAL	20	
06	NVMEDMT	NV MEDAL OF MERIT	25	
07	NVJAM	NV JOINT ACHIEVEMENT MEDAL	15	
08	NVFSR	NV FIRST SERGEANT RIBBON	0	
09	NVWTSM	NV WAR ON TERRORISM SERVICE MEDAL	0	
10	NVEHSVCR	NV EMERGENCY HUMANITARIAN SERVICE RIBBON	0	
11	NVNGMSR	NV MERITORIOUS SERVICE RIBBON	0	
12	NVNGOGA	NV OUTSTANDING GRADUATE AWARD	10	
13	NVNNGSR	NV SERVICE RIBBON (HISTORICAL)	0	
14	NVNGSSR	NV NATIONAL GUARD SAFETY RIBBON	15	
15	NVHGR	NV HONOR GUARD RIBBON	0	
16	NVRCTGR	NV RECRUITING RIBBON	0	
17	NVJSC	NV JOINT SERVICE CITATION	0	

PERS_ST_AWARDS_CODE_TBL					
New Hampshire					
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	NHAWDMOH	NH NG MEDAL OF HONOR	50		
02	NHAWDCOM	NH NG COMMENDATION MEDAL	20		
03	NHAWDDSM	NH NG DISTINGUISHED SERVICE MEDAL	15		
04	NHAWDSNY	NH NG SOLDIER/NCO OF THE YEAR RIBBON	10		
05	NHAWDSAS	NH NG STATE ACTIVE DUTY SERVICE RIBBON	0		
06	NHHONIDP	NH NG HONOR GUARD IDENTIFICATION BADGE - PERM	15		
07	NHHONIDT	NH NG HONOR GUARD IDENTIFICATION BADGE - TEMP	10		
08	NHAWDHGS	NH NG HONOR GUARD SERVICE RIBBON	0		
09	NHAWDHRR	NH NG HONORARY RECRUITING RIBBON	0		
10	NHAWDCDR	NH NG COUNTERDRUG TASK FORCE RIBBON	0		
11	NHAWDNSB	NH NG SERVICE BAR	0		
12	NHAWDGTT	NH NG GOVERNOR'S TOP TWENTY	0		
13	NHAWDRHD	NH NG MILITARY MOUNTAINEER BADGE	0		

PERS_ST_AWARDS_CODE_TBL			
		New Jersey	
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	NJDSM	NJ DISTINGUISHED SERVICE MEDAL	35
02	NJMV	NJ MEDAL OF VALOR	35
03	NJMSM	NJ MERITORIOUS SERVICE MEDAL	25
04	NJCM	NJ COMMENDATION MEDAL	20
05	NJRH	NJ RIBBON OF HONOR	0
06	NJGCR	NJ GOOD CONDUCT RIBBON	0
07	NJMA	NJ MERIT AWARD	0
08	NJPWM	NJ POW MIA SERVICE MEDAL	0
09	NJDSSM	NJ DESERT STORM SERVICE MEDAL	5
10	NJDSSR	NJ DESERT STORM SUPPORT RIBBON	0
11	NJVCM	NJ VIETNAM WAR COMMEMORATIVE MEDAL	0
12	NJKWCM	NJ KOREAN WAR COMMEMORATIVE MEDAL	0
13	NJHGR	NJ HONOR GUARD RIBBON	0
14	NJSSR	NJ STATE SERVICE AWARD	0
15	NJRAR	NJ RECRUITING AWARD RIBBON	0
16	NJGUA	NJ GOVERNOR'S UNIT AWARD	0
17	NJUSA	NJ UNIT STRENGTH AWARD	0

PERS ST AWARDS CODE TBL				
New Mexico				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	NMNGMVP	NM NATIONAL GUARD MEDAL OF VALOR W/ PALM	35	
02	NMNGMV	NM NATIONAL GUARD MEDAL OF VALOR	35	
03	NMNGDSM	NM NATIONAL GUARD DISTINGUISHED SERVICE MEDAL	35	
04	NMNGLM	NM NATIONAL GUARD MEDAL OF MERIT	25	
05	NMNGOSM	NM NATIONAL GUARD OUTSTANDING SERVICE MEDAL	5	
06	NMNGOUC	NM NATIONAL GUARD OUTSTANDING UNIT CITATION	0	
07	NMCMD1	NM NATIONAL GUARD LONG SERVICE MEDAL	0	
08	NMCMD2	NM NATIONAL GUARD LONG SERVICE RIBBON	0	
09	NMNGGCM	NM NATIONAL GUARD GOOD CONDUCT MEDAL	0	
10	NMCMD3	NM PERFECT ATTENDANCE RIBBON	0	
11	NMNGASR	NM NATIONAL GUARD ACADEMY SERVICE RIBBON	0	
12	NMNGESR	NM NATIONAL GUARD EMERGENCY SERVICE RIBBON	0	
13	NMNGOEL	NM OUTSTANDING ENLISTED LEADER OF THE YEAR RIBBON	0	
14	NMNGCDS	NM COUNTER DRUG SERVICE RIBBON	0	
15	NMNGCSR	NM COMMUNITY SERVICE RIBBON	0	
16	NMNGPFT	NM PHYSICAL FITNESS RIBBON	0	

New York			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	NYSMFVAL	NY MEDAL FOR VALOR	35
02	NYSMFCSM	NY CONSPICUOUS SERVICE MEDAL	35
03	NYSMFMSM	NY MERITORIOUS SERVICE MEDAL	25
04	NYSMFMCM	NY MILITARY COMMENDATION MEDAL	20
05	NYSMFLFS	NY LONG AND FAITHFUL SERVICE AWARD	0
06	NYSMFDSM	NY DESERT STORM SERVICE MEDAL	0
07	NYSOEFSR	NY OPERATION ENDURING FREEDOM RBN	0
08	NYSOIFSR	NY OPERATION IRAQI FREEDOM RBN	0
09	NYSONDSR	NY OPERATION NEW DAWN RBN	0
10	NYSMFDLM	NY DEFENSE OF LIBERTY MEDAL	0
11	NYSMFDLW	NY DEFENSE OF LIBERTY MEDAL W/DEVICE	0
12	NYSMFCSC	NY CONSPICUOUS SERVICE CROSS	0
13	NYSMFMFM	NY MEDAL FOR MERIT	0
14	NYSMFCSS	NY CONSPICUOUS SERVICE STAR	0
15	NYSMFGHR	NY GUARD HELP RIBBON	0
16	NYSMFSOY	NY SOLDIER OF THE YEAR RIBBON	0
17	NYSMFRRM	NY RECRUITING MEDAL	5
18	NYSPRSVR	NY PANDEMIC RESPONSE SERVICE RIBBON	0
19	NYSMFACA	NY AID TO CIVIL AUTHORITY MEDAL	0
20	NYSMFCSR	NY COUNTER DRUG SERVICE RIBBON	0

PERS_ST_AWARDS_CODE_TBL				
	NGB			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	NGBRRT54	ARNG RR BADGE DIRECTOR'S 54	0	
02	NGBSIBFW	NGB STAFF ID BADGE (HISTORICAL – Moved to Federal Awards table IDETBDNG)	0	
03	NGBRRTBB	ARNG RR BASIC BADGE	0	
04	NGBRRTSB	ARNG RR SENIOR BADGE	0	
05	NGBRRTEB	ARNG RR EXPERT BADGE	0	
06	NGBRRTES	ARNG RR EXPERT SEVEN BADGE	0	
07	NGBIGIB	NGB INSPECTOR GENERAL ID BADGE	0	

North Carolina			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	NCDSMEDA	NC DISTINGUISHED SERVICE MEDAL	35
02	NCSAMEDA	NC SOLDIER AND AIRMAN MEDAL	30
03	NCMSMEDA	NC MERITORIOUS SERVICE MEDAL	25
04	NCCOMEDA	NC COMMENDATION MEDAL	20
05	NCACMEDA	NC ACHIEVEMENT MEDAL	15
06	NCAGMARB	NC ADJUTANT GENERAL'S MERITORIOUS ACHIEVEMENT SERVICE RIBBON	10
07	NCRECTRB	NCNG STATE RECRUITING RIBBON	0
08	NCSADAWD	NC STATE ACTIVE DUTY AWARD	0
09	NCSVCAWD	NC SERVICE AWARD	0
10	NCUNTGUC	NC GOVERNOR'S UNIT CITATION	0
11	NCUNTMUC	NC MERITORIOUS UNIT CITATION	0
12	NCUNTOUA	NC OUTSTANDING UNIT AWARD	0
13	NCJFHQSB	NC JOINT FORCE HEADQUARTERS STAFF BADGE	0

North Dakota			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	NDNGDSMD	ND DISTINGUISHED SERVICE MEDAL	30
02	NDNGLOMD	ND LEGION OF MERIT	25
03	NDNGWWKA	ND WOODROW W KEEBLE AWARD	0
04	NDNGMSMR	ND MERITORIOUS SERVICE MEDAL	25
05	NDNGCOMR	ND COMMENDATION RIBBON	20
06	NDNGACHR	ND ACHIEVEMENT RIBBON	15
07	NDNGAOUR	ND ANG STATE OUTSTANDING UNIT RIBBON	0
08	NDNGAOCO	ND ANG OCONUS RIBBON	0
09	NDNGMFHR	ND MILITARY FUNERAL HONORS RIBBON	10
10	NDNGRCTR	ND ARNG STRENGTH MANAGEMENT RIBBON	10
11	NDNGRECR	NDNG RECRUITING RIBBON	10
12	NDNGARCT	ND ANG RECRUITING RIBBON	0
13	NDNGESRB	ND EMERGENCY SERVICE RIBBON	5
14	NDNGAFSR	ND ANG FIRST SERGEANT RIBBON	0
15	NDNGSVCR	ND SERVICE RIBBON	0
16	NDNGBCTR	ND BCT RIBBON	0
17	NDNGOSUA	ND OUTSTANDING UNIT AWARD	0
18	NDNGURRA	ND UNIT RECRUITING/RETENTION AWARD (HISTORICAL)	0

PERS_ST_AWARDS_CODE_TBL				
Ohio				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	OHICROSS	OH CROSS	35	
02	OHDISSVC	OH DISTINGUISHED SERVICE	25	
03	OHCOMMEN	OH COMMENDATION	20	
04	OHRAR	OH RECRUITER ACHIEVEMENT RIBBON	0	
05	OHFSR	OH FAITHFUL SERVICE RIBBON	0	
06	OHSPCSVC	OH SPECIAL SERVICE RIBBON	0	
07	OHAWDMRT	OH AWARD OF MERIT	0	
08	OHBCTR	OH BASIC TRAINING RIBBON	0	

PERS_ST_AWARDS_CODE_TBL				
Oklahoma				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	OKDSCROS	OK DISTINGUISHED SERVICE CROSS	30	
02	OKSVALOR	OK STAR OF VALOR	30	
03	OKDSMEDA	OK DISTINGUISHED SERVICE MEDAL	25	
04	OKMSMEDA	OK MERITORIOUS SERVICE MEDAL	25	
05	OKCOMEDA	OK COMMENDATION MEDAL	20	
06	OKEXSVMD	OK EXCEPTIONAL SERVICE MEDAL	15	
07	OKGDMEDA	OK GUARDSMAN MEDAL	0	
08	OKSELRIB	OK SENIOR ENLISTED LEADERSHIP RIBBON	0	
09	OKAPMBSM	OK ALFRED P MURRAH BUILDING SERVICE MEDAL	5	
10	OKDESTMD	OK DESERT STORM SERVICE MEDAL	5	
11	OKRECRIB	OK RECRUITING RIBBON	5	
12	OKSADMED	OK STATE ACTIVE DUTY MEDAL	5	
13	OKMFHRIB	OK MILITARY FUNERAL HONORS RIBBON	0	
14	OKSVCRIB	OKLAHOMA SERVICE RIBBON (HISTORICAL)	0	
15	OKLSMEDA	OK LONG SERVICE MEDAL	0	
16	OKGCRIBN	OK GOOD CONDUCT RIBBON	0	
17	OKHGTBDG	OK HONOR GUARD TRAINER BADGE	0	
18	OKHGSBDG	OK HONOR GUARD SOLDIER BADGE	0	
19	OKTAGSTF	OK ADJUTANT GENERAL STAFF BADGE	0	
20	OKSRFMED	OK SELECTED RESERVE FORCES MEDAL (HISTORICAL)	0	

Oregon			
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points
01	ORNGDSAX	OR DISTINGUISHED SERVICE MEDAL	35
02	ORNGESMX	OR EXCEPTIONAL SERVICE MEDAL	30
03	ORNGMSMX	OR MERITORIOUS SERVICE MEDAL	25
04	ORNGCMXX	OR COMMENDATION MEDAL	20
05	ORNGTYMX	OR THIRTY YEAR MEDAL	0
06	ORNGESAX	OR EMERGENCY SERVICE AWARD	0
07	ORNGSSAX	OR SUPERIOR SOLDIER AWARD	0
08	ORNGSUCX	OR SUPERIOR UNIT CITATION	0
09	ORNGFSMX	OR FAITHFUL SERVICE RIBBON	0
10	ORNGFSMM	OR FAITHFUL SERVICE RIBBON W/M DEVICE	0
11	ORNGRAXX	OR RECRUITING RIBBON	10

PERS_SI_AWA	RDS_CODE_IBL			
Pennsylvania				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	PACVZZZZ	PA CROSS FOR VALOR	35	
02	PADSMZZZ	PA DISTINGUISHED SERVICE MEDAL	35	
03	PAGMZZZZ	PA LTG HENRY K FLUCK GUARDSMAN MEDAL	25	
04	PAMSMZZZ	PA MERITORIOUS SERVICE MEDAL	25	
05	PAKFMZZZ	PA KEYSTONE FREEDOM MEDAL	0	
06	PAOVCZZZ	PA MAJ OCTAVIUS V CATTO MEDAL	20	
07	PACMZZZZ	PA COMMENDATION MEDAL	20	
08	PAAMZZZZ	PA ACHIEVEMENT MEDAL	10	
09	PARRMZZZ	PA RECRUITING AND RETENTION MEDAL	10	
PERS_ST_AWA	RDS_CODE_TBL			
		Pennsylvania Cont'd		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
AWARD PRECEDENCE 10	DATA CODES PAMFHPSR	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON	Promotion Points 0	
AWARD PRECEDENCE	DATA CODES PAMFHPSR PASRZZZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON	Promotion Points 0 0	
AWARD PRECEDENCE 10 11 12	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL	Promotion Points 0 0 0	
AWARD PRECEDENCE 10 11 12 13	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ PATYSMZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL	Promotion Points 0 0 0 0 0	
AWARD PRECEDENCE 10 11 12 13 14	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ PATYSMZZ PAFSSRZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA FIRST SERGEANT SERVICE RIBBON	Promotion Points 0 0 0 0 0 0 0 0	
AWARD PRECEDENCE 10 11 12 13 14 15	DATA CODES PAMFHPSR PASRZZZ PAWMRMZZ PATYSMZZ PAFSSRZZ PAVSAZZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA FIRST SERGEANT SERVICE RIBBON PA VETERANS SERVICE AWARD	Promotion Points 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
AWARD PRECEDENCE 10 11 12 13 14 15 16	DATA CODES PAMFHPSR PASRZZZ PAWMRMZZ PATYSMZZ PAFSSRZZ PAVSAZZZ PATRWMZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA FIRST SERGEANT SERVICE RIBBON PA VETERANS SERVICE AWARD PA MAJOR GENERAL R WHITE JR MEDAL	Promotion Points 0	
AWARD PRECEDENCE 10 11 12 13 14 15 16 17	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ PATYSMZZ PATSSRZZ PAVSAZZZ PATRWMZZ PATJSMZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA FIRST SERGEANT SERVICE RIBBON PA VETERANS SERVICE AWARD PA MAJOR GENERAL R WHITE JR MEDAL PA GENERAL THOMAS J STEWART MEDAL	Promotion Points 0	
AWARD PRECEDENCE 10 11 12 13 14 14 15 16 17 18	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ PATYSMZZ PAFSSRZZ PATSSRZZ PATRWMZZ PATJSMZZ PATAGJSB	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA FIRST SERGEANT SERVICE RIBBON PA VETERANS SERVICE AWARD PA MAJOR GENERAL R WHITE JR MEDAL PA GENERAL THOMAS J STEWART MEDAL PA TAG JOINT STAFF ID BADGE	Promotion Points 0	
AWARD PRECEDENCE 10 11 12 13 14 15 16 17 18 19	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ PATYSMZZ PATSSRZZ PATSSRZZ PATRWMZZ PATAGJSB PAGUCZZZ	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA FIRST SERGEANT SERVICE RIBBON PA VETERANS SERVICE AWARD PA MAJOR GENERAL R WHITE JR MEDAL PA GENERAL THOMAS J STEWART MEDAL PA TAG JOINT STAFF ID BADGE PA GOVERNOR'S UNIT CITATION	Promotion Points 0	
AWARD PRECEDENCE 10 11 12 13 14 15 16 17 18 19 20	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ PATYSMZZ PATYSMZZ PATSSRZZ PATRWMZZ PATRWMZZ PATAGJSB PAGUCZZZ PATAGIDO	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA FIRST SERGEANT SERVICE RIBBON PA VETERANS SERVICE AWARD PA MAJOR GENERAL R WHITE JR MEDAL PA GENERAL THOMAS J STEWART MEDAL PA TAG JOINT STAFF ID BADGE PA GOVERNOR'S UNIT CITATION PA STAFF ID BADGE OFFICE (HISTORICAL)	Promotion Points 0	
AWARD PRECEDENCE 10 11 12 13 14 15 16 17 18 19 20 21	DATA CODES PAMFHPSR PASRZZZZ PAWMRMZZ PATYSMZZ PATSSRZZ PAVSAZZZ PATRWMZZ PATJSMZZ PATAGJSB PAGUCZZZ PATAGIDO PATAGIDE	DEFINITION PA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON PA GENERAL WILLIAM MOFFAT REILLY MEDAL PA TWENTY YEAR SERVICE MEDAL PA TWENTY YEAR SERVICE RIBBON PA VETERANS SERVICE AWARD PA MAJOR GENERAL R WHITE JR MEDAL PA GENERAL THOMAS J STEWART MEDAL PA TAG JOINT STAFF ID BADGE PA GOVERNOR'S UNIT CITATION PA STAFF ID BADGE OFFICE (HISTORICAL) PA STAFF ID BADGE ENLISTED (HISTORICAL)	Promotion Points 0	

PERS_ST_AWARDS_CODE_TBL				
Puerto Rico				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	PRLEGMDL	PR MEDAL OF HONOR OF THE LEGISLATIVE ASSEMBLY	35	
02	PRVALMDL	PR MEDAL FOR VALOR	25	
03	PRDISMDL	PR MEDAL FOR DISTINGUISHED SERVICE	25	
04	PRMERCRS	PR MERIT CROSS	20	
05	PRWIAMDL	PR MEDAL FOR WOUNDED IN ACTION	30	
06	PRGOVORD	PR ORDER OF THE GOVERNOR OF PUERTO RICO COMMON DEFENSE SERVICE MEDAL 1991	5	
07	PRCSMMDL	PR COMBAT SERVICE MEDAL	5	
08	PRFDMMDL	PR FREEDOM MEDAL	0	
09	PRCOMMDL	PR COMMENDATION MEDAL	20	
10	PRSMMDL	PR SERVICE MEDAL	0	
11	PROUTRBN	PR OUTSTANDING SOLDIER/NCO OF THE YEAR	5	
12	PRECMMDL	PR EXEMPLARY CONDUCT MEDAL	0	
13	PRWSRBM	PR WAR SERVICE RIBBON	0	
14	PRMOBSR	PR MOBILIZATION SUPPORT RIBBON	0	
15	PRDRRBN	PR DISASTER RELIEF RIBBON	0	
16	PRHGRBN	PR HURRICANE GEORGES RIBBON	0	
17	PRCERBN	PR CARIBBEAN EMERGENCY RIBBON	0	
18	PRCDRBN	PR CIVIL DISTURBANCE RIBBON	0	
19	PRLERBN	PR LAW ENFORCEMENT RIBBON	0	
20	PRCDSR	PR COUNTERDRUG SERVICE RIBBON	0	
21	PRACDUTR	PR ACTIVE DUTY FOR TRAINING RIBBON	0	
22	PRCOPAN	PR VIII PAN AMERICAN GAMES RIBBON SUPPORT	0	
23	PRELPRBN	PR ENGLISH LANGUAGE PROFICIENCY RIBBON	0	
24	PRGR92	PR GRAN REGATA 92 RIBBON	0	
25	PRCSRBN	PR COMMUNITY SERVICE RIBBON	0	
26	PRSGDSM	PR PRSG DISTINGUISHED SERVICE MEDAL	0	
27	PRSGMAA	PR PRSG MERIT ACHIEVEMENT AWARD	0	
28	PRSGSM	PR STATE GUARD SERVICE MEDAL	0	
29	PRTAGSTF	PR ADJUTANT GENERAL STAFF IDENTIFICATION BADGE	0	
30	PRGOVMUC	PR GOVERNOR'S MERITORIOUS UNIT CITATION	0	

Rhode Island				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	RINGCROS	RI ISLAND CROSS	30	
02	RINGSTAR	RI ISLAND STAR	25	
03	RICOMMDL	RI COMMENDATION MEDAL	20	
04	RIDSVMDL	RI DEFENSE SERVICE MEDAL	0	
05	RISVCMDL	RI SERVICE MEDAL	0	
06	RIESVRBN	RI EMERGENCY SERVICE RIBBON	0	
07	RIRECRBN	RI RECRUITING RIBBON	0	
08	RIGUBUNT	RI GUBERNATORIAL UNIT CITATION	0	

PERS_ST_AWARDS_CODE_TBL					
	South Carolina				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	SCARNGPC	SC PALMETTO CROSS	35		
02	SCARNGMV	SC MEDAL OF VALOR	30		
03	SCARNGEA	SC EXTRAORDINARY ACHIEVEMENT MEDAL	25		
04	SCARNGES	SC EXCEPTIONAL SERVICE MEDAL	25		
05	SCARNGMS	SC MERITORIOUS SERVICE MEDAL	25		
06	SCARNGAR	SC ACHIEVEMENT RIBBON	15		
07	SCARNGCM	SC CADET MEDAL OF MERIT	0		
08	SCARNGUC	SC GOVERNOR'S CITATION RIBBON	0		
09	SCARNGAS	SC ACTIVE STATE SERVICE MEDAL	0		
10	SCARNGRR	SC RECRUITING AND RETENTION ACHIEVEMENT MEDAL	0		
11	SCARNGPS	SC PALMETTO SERVICE RIBBON	0		
12	SCARNGOG	SC OUTSTANDING GUARDSMEN OF THE YEAR	0		
13	SCARNGSR	SC SAFETY RIBBON	0		
14	SCARNGMO	SC MOBILIZATION RIBBON	0		
15	SCARNGCR	SC COUNTERDRUG RIBBON	0		
16	SCARNGCV	SC UNIT CITATION FOR VALOR	0		

PERS_ST_AWARDS_CODE_TBL				
		South Dakota		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	SDVALAWD	SD RIBBON FOR VALOR	35	
02	SDNGACHR	SD ACHIEVEMENT RIBBON	25	
03	SDDSRAWD	SD DISTINGUISHED SERVICE AWARD (HISTORICAL)	20	
04	SDDSAWDR	SD DISTINGUISHED SERVICE AWARD	10	
05	SDNGEORB	SD EMERGENCY OPERATIONS RIBBON	0	
06	SDNGRECM	SD RECRUITING MEDAL	5	
07	SDNGSVCM	SD SERVICE MEDAL	0	
08	SDNGSDFH	SD FUNERAL HONORS RIBBON	0	
09	SDNGSPPR	SD SOUTH DAKOTA STATE PARTNERSHIP PROGRAM RIBBON	0	
10	SDBCRMDL	SD BERLIN CRISIS MEDAL	5	
11	SDDESRIB	SD DESERT STORM RIBBON	0	
12	SDNGDSUC	SD DESERT STORM UNIT CITATION AWARD	0	
13	SDUCTAWD	SD UNIT CITATION AWARD	0	
14	SDDIUAWD	SD DISTINGUISHED UNIT AWARD	0	
15	SDGOV20T	SD GOVERNOR'S TWENTY TAB	0	

PERS_ST_AWARDS_CODE_TBL				
		Tennessee		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	TNGDSM	TN DISTINGUISHED SERVICE MEDAL	35	
02	TNAGRFV	TN ADJUTANT GENERAL'S RIBBON FOR VALOR	35	
03	TNAGDPM	TN ADJUTANT GENERAL'S DISTINGUISHED PATRIOT MEDAL	25	
04	TNGCR	TN COMMENDATION RIBBON	20	
05	TNGIAR	TN INDIVIDUAL ACHIEVEMENT RIBBON	15	
06	TNGWSR	TN WAR SERVICE RIBBON	0	
07	TNSESR	TN STATE EMERGENCY SERVICE RIBBON	5	
08	TNGISAR	TN INDIVIDUAL SAFETY ACHIEVEMENT RIBBON	15	
09	TNGRMR	TN RECRUITING MERIT RIBBON	10	
10	TNGCDSR	TN COUNTER DRUG SERVICE RIBBON	0	
11	TNGSR	TN SERVICE RIBBON	0	
12	TNGVR	TN VOLUNTEER RIBBON	0	
13	TNNGNESM	TN NATIONAL EMERGENCY SERVICE MEDAL (HISTORICAL)	0	
14	TNNGMUCC	TN MERITORIOUS UNIT CITATION	0	
15	TNGDUC	TN DISTINGUISHED UNIT COMMENDATION	0	
16	TNGOUPC	TN OUTSTANDING UNIT PERFORMANCE COMMENDATION	0	
17	TNGVRRC	TN VOLUNTEER RETENTION AND RECRUITING UNIT CITATION	0	
18	TNAGSB	TN THE ADJUTANT GENERAL'S STAFF TAB BADGE (TAGSB)	0	

Texas				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	TXLMOHON	TX LEGISLATIVE MEDAL OF HONOR	35	
02	TXLSMOVA	TX LONE STAR MEDAL OF VALOR	30	
03	TXPURHRT	TX PURPLE HEART MEDAL	0	
04	TXSPSVAD	TX SUPERIOR SERVICE AWARD	0	
05	TXLSDSMD	TX LONE STAR DISTINGUISHED SERVICE MEDAL	25	
06	TXOSVCMD	TX OUTSTANDING SERVICE MEDAL	20	
07	TXMDMERV	TX MEDAL OF MERIT W/ VALOR	25	
08	TXMDOMER	TX MEDAL OF MERIT	15	
09	TXAGIAMD	TX ADJUTANT GENERAL'S INDIVIDUAL AWARD	5	
10	TXFDSVMD	TX FEDERAL SERVICE MEDAL	0	
11	TXCWMMD	TX COLD WAR MEDAL	0	
12	TXDSSTMD	TX DESERT STORM MEDAL	5	
13	TXICMMD	TX IRAQI CAMPAIGN MEDAL	0	
14	TXACMMD	TX AFGANISTAN CAMPAIGN MEDAL	0	
15	TXHSVCRB	TX HUMANITARIAN SERVICE RIBBON	0	
16	TXHDSVMD	TX HOMELAND DEFENSE SERVICE MEDAL	0	
17	TXBSSSRN	TX BORDER SECURITY AND SUPPORT SERVICE RIBBON	0	
18	TXCSVCRB	TX COMBAT SERVICE RIBBON	0	
19	TXCVSVMD	TX CAVALRY SERVICE RIBBON (HISTORICAL)	0	
20	TXFSVCMD	TX FAITHFUL SERVICE MEDAL	5	
21	TXGOVUCA	TX GOVERNOR UNIT CITATION AWARD	0	

PERS_ST_AWARDS_CODE_TBL				
		Utah		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	UTMOV	UT MEDAL OF VALOR	25	
02	UTCROSS	UT CROSS	25	
03	UTJMOM	UT JOINT MEDAL OF MERIT	25	
04	UTMOM	UT MEDAL OF MERIT	25	
05	UTJCM	UT JOINT COMMENDATION MEDAL	20	
06	UTCM	UT COMMENDATION MEDAL	20	
07	UTDETDIG	UT DETUR DIGNIORI	0	
08	UTACHRBN	UT ACHIEVEMENT RIBBON	15	
09	UTJSSRBN	UT JOINT STAFF SERVICE RIBBON	0	
10	UTMFSRBN	UT MILITARY FUNERAL SERVICE RIBBON	0	
11	UTSPSRBN	UT STATE PARTNERSHIP SERVICE RIBBON	0	
12	UTSVCRBN	UT SERVICE RIBBON	0	
13	UTESR	UT EMERGENCY SERVICE RIBBON	0	
14	UTCMSVSR	UT COMMUNITY SERVICE RIBBON	0	
15	UTOWGS	UT 2002 OLYMPIC WINTER GAMES SERVICE RIBBON (HISTORICAL)	0	
16	UTRECRBN	UT RECRUITING RIBBON	10	
17	UTBTRRBN	UT BASIC TRAINING RIBBON (HISTORICAL)	0	

PERS_ST_AWARDS_CODE_TBL					
	Vermont				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	VTDSM	VT DISTINGUISHED SERVICE MEDAL	25		
02	VTMM	VT MEDAL OF MERIT	25		
03	VTCM	VT COMMENDATION MEDAL	20		
04	VTMSR	VT MERITORIOUS SERVICE RIBBON	15		
05	VTGCR	VT GOOD CONDUCT RIBBON (HISTORICAL)	0		
06	VTDSR	VT DESERT STORM RIBBON	0		
07	VTHSM	VT HUMANITARIAN SERVICE MEDAL	0		
08	VTADTR	VT ACTIVE DUTY TRAINING RIBBON	0		
09	VTPDR	VT PROFESSIONAL DEVELOPMENT RIBBON	0		
10	VTCSR	VT CAREER SERVICE RIBBON	0		
11	VTCSA	VT CAREER SERVICE AWARD (HISTORICAL)	0		
12	VTSM	VT SERVICE MEDAL (HISTORICAL)	0		
13	VTDR	VT DUTY RIBBON	0		
14	VTHGR	VT HONOR GUARD RIBBON	0		
15	VTCDSR	VT COUNTER DRUG SERVICE RIBBON	0		
16	VTRR	VT RECRUITING RIBBON	0		
17	VTSSDR	VT SPECIAL STATE DUTY RIBBON	0		
18	VTOUA	VT OUTSTANDING UNIT AWARD	0		
19	VTOEA	VT ORGANIZATIONAL EXCELLENCE AWARD	0		
20	VTRHD	VT RAMS HEAD DEVICE	0		
21	VTSR	VT SERVICE RIBBON (HISTORICAL)	0		
22	VTFSR	VT AIR NATIONAL GUARD FIRST SERGEANT RIBBON (HISTORICAL)	0		

PERS	ST	AWARDS	CODE	TBL

Virgin Islands				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	VICOM	VI COMMENDATION MEDAL	20	
02	VIMSM	VI MERITORIOUS SERVICE MEDAL	25	
03	VIDSM	VI DISTINGUISHED SERVICE MEDAL	25	
04	VILFSM	VI LONG AND FAITHFUL SERVICE MEDAL	0	
05	VIESR	VI EMERGENCY SERVICE RIBBON	0	
06	VICSR	VI COMMUNITY SERVICE RIBBON	0	
07	VINCOY	VI NCO OF THE YEAR	5	
08	VISOY	VI SOLDIER OF THE YEAR	5	
09	VIMFHR	VI MILITARY FUNERAL HONORS RIBBON	15	
10	VIRR	VI RECRUITING RIBBON	10	

Virginia					
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	VANGDSM	VA DISTINGUISHED SERVICE MEDAL	0		
02	VANGLOM	VA LEGION OF MERIT	25		
03	VANGBSM	VA BRONZE STAR MEDAL	20		
04	VANGJSCM	VA JOINT SERVICE COMMENDATION MEDAL	0		

PERS_ST_AWARDS_CODE_TBL				
		Virginia Cont'd		
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
05	VANGCM	VA COMMENDATION MEDAL	15	
06	VANGJSAM	VA JOINT SERVICE ACHIEVEMENT MEDAL	0	
07	VANGGNSM	VA GOVERNOR'S NATIONAL SERVICE MEDAL	0	
08	VANGJSR	VA JOINT SERVICE RIBBON	0	
09	VANGSR	VA SERVICE RIBBON	0	
10	VANGHDR	VA HOMELAND DEFENSE RIBBON	0	
11	VANGESR	VA EMERGENCY SERVICE RIBBON	0	
12	VANGMFHR	VA MILITARY FUNERAL HONORS PROGRAM SERVICE RIBBON	0	
13	VANGSPPR	VA STATE PARTNERSHIP PROGRAM SERVICE RIBBON	0	
14	VANGGCR	VA GOOD CONDUCT RIBBON	0	
15	VANGSMR	VA STRENGTH MAINTENANCE RIBBON	0	
16	VANGGTTP	VA GOVERNORS TWENTY TAB PISTOL	0	
17	VANGGTTR	VA GOVERNORS TWENTY TAB RIFLE	0	

1

PERS_ST_AWARDS_CODE_TBL

1					
Washington					
AWARD	DATA	DEFINITION	Promotion		
PRECEDENCE	CODES	BEI INITION	Points		
01	WASCV	WA STATE CROSS OF VALOR	35		
02	WASDSM	WA STATE DISTINGUISHED SERVICE MEDAL	25		
03	WASLM	WA STATE LEGION OF MERIT	25		
04	WASAC	WA STATE AVIATION CROSS (HISTORICAL)	30		
05	WASGM	WA STATE GUARDSMEN MEDAL	30		
06	WASMSM	WA STATE MERITORIOUS SERVICE MEDAL	25		
07	WAAERAM	WA AERIAL ACHIEVEMENT MEDAL (AIR ONLY) (HISTORICAL)	0		
08	WASJCM	WA STATE JOINT COMMENDATION MEDAL	20		
09	WASCM	WA STATE COMMENDATION MEDAL	20		
10	WASJAM	WA STATE JOINT ACHIEVEMENT MEDAL	15		
11	WASAM	WA STATE ACHIEVEMENT MEDAL	15		
12	WASRFM	WA SELECTED RESERVE FORCE MEDAL (HISTORICAL)	0		
13	WASUCR	WA STATE UNIT CITATION RIBBON	0		
14	WASSMR	WA STATE STRENGTH MANAGEMENT RIBBON	5		
15	WAGCR	WA STATE GOOD CONDUCT RIBBON (HISTORICAL)	0		
16	WASDSR	WA STATE DEFENSE SERVICE RIBBON	0		
17	WASESR	WA STATE EMERGENCY SERVICE RIBBON	0		
18	WACDR	WA STATE COUNTERDRUG SERVICE RIBBON	0		
19	WASPDT	WA SPECIAL DUTY TOUR (AIR ONLY)	0		
20	WANGSR	WA NATIONAL GUARD SERVICE RIBBON	0		
21	WAPMR	WA PISTOL MARKSMANSHIP RIBBON (AIR ONLY) (HISTORICAL)	0		
22	WARMR	WA RIFLE MARKSMANSHIP RIBBON (AIR ONLY) (HISTORICAL)	0		
23	WASRR	WA STATE RECRUITING RIBBON	5		
24	WARRR	WA STATE RECRUITING AND RENTENTION RIBBON (AIR ONLY) "HISTORICAL"	0		
25	WASDRR	WA STATE DISTINGUISHED RECRUITING RIBBON (HISTORICAL)	5		
26	WASCOIN	WA STATE COIN (TAG ATAG OR STATE CSM) (HISTORICAL)	5		
27	WASCAGS	WA STATE COMMANDER'S AWARD FOR GUARDSMAN SUPPORT	0		
28	WASCAPS	WA STATE COMMANDER'S AWARD FOR PUBLIC SUPPORT	0		

West Virginia				
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points	
01	WVDSM	WV DISTINGUISHED SERVICE MEDAL	35	
02	WVLOM	WV LEGION OF MERIT	35	
03	WVMSM	WV MERITORIOUS SERVICE MEDAL	25	
04	WVCM	WV COMMENDATION MEDAL	20	
05	WVAR	WV ACHIEVEMENT RIBBON	10	
06	WVANGOA	WV AIR NATIONAL GUARD OUTSTANDING AIRMAN	0	
07	WVESR	WV EMERGENCY SERVICE RIBBON	0	
08	WVHSR	WV HUMANITARIAN SERVICE RIBBON	0	
09	WVANGSAR	WV AIR NATIONAL GUARD SPECIAL ASSIGNMENT RIBBON	0	
10	WVNGSAR	WV SPECIAL ASSIGNMENT RIBBON	0	
11	WVCSR	WV COUNTERDRUG SERVICE RIBBON	0	
12	WVSSR	WV STATE SERVICE RIBBON	0	
13	WVSR	WV SERVICE RIBBON	0	
14	WVNGMR	WV NATIONAL GUARD MINUTEMAN RIBBON	10	
15	WVARDUA	WV ARMY NATIONAL GUARD DISTINGUISHED UNIT AWARD	0	
16	WVADUA	WV AIR NATIONAL GUARD DISTINGUISHED UNIT AWARD	0	
17	WVAGCA	WV ADJUTANT GENERAL CADET AWARD	0	

Wisconsin					
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points		
01	WIDSM	WI NATL GUARD DISTINGUISHED SERVICE MEDAL	25		
02	WIMSM	WI NATL GUARD MERITORIOUS SERVICE MEDAL	25		
03	WICM	WI NATL GUARD COMMENDATION METAL	20		
04	WIWAA	WI THOMAS E WORTHAM IV ACHV AWD	0		
05	WIRB	WI NATIONAL GUARD RECTG BAR	5		
06	WISR	WI NATIONAL GUARD SERVICE RIBBON	0		
07	WIESR	WI NATL GUARD EMERGENCY SVC RIBBON	0		
08	WIWM	WI WRITE MEDAL	0		
09	WIBCR	WI BERLIN CRISIS RIBBON	0		
10	WISASR	WI SOUTHWEST ASIA SERVICE RIBBON	0		
11	WIMRB	WI ARNG MASTER RECRUITER BADGE (HISTORICAL)	0		
12	WISRB	WI ARNG SENIOR RECRUITER BADGE (HISTORICAL)	0		
13	WIBRB	WI ARNG BASIC RECRUITER BADGE (HISTORICAL)	0		

Wyoming						
AWARD PRECEDENCE	DATA CODES	DEFINITION	Promotion Points			
01	WYOAWDDS	WY DISTINGUISHED SERVICE MEDAL	20			
02	WYOAWDMA	WY MERITORIOUS ACHIEVEMENT RIBBON	20			
03	WYOAWDME	WY ASSOCIATION MEDAL FOR EXCELLENCE	0			
04	WYOAWDJR	WY JOINT SERVICE RIBBON	0			
05	WYOAWDOS	WY OUTSTANDING SERVICE RIBBON	15			
06	WYOAWDEA	WY EXCEPTIONAL ACHIEVEMENT RIBBON	10			
07	WYOAWDRA	WY RECRUITING ACHIEVEMENT RIBBON	5			
08	WYOAWDAA	WY NATIONAL GUARD ACHIEVEMENT RIBBON	5			
09	WYOAWDER	WY STATE EMERGENCY RESPONSE	0			
10	WYOAWDSV	WY SERVICE RIBBON	0			
11	WYOAWDAD	WY STATE ACTIVE DUTY RIBBON	0			
12	WYOAWDNC	WY NCO ACADEMY RIBBON (DISCONTINUED)	0			
13	WYOAWDBT	WY BASIC TRAINING RIBBON (DISCONTINUED)	0			
14	WYOAWDBC	WY BERLIN CRISIS RIBBON (DISCONTINUED)	0			
15	WYOAWDSR	WY SELECTED RESERVE FORCE RIBBON (DISCONTINUED)	0			
16	WYOAWDRR	WY RECRUITING RIBBON (DISCONTINUED)	0			
17	WYOAWDGT	WY GOVERNORS TEN TAB	0			
18	WYOAWDHG	WY HONOR GUARD TAB	0			

Appendix B

ASCO to Restriction Crosswalk Reference Table

The below table outlines the legacy ASCO readiness fields/codes and how IPPS-A matches the capability with a restriction. **See Appendix I and Appendix J** in the IPPS-A User Manual.

ASCO to	ASCO to IPPS-A Restrictions Applicability Reference Table						
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or Restriction Code	Description
A1	DUE AERS UTILIZATION TOUR	N/A			ASGNCONS	ACAERD	DUE AERS UTILIZATION TOUR
A2	CONTRACTING OFFICER	SM appointed as a Contracting Officer	Remove when reassigned	N/A	ASGNCONS	ACCOFF	CONTRACTIN G OFFICER
A3	SERVING AERS UTILIZATION TOUR	N/A			ASGNCONS	ACAERS	SERVING AERS UTILIZATION TOUR
A4	PENDING REGULAR ARMY INTEGRATION - INITIAL POPULATION	N/A			ACPARI	PENDING REGULAR ARMY INTEGRATION - INITIAL POPULATION	ACPARI
A5	SOLDIER INITIATED VOLUNTARY DWELL BREAK	Soldier volunteered to break dwell time	Remains on Soldier until discharged	N/A	ASGNELIG	AESIVDB	SOLDIER INITIATED VOLUNTARY DWELL BREAK
A6	POTENTIAL STRATEGIST	N/A			ASGNCONS	ACPOST	POTENTIAL STRATEGIST
A7	EXPERIENCED STRATEGIST	N/A			ASGNCONS	ACEXST	EXPERIENCE D STRATEGIST
A8	PROMOTION PASSOVER	Department of the Army Promotion Passover (apply when officer is non- select)	Soldier will be discharged with the code or remove if selected for promotion	N/A	ASGNCONS	ACPRPO	PROMOTION PASSOVER
A9	HOME BASE ASSIGNMENT	N/A			ASGNCONS	ACHBAS	HOME BASE ASSIGNMENT
B1	USMA PERMANENT ASSOCIATE PROF	N/A			ASGNCONS	ACSMAP	USMA PERMANENT ASSOCIATE PROF
B2	CONSCIENTIOUS OBJECTOR	Soldier approved for Conscientious Objector status. DACORB approval documents required	Soldier will be discharged with the code	со	RETENTION	RET9S RDCO	CONSCIENTI OUS OBJECTOR (EXCEPT FOR CMF 68)
B3	SEQUENTIAL ASSIGNMENT	N/A			ASGNCONS	ACSEQA	SEQUENTIAL
B4	COMPLETED AERS UTILIZATION TOUR	N/A			ASGNCONS	ACCAER	COMPLETED AERS UTILIZATION TOUR
B5	PARTIAL COMPLETION OF AERS UTILIZATION TOUR	N/A			ASGNCONS	ACPCAE	PARTIAL COMPLETION OF AERS UTILIZATION TOUR
B6	FAMILY PROBLEM	Soldier has family problem that cannot be resolved through leave, correspondence, power of attorney or the help of family Soldiers or other parties - AR 614- 200 5-15b	Remove when status changes	N/A	ASGNCONS	ACFAMP	FAMILY PROBLEM

ASCO to IPPS-A Restrictions Applicability Reference Table									
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or Restriction Code	Description		
B7	ASSIGNMENT INCENTIVE PAY VOLUNTEER	Soldier is receiving enlistment or reenlistment Incentives (bonus)	Remove when status changes	N/A	ASGNCONS	ASCOB7	ASSIGNMENT INCENTIVE PAY VOLUNTEER		
B8	POTENTIAL FOR MATERIAL ACQUISITION MANAGEMENT PROGRAM	N/A			ASGNCONS	ACPMAM	POTENTIAL FOR MATERIAL ACQUISITION MANAGEMEN T PROGRAM		
B9	RETIREMENT, RELEASE OR SEPARATION PENDING ARNG INTERNAL USE ONLY – PENDING LOSS WITHIN 12 MONTHS (Soldier is still considered deployable at HRC until use of additional non-deployable ASCO 'W3', 'W4', 'LD', 'UP', 'H7', 'H8', 'H9', 'G3', 'L1', 'L9', 'K1', 'B2', 'M1', 'D3', 'T1', 'C2', 'F5', 'F6', 'T2', or 'RD')	Soldier pending discharge or separation within next 12 months. Tied to GIMS/AUVS only, NOT used to report non-Deployability status to HRC. Also, may be used with 'EWCD' transaction for Bar to Reenlistment.	N/A - code remains until Soldier is discharged or separated	N/A					
C1	DEFERRED AERS UTILIZATION TOUR	N/A			ASGNCONS	ACDAER	DEFERRED AERS UTILIZATION TOUR		
C2	SELECTED FOR MILITARY SCHOOLING (Minimum training required for deployment)	Apply upon confirmed reservation, submit IADT or EADT transaction.	Remove upon completion of training, submit IADT or RADT	TN	ASGNCONS	ACSMSC	SELECTED FOR MILITARY SCHOOLING		
			transaction		READINESS	RDTN	(A) Military Component Category IN ('UF','UP','UQ',' US','UT','UX') (R) Military Component Category NOT IN ('UF','UP','UQ', 'US','UT','UX')		
C3	PHYSICAL LIMITATIONS	Soldier has Temporary (DL1) or Permanent medical profile reflected in MEDPROS based off PULHES (any 2 or 3) or Medical Readiness Code (MRC) 3 or 4	Remove when status changes	Captured via MODS data transfer	ASGNCONS	ACPLIM	PHYSICAL LIMITATIONS		
C4	ASSIGNMENT VOLUNTEER	Use for Statewide Vacancy Announcement (SWVA)	Remove when SM has been promoted	N/A	ASGNCONS	ASCOC4	ASSIGNMENT VOLUNTEER		
C5	SCHOOL SELECTION IN ONE YEAR	N/A			ASGNCONS	ACSS1Y	SCHOOL SELECTION IN ONE YEAR		
C6	SERVED IN CERTIFIED ACQUISITION MANAGEMENT PROGRAM POS	N/A			ASGNCONS	ACSCAC	SERVED IN CERTIFIED ACQUISITION MANAGEMEN T PROGRAM POS		
C7	ENROLLED IN THE MACP (MARRIED ARMY COUPLES PROGRAM)	N/A			ASGNCONS	ACMACP	ENROLLED IN THE MACP (MARRIED ARMY COUPLES PROGRAM)		
ASCO t	ASCO to IPPS-A Restrictions Applicability Reference Table								
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ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or Restriction Code	Description		
C8	MARRIED TO SERVICE SOLDIER	Soldier is married to another service Soldier	Remove if marital status changes	N/A	Not in IPPS-A				
C9	SOLE PARENT (also refer to ASCO 'D3')	Soldier is an unmarried sole parent of child under 18 living in same household.	Remove when status changes	N/A	ASGNCONS	ACSPAR	SOLE PARENT		
D1	DEPLOYMENT TO OCONUS CONTINGENCY OPERATIONS VOLUNTEER	Soldier has been approved for mobilization volunteer IAW state policies and procedures	Remove when Soldier is selected and assigned for mobilization and given 999K position number excess code	N/A	ASGNCONS	ASCOD1	DEPLOYMENT TO OCONUS CONTINGENCY OPERATIONS VOLUNTEER		
D2	DECLINES AIRBORNE CONSIDERATION				Not in IPPS-A				
D3	NO APPROVED FAMILY CARE PLAN (FCP)	Use IAW AR 600-20, Army Command Policy, Chapter 5-5 (see Appendix Q, SPFA Matrix)	Remove when Soldier's Family Care Plan is approved	FP	Not in IPPS-A	RDFP	Flag Code (Report Type) (A) Begin Date of FLAGS (A) (R) End Date of FLAGS (C, D, E,Z)		
D4	PREFER NON-AIRBORNE ASSIGNMENT				Not in IPPS-A				

ASCO t	SCO to IPPS-A Restrictions Applicability Reference Table							
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to	eMILPO	R3 Category	7 Digit Code	Description	
			remove	MVNAR		Or Restriction		
						Code		
D5	SERVICE SOLDIER WITH EXCEPTIONAL FAMILY SOLDIER under EMFP (also refer to ASCO 'D3' and ASCO 'S2')	The ARNG Exceptional Family Soldier Program (EFMP) is a DOD program providing comprehensive support services to military personnel and their Family Soldiers with special needs for medical and/or educational support services. Eligible personnel in the ARNG include Active Guard Reserve (AGR) serving under the authority of Title 10 or Title 32 must enroll. Non-AGR Soldiers may voluntarily enroll when in an eligible active duty status for more than 30 consecutive days. Per Army Regulation 608-75, ARNG AGR Soldiers must report Family Soldiers with special needs and, if deemed necessary per the Army EFMP Physician, Soldiers must enroll Family Soldiers must be enrolled in DEERS and schedule an appointment at the nearest Medical Treatment Facility EFMP Office to complete enrollment form DD 2792, the Medical Summary, DD 2792-1, is initialed by child's	Remove when no longer considered a dependent	N/A	Not in IPPS-A			
D7	TWINS	N/A			ASGNCONS	ACTWIN	TWINS	
D8	AIRBORNE VOLUNTEER	Soldier wishes to be considered for Airborne training/assignment and has been approved/meets minimum requirements	Remove when status changes or Soldier is assigned to an Airborne position	N/A	ASGNCONS	ASCOD8	AIRBORNE VOLUNTEER	
D9	POTENTIAL US MIL ACADEMY INSTR	N/A			ASGNCONS	ACPMAI	POTENTIAL US MIL ACADEMY INSTR	

ASCO to	ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO	R3 Category	7 Digit Code Or Restriction Code	Description		
E1	COUNTRY RESTRICTION	Use when a country restriction is placed the Soldier	Remove when country restriction is removed	N/A	ASGNCONS	ACCR	COUNTRY RESTRICTIO		
E2	EXPLOSIVE ORDNANCE DISPOSAL (EOD) VOLUNTEER	Soldier wishes to be considered for EOD training/assignment and has been approved/meets minimum requirements	Remove when status changes or Soldier is assigned to an EOD position	N/A	ASGNCONS	ASCOE2	EXPLOSIVE ORDNANCE DISPOSAL (EOD) VOLUNTEER		
E5	DEPLOYMENT RETURNEE	N/A			ASGNCONS	ACDRTN	DEPLOYME NT RETURNEE		
E6	CONSIDER FOR COMBINED ARMS COMBAT TNG CENTER	N/A			ASGNCONS	ACCACT	CONSIDER FOR COMBINED ARMS COMBAT TNG CENTER		
E7	PROMOTABLE TO COL	Soldier is a promotable LTC	Remove when status changes or promoted	N/A	ASGNCONS	ACPTCOL	PROMOTAB LE TO COL		
E8	CONSIDER FOR DEFENSE INSTITUTES	N/A			ASGNCONS	ACDINS	CONSIDER FOR DEFENSE INSTITUTES		
E9	PRE-IDENTIFIED FOR JUMP- START	N/A			ASGNCONS	ACPJST	PRE- IDENTIFIED FOR JUMP- START		
F1	CONSIDER FOR ARMY READINESS	N/A			ASGNCONS	ACARED	CONSIDER FOR ARMY READINESS		
F2	CONSIDER FOR GROUND LIAISON OFFICER DUTY	N/A			ASGNCONS	ACGLOF	CONSIDER FOR GROUND LIAISON OFFICER DUTY		
F3	RESTRICTED FROM PARTICIPATING IN UNIT MOVES	Applies to Title 32/Title 10 and In-service Recruits (ISR) that have mandatory stabilization requirement.	Remove once the requirement is no longer applicable	N/A	ASGNCONS	ACRPUM	RESTRICTE D FROM PARTICIPATI NG IN UNIT MOVES		
F4	CONSIDER FOR JOINT TOUR	Soldier wishes to be considered for training/assignment and has been approved/meets minimum requirements	Remove when no longer approved or Soldier no longer wants this consideratio n	N/A	ASGNCONS	ACJTTR	CONSIDER FOR JOINT TOUR		
F5	ADVANCED MILITARY STUDY PROGRAM	Includes Resident Senior Service College (SCC) Student	Remove upon completion of training	N/A	ASGNCONS	ACAMPG	ADVANCED MILITARY STUDY PROGRAM GRAD		
F6	ADVANCED OPERATIONS STUDY FELLOWSHIP	Command and General Staff College (CGSC) Student	Remove upon completion of training	N/A	ASGNCONS	ACASFG	ADVANCED OPERATION S STUDY FELLOWSHI P GRAD		
F7	PHD CANDIDATE	N/A			ASGNCONS	ACPHDC	PHD		

ASCO t	o IPPS-A Restrictions Applicabil	ity Reference Table Cor	nťd		-	-	
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or Restriction	Description
10					ACONCONE		
JZ	SLATED SECOND MARKET				ASGINCONS	ASKEIVIJZ	SOLDIER
							NOT
							SLATED
							SECOND
10					40000000	0.4514.10	MARKET
J3					ASGNCONS	ASKEMJ3	ASK-EM
	AFFROVED 12 MONTHS						ON
							APPROVED
							12 MONTHS
J4	ASK-EM STABILIZATION				ASGNCONS	ASKEMJ4	ASK-EM
	APPROVED 24 MONTHS						STABILIZATI
							24 MONTHS
J5	ASK-EM STABILIZATION				ASGNCONS	ASKEMJ5	ASK-EM
	APPROVED 36 MONTHS						STABILIZATI
							ON
							36 MONTHS
J6	SOLDIER INITIATED				ASGNCONS	ASCOJ6	SOLDIER
	VOLUNTARY JOINT						INITIATED
	DOMICILE BREAK						VOLUNTARY
							JOINT
							BREAK
K1	SOLE SURVIVING SON OR	Soldier meets	Remove	SS	ASGNCONS	ACSSSD	SOLE
	DAUGHTER	criteria for Sole	when status				SURVIVING
		Surviving	changes				SON OR
		Son/Daughter status					DAUGHTER
		per AR 614-200			READINESS	RDSS	ΜΑΝΙΙΑΙ
					I LE I DI I LE CO	11200	ENTRY
K2	EXEMPTION FROM HOSTILE	Soldier is exempted	Remove	N/A	ASGNCONS	ACEHFA	EXEMPTION
	FIRE AREA	from Hostile Fire	when status				FROM
		Area per current	changes				
		including non-cadre					
		WTU Soldiers					
K3	INSTRUCTOR VOLUNTEER	Soldier wishes to be	Remove	N/A	ASGNCONS	ASCOK3	INSTRUCTO
		considered for	when status				R
		Instructor training/assignment	changes or Soldier is				VOLUNTEER
		and has been	assigned to				
		approved/meets	an instructor				
		minimum	position				
14		requirements	Demovie	N1/A	ASCNOONS	405004	FOUN
K4		Soldier appointed as	Kemove when no	N/A	ASGNCONS	ACEQUA	
	ABVIOOR	Opportunity Advisor	longer				TY ADVISOR
			applicable				
K5	INSPECTOR GENERAL	Use when Soldier is	Remove	N/A	HISTORY	ASCOK5	INSPECTOR
		assigned to the IG	when Soldior is				GENERAL
	OTTICER VOLUNTEER	position	reassigned				SSIONED
			readdigrida				OFFICER
			_				VOLUNTEER
K6		When Soldier is	Remove	N/A	ASGNCONS	ASCOK6	ACTIVE
		assigned as an	upon				COMPONEN
	ABVIOOR VOLUNTEER	AC/RC Advisor	of				
		Volunteer	assignment				RESERVE
			-				COMPONEN
K7	OBSERVER CONTROLLER	N/A			ASGNCONS	ACOCV	OBSERVER
	VOLUNTEER						CONTROLLE
							R
1	1						VOLUNTEER

ASCO to	ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or Restriction	Description		
K8	AIT PLATOON SERGEANT POSITION VOLUNTEER	Soldier is assigned as RSP Cadre	Remove when status changes	N/A	HISTORY	ASCOK8	AIT PLATOON SERGEANT POSITION VOLUNTEER		
К9	KOREA COMMAND SPONSORED TOUR	N/A			ASGNCONS	ACKCST	KOREA COMMAND		
L1	UNDER ARREST, CONFINEMENT	Soldier confined (Civilian or military)	Remove only if released or acquitted	LR	ASGNELIG	AEACMCA	UNDER ARREST, CONFINEME OR ENDING MILITARY R CRIMINAL COURT ACTION		
L2	SURVIVING SOLDIER	Active Guard Reserve Soldiers who experience the death of a military family Soldier (Spouse, parent, child, or sibling) may request to be coded as a Surviving Soldier (ASCO "L2") by submitting a DA Form 4187.	Upon Soldiers request to terminate or remove their request	N/A	Not in IPPS-A				
L3	DOCUMENTED SEX RELATED OFFENSE (DSRO)	ORB and ERB will only display "DSRO" in Section X – Remarks PQR will only display "DSRO" as the description for "L3" DO NOT display this code or definition on the UMR.	DO NOT REMOVE	N/A	ASGNCONS	ACDSRO	DOCUMENT SEX RELATED OFFENSE		
L4	PENDING COVID-19 VACCINATION ACTION				ASGNCONS	ASCOL4	PENDING COVID-19 VACCINATIO ACTION		
L5	DUE LOG PLANNER UTILIZATION	When Soldier has been identified For next assignment as LOG Planner	Remove when Soldier is Serving in the position of LOG Planner	N/A	ASGNCONS	ACDLOG	DUE LOG PLANNER UTILIZATION		
L6	SERVING LOG PLANNER UTILIZATION	When Soldier is serving in the position of LOG Planner	Remove when Soldier Completes assignment as LOG Planner	N/A	ASGNCONS	ACSLOG	SERVING PLANNER UTILIZATION		
L7	COMPLETED LOG PLANNER UTILIZATION	When Soldier has completed assignment as LOG Planner	N/A	N/A	ASGNCONS	ACCLOG	COMPLETE LOG PANNER UTILIZATION		

ASCO to	ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to	eMILPO	R3 Category	7 Digit Code	Description		
			remove	MVNAR		Or Restriction Code			
L8	ASSIGNMENT RESTRICTIONS FOR CONVICTED SEXUAL ASSAULT OFFENDER	Soldier is required to register as a sex offender	Soldier will be discharged with the code	N/A	ASGNCONS	ACRCSA	ASSIGNMENT RESTRICTIONS FOR CONVICTED SEXUAL ASSAULT OFFENDER		
L9	ASSIGNMENT RESTRICTIONS UNDER THE LAUTENBERG AMENDMENT APPLY	Soldier has been convicted of domestic violence (see Appendix Q, SPFA Matrix)	Soldier will be discharged with the code	LA	HISTORY	PDLMBL9 RDLA	LAUTENBERG AMENDMENT RESTRICTIONS ACTION Flag Code (Report Type) (A) Begin Date of FLAGQ (A) (R) End Date of FLAGQ (D, E, Z)		
	LEGAL/ADMIN DSCH OR SEP (NON-MEDICAL BOARD ACTIONS) *DO NOT USE for ETS or Retirements. See ASCO 'W3 and 'W4' use.	commanders will code Soldiers pending non-medical board action for legal or administrative discharge or separation. Use of 'B9' only does not report non- deployable status to HRC.	Soldier Will be discharged with the code	LU	READINESS	RDLD	LEGALADMIN DSCH OR SEP (NON-MEDICAL BOARD ACTIONS) ACTION Flag Code (Report Type) (A) Begin date of FLAGB or FLAGB or FLAGB or FLAGB or FLAGB or		
LE	APPROVED COVID-19 VACCINATION EXEMPTION				ASGNCONS	ASCOLE	APPROVED COVID-19 VACCINATION EXEMPTION		
M1	UNDER INVEST FOR SUBVERSION OF DISAFFECTION	Under investigation (see Appendix Q, SPFA Matrix)	Remove when completed	LI	ASGNCONS	ACUISD	UNDER INVEST FOR SUBVERSION OF DISAFFECTION		
					READINE SS		Flag Code (Report Type) (A) Begin date of FLAGL or FLAGM (A) (R) End Date of FLAGL or FLAGM (C,D,Z)		
M2	MI PROGRAMS (AIDP-ISR)			N/A	ASGNCONS	ACMIP1	MI PROGRAMS (AIDP-ISR		
M3	MI PROGRAMS (JOCCP)			N/A	ASGNCONS	ACMIP2	MI PROGRAMS (JOCCP		
M4	MI PROGRAMS (WOCCP)			N/A	ASGNCONS	ACMIP3	MI PROGRAMS (WOCCP)		
M5	MI PROGRAMS (AIDP- CYBER)			N/A	ASGNCONS	ACMIP4	MI PROGRAMS (AIDP-CYBER)		
M6	MI PROGRAMS(JOGP)			N/A	ASGNCONS	ACMIP5	MI PROGRAMS(JO GP)		
M7	MI PROGRAMS (CERDEC)			N/A	ASGNCONS	ACMIP6	MI PROGRAMS (CERDEC)		
M8	MI PROGRAMS (AIDP-CI)			N/A	ASGNCONS	ACMIP7	MI PROGRAMS (AIDP-CI)		
M9	MI PROGRAMS (NSA/CSS)			N/A	ASGNCONS	ACMIP8	MI PROGRAMS (NSA/CSS)		

ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to	eMILPO	R3 Category	7 Digit Code	Description	
			remove	MVNAR		Or Restriction Code		
N1	UNDER INVESTIGATION BY MILITARY OR CIVIL CRIMINAL INVESTIGATION ACTIVITY	Under investigation (see Appendix Q, SPFA Matrix)	Remove when completed	LI	ASGNCONS	ACUIMCC	UNDER INVESTIGATIO N BY MILITARY OR CIVIL CRIMINAL INVESTIGATIO N ACTIVITY	
					READINESS	RDLI	ACTION Flag Code (Report Type) (A) Begin date of FLAGL or FLAGM (A) (R) End Date of FLAGL or FLAGM (C,D,Z)	
01	OPT OUT PROMOTION BOARD CPT 1	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPC1	OPT OUT PROMOTION BOARD CPT 1	
02	OPT OUT PROMOTION BOARD CPT 2	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPC2	OPT OUT PROMOTION BOARD CPT 2	
O3	OPT OUT PROMOTION BOARD MAJ 1	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPM1	OPT OUT PROMOTION BOARD MAJ 1	
O4	OPT OUT PROMOTION BOARD MAJ 2	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPM2	OPT OUT PROMOTION BOARD MAJ 2	
O5	OPT OUT PROMOTION BOARD LTC 1	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPT1	OPT OUT PROMOTION BOARD LTC 1	
O6	OPT OUT PROMOTION BOARD LTC 2	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPT2	OPT OUT PROMOTION BOARD LTC 2	
07	OPT OUT PROMOTION BOARD COL 1	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPO1	OPT OUT PROMOTION BOARD COL 1	
O8	OPT OUT PROMOTION BOARD COL 2	Use when Soldier "opts out" for promotion board consideration	Historical (do not remove)	N/A	STABIL	SBOPO2	OPT OUT PROMOTION BOARD COL 2	
P1	SUSPENSION OF FAVORABLE PERSONNEL ACTION (FLAGGED)	Soldier has active SFPA record (see Appendix Q, SPFA Matrix)	Remove when no longer flagged	SFPA code mapped by HRC to LI, LD, LZ	Not in IPPS-A			
Ρ3	BREVET PROMOTION TO CPT	Use when Soldier is assigned to a critical position to serve at the next higher rank and receives Temporary Date of Rank (TDOR) for brevet promotion. *Soldier retains their Primary Date of Rank (PDOR) for current promotion board selection process and timelines.	Remove when Soldier completes temporary brevet promotion assignment or is promoted to the next higher rank and receives FEDREC.	N/A	ASGNCONS	ACBP03	BREVET PROMOTION TO CPT	

ASCO A	ASCO Applicability Reference Table (cont'd)								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or	Description		
						Restriction Code			
P4	BREVET PROMOTION TO MAJ	Use when Soldier is assigned to a critical position to serve at the next higher rank and receives Temporary Date of Rank (TDOR) for brevet promotion. *Soldier retains their Primary Date of Rank (PDOR) for current promotion board selection process and timelines.	Remove when Soldier completes temporary brevet promotion assignment or is promoted to the next higher rank and receives FEDREC.	N/A	ASGNCONS	ACBP04	BREVET PROMOTION TO MAJ		
P5	BREVET PROMOTION TO LTC	Use when Soldier is assigned to a critical position to serve at the next higher rank and receives Temporary Date of Rank (TDOR) for brevet promotion. *Soldier retains their Primary Date of Rank (PDOR) for current promotion board selection process and timelines.	Remove when Soldier completes temporary brevet promotion assignment or is promoted to the next higher rank and receives FEDREC.	N/A	ASGNCONS	ACBP05	BREVET PROMOTION TO LTC		
P6	BREVET PROMOTION TO COL	Use when Soldier is assigned to a critical position to serve at the next higher rank and receives Temporary Date of Rank (TDOR) for brevet promotion. *Soldier retains their Primary Date of Rank (PDOR) for current promotion board selection process and timelines.	Remove when Soldier completes temporary brevet promotion assignment or is promoted to the next higher rank and receives FEDREC.	N/A	ASGNCONS	ACBP06	BREVET PROMOTION TO COL		
Ρ7	Temporary Promotion (National Guard)	Authorize temporary promotions to the grade of SGT - MSG, during specified periods designated in writing. See PPOM 20-048.	A temporary promotion authorized under this provision will remain until such time the condition is met, at which point the promotion is permanent or the promotion expires. whichever comes first.	N/A	ASGNCONS	TMPRONG	TEMPORARY PROMOTION (NATIONAL GUARD)		

ASCO t	ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	_ When	eMILPO	R3 Category	7 Digit Code	Description		
			To remove	MVNAR		Or Restriction Code			
R1	SECURITY FORCE ASSISTANCE BRIGADE (SFAB) OR MILITARY ADVISOR TRAINING ACADEMY (MATA) VOLUNTEER	Use when Soldier is assigned to position	Remove when Soldier completes assignment or is reassigned	N/A	ASGNCONS	ACSFABV	SECURITY FORCE ASSISTANCE BRIGADE (SFAB) OR MILITARY ADVISOR TRAINING ACADEMY (MATA) VOLUNTEER		
R2	WHITE HOUSE COMMUNICATION AGENCY VOLUNTEER	Use when Soldier is assigned to position	Remove when Soldier completes assignment or is reassigned	N/A	ASGNCONS	ACWHCAV	WHITE HOUSE COMMUNICATI ON AGENCY VOLUNTEER		
RD	REAR DETACHMENT DEPLOYABLE	Soldiers who are otherwise available without administrative, legal, service support or medical limitations.	If the Soldier's status changes to non- available or Soldier is assigned to a forward element.	RC	Not in IPPS-A	RDRC	ACTION Manual		
RX	G1 APPROVED RELIGIOUS EXCEPTION TO WEAR AND APPEARANCE	Soldier meets criteria of AR 600- 20, para 5-6g (4)	Remove when status changes	N/A	Not in IPPS-A				
S1	COMPASSIONATE STABILIZATION	Title 32/Title 10 AGR applicability only (DA 3739) per AR 614- 200	Remove when status changes	N/A	STABIL	SBCOMPS	COMPASSIONA TE STABILIZATION		
S2	EFMP STABILIZATION (also refer to ASCO 'D3' and ASCO 'D5')	Applicable to Soldiers per AR 608- 75	Remove when status changes	N/A	STABIL	SBEFMP	EFMP STABILIZATION		
S3	SURVIVOR STABILIZATION (also refer to ASCO 'L2'	Applicable to Soldiers per MILPER message 16-140	Remove when status changes	N/A	STABIL	SBSURV	SURVIVOR STABILIZATION		
S4	ASK STABILIZATION PREFERENCE	Use when Soldier receives approval for stabilization tour	Remove when stabilization is no longer required or Soldier declines stabilization tour	N/A	HISTORY	ASCOS4	ASK STABILIZATION PREFERENCE		
S5	ASK STABILIZATION PREFERENCE DECLINATION	Use when Soldier declines stabilization tour	Remove if Soldier is approved for stabilization tour	N/A	HISTORY	ASCOS5	ASK STABILIZATION PREFERENCE DECLINATION		
S8	ARSOF DIV NOM	Use when Soldier is nominated	Remove when Soldier is assigned to ARSOF position	N/A	ASGNCONS	ACSOF1	ARSOF DIV NOM		
S9	ARSOF DIV MANAGEMENT	Use when Soldier is assigned to position	Remove when Soldier completes assignment or is reassigned	N/A	ASGNCONS	ACSOF2	ARSOF DIV MANAGEMENT		

ASCO to	DIPPS-A Restrictions Applicabil	itv Reference Table Cor	nťd				
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or Restriction	Description
SF	UNITED STATES SPACE FORCE (USSF) TRANSFER				ASGNCONS	Code	UNITED STATES SPACE FORCE (USSF) TRANSFER
T1	TEMPORARY CHANGE OF STATION (TCS) AUGMENTOR	Soldier is temporarily assigned to unit via TSC orders	Remove when status changes	тс	Not in IPPS-A READINESS	RDTC	ACTION (A) Assignment when Action = 'TCS', Status = 'O' (R) Assignment when Action = 'TCS', Status = 'C'
T2	APPROVED WARRANT OFFICER/OCS APPLICATION	Soldier has approved predetermined or holds letter of WO Appointment	Remove upon completion or removal from	EC	ASGNCONS	ACOCSW	APPROVED WARRANT OFFICER/OCS APPLICATION
		eligibility	program		READINESS	RDEC	ACTION Restriction (A) Begin Date / (R) End Date: RES_ASCO W8 / ASGNCONS ACASPF RES_ASCO W2 / ASGNCONS ACAPMS RES_ASCO W1 / ASGNCONS ACPPMS RES_ASCO T2 / ASGNCONS ACOCSW
Т3	PENDING EXPEDITED SCREENING PROTOCOL (ESP) INELIGIBLE FOR ASSIGNMENT	All applicants for military service who enter into a contract for service and all Service members	When all identified potential risk indicators	TN	Not in IPPS-A		ACOCSW
		with an open initial national security background investigation will be referred for ESP if review of their Standard Form 86 (SF-86) indicates a need to screen for potential risk concerning allegiance to the United States, foreign preference, or foreign influence concerns.	have been mitigated and a favorable ESP result is rendered, or until the State makes a determinatio n to retain or separate the individual from military service.		READINESS	RDTN	ACTION (A) Military Component Category IN ('UF','UP','UQ','U S','UT','UX') (R) Military Component Category NOT IN ('UF','UP','UQ','U S','UT','UX')
TU	POST TRAINING WITH INDUSTRY (TWI)				Not in IPPS-A		
TW	TRAINING WITH INDUSTRY (TWI)				ASGNCONS		TRAINING WITH INDUSTRY (TWI
U1	ENROLLMENT IN THE ARMY UNIVERSITY ACCESS ON- LINE PROGRAM	N/A			ASGNCONS	ACEARU	ENROLLMENT IN THE ARMY UNIVERSITY ACCESS ON- LINE PROGRAM

ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to	eMILPO	R3 Category	7 Digit Code	Description	
			remove	WVNAR		Restriction Code		
U2	12-MONTH USASOC RETENTION				ASGNCONS	SOC12	12-month USASOC retention	
U3	24-MONTH USASOC RETENTION				ASGNCONS	SOC24	24-month USASOC retention	
U5	UNIT OF ACTION ASSIGNMENT	Select, Train, Educate and Promote (STEP) - Soldier is selected for promotion, serving in the next higher graded position and pending completion of required PME for promotion IAW AR 600-8-19.	Remove when Soldier is promoted or transferred out of the position.	N/A	ASGNCONS	ACUACT	UNIT OF ACTION ASSIGNMENT	
U6	FAVORABLY RELEASED FROM USASOC				ASGNCONS	SOCFRL	Favorably released from USASOC	
U7	RELEASED, NO LONGER ELIGIBLE FOR FUTURE USASOC CONSIDERATION	U7			ASGNCONS	SOCREL	Released, no longer eligible for future USASOC consideration	
U8	ASSIGNMENT RESTRICTIONS UNDER THE CHILD SOLDIERS PROTOCOL	Soldier is currently under the age of 18	Remove on 18th birthday	CS	ASGNELIG	AEARUCS	ASSIGNMENT RESTRICTIONS UNDER THE CHILD SOLDIERS PROTOCOL	
					READINESS	RDCS	SOLDIER IS UNDER THE AGE OF 18	
UP	UNSATISFACTORY PARTICIPATION	Use IAW AR 135-91. Commanders will code Soldiers with 9 unsatisfactory participation periods within 12-month period who will not be retained. Use of 'B9' only does not report non- deployable status to HRC.	Code remains until Soldier is discharged or separated	UP	Not in IPPS-A	RDUP	ACTION (A) Soldier Status UP PAR (R) Manual	
V1	RECRUITING DUTY PREFERRED	N/A	V1		ASGNCONS	ACRDP	RECRUITING DUTY PREFERRED	
V2	DRILL SERGEANT DUTY PREFERRED	N/A	V2		HISTORY	ASCOV2	DRILL SERGEANT DUTY PREFERRED	
V3	DRILL SERGEANT REASSIGNMENT PROGRAM	N/A	V3		ASGNCONS	ACDSRP	DRILL SERGEANT REASSIGNMEN T PROGRAM	
V4	DETAILED RECRUITER REASSIGNMENT PROGRAM	N/A	V4		ASGNCONS	ACDRCP	DETAILED RECRUITER REASSIGNMEN T PROGRAM	
V5	AIRBORNE DUTY PREFERRED	N/A	V5		HISTORY	ASCOV5	AIRBORNE DUTY PREFERRED	
V6	RECRUITER VOLUNTEER	Soldier wishes to be considered for training/assignment and has been approved/meets requirements	Remove when status changes or Soldier is assigned to position	N/A	ASGNCONS	ACRV	RECRUITER VOLUNTEER	

ASCO to	ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd								
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or	Description		
						Restriction Code			
V7	DRILL SERGEANT VOLUNTEER	Soldier wishes to be considered for training/assignment and has been approved/meets requirements	Remove when status changes or Soldier is assigned to position	N/A	HISTORY	ASCOV7	DRILL SERGEANT VOLUNTEER		
V8	US ARMY CADET COMMAND VOLUNTEER	N/A	V8		HISTORY	ASCOV8	US ARMY CADET COMMAND VOLUNTEER		
V9	US ARMY 3RD INFANTRY (OLD GUARD) VOLUNTEER	N/A	V9		HISTORY	ASCOV9	US ARMY 3RD INFANTRY (OLD GUARD) VOLUNTEER		
W1	PROFESSOR OF MILITARY SCIENCE	Assigned as PMS at a university or College	Remove when reassigned	EC	ASGNCONS	ACAPMS	POTENTIAL ASSISTANT PROFESSOR OF MILITARY SCIENCE		
					READINESS	RDEC	ACTION Restriction (A) Begin Date / (R) End Date: RES_ASCO W8 / ASGNCONS ACASPF RES_ASCO W2 / ASGNCONS ACAPMS		
W2	ASSISTANT PROFESSOR OF MILITARY SCIENCE	Assigned as APMS at a University or College	Remove when reassigned	EC	ASGNCONS	ACAPMS	POTENTIAL ASSISTANT PROFESSOR OF MILITARY SCIENCE		
					READINESS	RDEC	ACTION Restriction (A) Begin Date / (R) End Date: RES_ASCO W8 / ASGNCONS ACASPF RES_ASCO W2 / ASGNCONS ACAPMS		
W3	MANDATORY RETIREMENT DATE (Retirements, MRD, Retained Beyond MRD, MAX Age, TIS)	Soldier is within 18 months of regular retirement, MRD (or extension date), mandatory retirement due to TIS or max age. Use of 'B9' only does not report non- deployable status to HRC.	N/A - code remains until Soldier is discharged/ separated	RT	ASGNELIG	AEMRD	MANDATORY RETIREMENT DATE		
W4	MANDATORY SEPARATION DATE (ETS, IST/ISR, NON- RETIREMENT LOSSES)	Soldier is within 30 days of ETS, IST/ISR, or non- retirement loss. Use of 'B9' only does not report non- deployable status to HPC	Remains with Soldier until discharged unless previously removed.	ET	ASGNELIG	AEMSD RDEC	MANDATORY SEPARATION DATE ETS/SEPARATI ON		
W5	SPECIAL MANAGEMENT	Indicates Soldier is Full time Manning (AGR and Tech)	When the Soldier is no longer AGR/TECH	N/A	ASGNCONS	ACSMGT	SPECIAL MANAGEMENT		
W6	WARRANT OFFICER PREFERRED	N/A	W6		HISTORY	ASCOW6	WARRANT OFFICER PREFERRED		

ASCO to IPPS-A Restrictions Applicability Reference Table Cont'd							
ASCO	DESCRIPTION (TESS)	ARNG Applicability	When to remove	eMILPO MVNAR	R3 Category	7 Digit Code Or Restriction Code	Description
W7	SPECIAL MANAGEMENT DIVISION NOMINATION	N/A			STABIL	AEAO	Special Management Division Nominations
W8	ADVANCED STRATEGIC PLANNING AND POLICY PROGRAM - FELLOW	When Soldier is accepted to the Strategic Planning and Policy Fellowship Program	Remove when Soldier has graduated from the program	EC	ASGNCONS	ACASPF	ADVANCED STRATEGIC PLANNING AND POLICY PROGRAM - FELLOW
					READINESS	RDEC	ACTION Restriction (A) Begin Date / (R) End Date: RES_ASCO W8 / ASGNCONS ACASPF RES_ASCO W2 / ASGNCONS ACAPMS
W9	ADVANCED STRATEGIC PLANNING AND POLICY PROGRAM – GRADUATE	When Soldier has graduated the Strategic Planning and Policy Program	N/A		ASGNCONS	ACASPG	ADVANCED STRATEGIC PLANNING AND POLICY PROGRAM - GRADUATE
X1	REQUEST INITIAL AERS DEFERMENT TOUR	N/A			ASGNCONS	ACIAED	REQUEST INITIAL AERS DEFERMENT TOUR
X2	GRADUATE SCHOOL ATTENDANCE COMPLETE	N/A			ASGNCONS	ACGSAC	GRADUATE SCHOOL ATTENDANCE COMPLETE
Z1	CYBER PERSONNEL	When Soldier is assigned to a Cyber position	Remove when Soldier is reassigned to a position other than	N/A	ASGNCONS	ACCYBP	CYBER PERSONNEL

Annex 1 System Data Reference Manual (SDRM)

This Systems Data Reference Manual provides data elements used in Intergraded Personnel and Pay System - Army (IPPS-A) previously known as, Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG) and currently used in the Total Army Personnel Database – Guard (TAPDB-G). See SDRM at HRI milSuite site https://www.milsuite.mil/book/groups/data-management-branch-arng-hri-d

Annex 2 Army National Guard (ARNG) Workaround Annex

This Workaround Annex applies only to the Army National Guard (ARNG)/Army National Guard Of the United States (ARNGUS). The Workaround Annex describes the Integrated Personnel and Pay system – Army (IPPS-A) and how to navigate through workaround solutions and is a temporary action solutions. See ARNG Workaround Annex at HRI milSuite site https://www.milsuite.mil/book/groups/data-management-branch-arng-hri-d