

Human Resources System

**Integrated Personnel
and Pay System - Army
(IPPS-A)
Army National Guard
(ARNG) Workaround
Annex**

Version 2 for IPPS-A Release 3

23 December 2023

UNCLASSIFIED

Summary of CHANGE

Integrated Personnel and Pay System – Army (IPPS-A) Army National Guard (ARNG) Workaround Annex

System Releases

This administrative revision, dated 23 December 2023

Items in red indicate future change and yellow shows validation is needed.

- Adds Chapter One Introduction
- Adds Chapter Two on Assignments
- Adds Hyperlink to ARNG User Manual
- Adds Chapter 3 on Job Data
- Adds Incentive/Special Pay – Hire Date Error
- Adds Perm workaround to para 2-2

Version Number	Release Date	Remarks
1.0	22 November 2023	Adds Chapter One and Two
2.0	23 December 2023	Adds Chapter Three on Job Data and administrative changes
3.0	26 January 2023	

**Human Resources System
Integrated Personnel and Pay System (IPPS-A) – Army National Guard
(ARNG) Workaround Annex**

History. This Workaround Annex is a temporary action solution. The workaround solutions can be listed table of contents.

Summary. This Workaround Annex describes the Integrated Personnel and Pay system – Army (IPPS-A) and how to navigate through workaround solutions.

Applicability. This Workaround Annex applies only to the Army National Guard (ARNG)/Army National Guard Of the United States (ARNGUS).

Supplementation. Supplementation of this user annex 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 bernard.l.aguon.mil@army.mil, 703-607-7189, CPT Mark Curry at mark.a.curry4.mil@army.mil , Ms. April Doyley at april.j.doyley.ctr@army.mil

This workaround annex 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 Workaround Annex describes the Integrated Personnel and Pay System - Army (IPPS-A) and how to navigate through temporary solutions.

Chapter 2 Assignments

2-1. Reorganization Extend Temporary Assignment

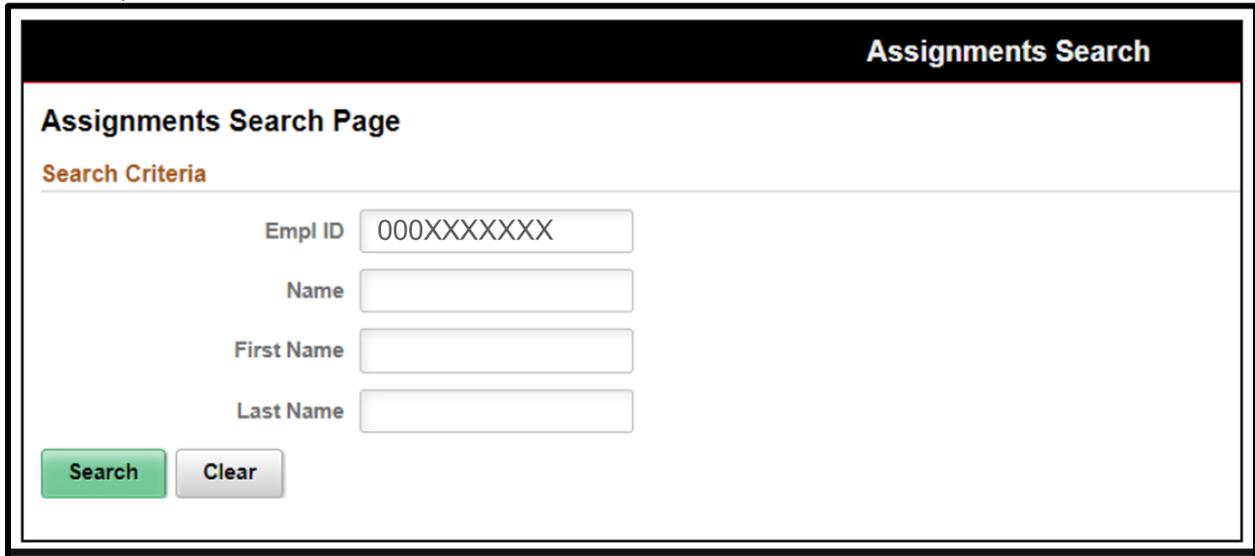
The purpose of this process is to assist the HR Pro in understanding how to process an AGR retirement

Applicability: OFF, WO, ENL

Subcategories: HR Professional, HR Supervisor, Onboarding, Offboarding

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Search Empl ID or Name



The screenshot shows a web interface titled "Assignments Search". At the top, there is a header "Assignments Search Page". Below this, there is a section titled "Search Criteria" with a horizontal line underneath. The search criteria section contains four input fields: "Empl ID" (with the value "000XXXXXXXX"), "Name", "First Name", and "Last Name". At the bottom of the search criteria section, there are two buttons: "Search" (highlighted in green) and "Clear".

Members should have a PERM assignment and a TEMP assignment.

The member should be arrived at the TEMP assignment.

First, curtail the PERM assignment.

Click on "**Other Actions**"

Business Unit Pennsylvania Army Natl Guard
 Component Category Full-Time Support Personnel
 UIC WPGECO 0028 AR HQ CO C DIVISION S

Location HARRISBURG PA
 Job Code W255A INFORMATION SYSTEMS TECHNICIAN
 Position 03119777 #1 Information System (IS) Tec
 Duty Status Present for Duty
 Duty Status Attribute Active Guard Reserve

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
7993899	Departed	Guard	PCA	09/01/2021	WPGECO	03119777	00005493
Interface			Reassignment	10/15/2023	0028 AR HQ CO C DIVISION S	#1 Information System (IS) Tec	HARRISBURG PA

Other Actions View Order

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118530051	Arrived	Guard	ASG	08/16/2023	W8BWAA	04642030	00063930
Online Asg			T32	10/15/2023	W8BW PAARNG ELEMENT, JF HQ	ARNG Title 32 AGR	ANNVILLE

Other Actions View Order

Return to Search

Select Curtail/Extend

Business Unit Pennsylvania Army Natl Guard
 Component Category Full-Time Support Personnel
 UIC WPGECO 0028 AR HQ CO C DIVISION S

Location HARRISBURG PA
 Job Code W255A INFORM
 Position 03119777 #1 Info
 Duty Status Present for Duty
 Duty Status Attribute Active Guard Rese

Create

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Loc
7993899	Departed	Guard	PCA	09/01/2021	WPGECO	03119777	000
Interface			Reassignment	10/15/2023	0028 AR HQ CO C DIVISION S	#1 Information System (IS) Tec	HAR

Other Actions View Order

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118530051	Arrived	Guard	ASG	08/16/2023	W8BWAA	04642030	00063930
Online Asg			T32	10/15/2023	W8BW PAARNG ELEMENT, JF HQ	ARNG Title 32 AGR	ANNVILLE

Other Actions View Order

Return to Search

Actions x

- Curtail/Extend**
- Location Change
- Revoke Amendment
- Position Change
- Report Date Change
- Update Training Status
- Update Component Category
- Update Position Qualification View Order

Curtail the projected end date back by two days of original end date
 Select **“Submit Curtail/Extend.”**

The screenshot shows the 'Assignment Header Information' section. A red box highlights the 'Submit Curtail/Extend' button at the top left. Another red box highlights the 'Projected End Dt' field, which is set to 10/13/2023. Other visible fields include Assignment ID (7993899), Assignment Seq (5), Report Date (09/01/2021), and various assignment details like Component Category, Training Status, and Standard Fields.

Create a draft PERM order.
 Click on **Create Permanent Assignment** dropdown.
 Select **“Reassignment”**

The screenshot shows the 'Organizational Instance' section with details for Pennsylvania Army Natl Guard. Below this is the 'Permanent Assignments' table. A dropdown menu for 'Create Permanent Assignment' is open, showing options like 'Guard ING to Guard MDAY', 'Guard T32 to DFR', 'Guard to ING', 'Guard to Reserve T10', and 'Reassignment'. The 'Reassignment' option is highlighted with a red box. The table below shows existing assignments with columns for ID/Source, Status, Compo, Action/Reason Code, Begin/End Dt, UIC, Position, and Location.

Insert Projected begin date, end date, UIC, position number, job code, duty position qualification, duty title, and movement ID code.
 This will only be a draft assignment use of excess position is acceptable.

Submit Save for Later

Assignment Header Information

Assignment Permanent
Employee Record 0
Assignment Status Draft
Workflow Status Initiated

Assignment ID NEW
Assignment Seq 0
User Action 0001 Reassignment

Component Category Training Status PERSTEMPO Info

Assignment Dates

*Projected Begin Dt 10/14/2023
*Report Date 10/14/2023
Number of Days 4128
*Projected End Dt 01/31/2035
*Assignment From 7993899

Standard Fields

*Action PCA
*Reason Reassignment
*UIC WPGEC0 0028 AR HQ CO C DIVISION S
*Position 00164774
Location 00080669 HARRISBURG
Over Strength Indicator OVERSTRENGTH
With Duty At No
Tour Type NOT APPLICABLE
Estab ID CONUS
Tour Indicator
*Job Code W255A DATA OPERATIONS WARRANT OFFICE
*Duty Title DATA OPERATIONS WARRANT OFFICE
*Duty Position Qual QUAL

Movement Fields

*Movement ID 890

Description
Asgmt Loss Reason

DO NOT HIT "SUBMIT"
Click on **"Save for Later"**
Note: This way the assignment never hits the member's IPERMS.

Submit Save for Later

Assignment Header Information

Assignment Permanent
Employee Record 0
Assignment Status Draft
Workflow Status Initiated

Assignment ID NEW
Assignment Seq 0
User Action 0001 Reassignment

Component Category Training Status PERSTEMPO Info

Assignment Dates

*Projected Begin Dt 10/14/2023
*Report Date 10/14/2023
Number of Days 4128
*Projected End Dt 01/31/2035
*Assignment From 7993899

Standard Fields

*Action PCA
*Reason Reassignment
*UIC WPGEC0 0028 AR HQ CO C DIVISION S
*Position 00164774
Location 00080669 HARRISBURG
Over Strength Indicator OVERSTRENGTH
With Duty At No
Tour Type NOT APPLICABLE
Estab ID CONUS
Tour Indicator
*Job Code W255A DATA OPERATIONS WARRANT OFFICE
*Duty Title DATA OPERATIONS WARRANT OFFICE
*Duty Position Qual QUAL

Movement Fields

*Movement ID 890

Description
Asgmt Loss Reason

Draft assignment will appear under the **Pending/Working Tab.**

Duty Status Present for Duty
Duty Status Attribute Active Guard Reserve

Permanent Assignments

ID	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118568754	Draft	Guard	PCA RAS	10/14/2023 01/31/2035	WPGEC0 0028 AR HQ CO C DIVISION S	00164774 Standard Excess	00080669 HARRISBURG

Temporary Assignments

Return to Search

Returning to the Assignment Landing Page,
Extend the temporary assignment.
Click **"Other Actions"**.

Select "Curtail/Extend".

The screenshot shows a web application interface for managing assignments. It features two main tables: 'Permanent Assignments' and 'Temporary Assignments'. The 'Temporary Assignments' table is currently active, showing details for assignment ID 118530051. An 'Actions' dropdown menu is open over the table, with 'Curtail/Extend' highlighted. Other options in the menu include 'Depart Member', 'Revoke Arrival', 'Location Change', 'Report Date Change', 'Update REFRAD', 'Position Change', 'Update Training Status', 'Update Position Qualification', and 'Update RCE'. A 'Return to Search' link is visible at the bottom left.

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
7993899	Departed	Guard	PCA	09/01/2021	WPGEC0	03119777	00005493
Interface			Reassignment	10/13/2023	0028 AR HQ	CO C DIVISION S	HARRISBURG PA

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118530051	Arrived	Guard	ASG	08/16/2023	W8BWAA	04642030	00063930
Online Asg			T32	10/15/2023	W8BW PAARNG ELEMENT, JF HQ	ARNG Title 32 AGR	ANNVILLE

Input new projected end date.
Select "Submit Curtail/Extend".

The screenshot displays the 'Assignment Details' page for assignment ID 118530051. The 'Assignment Dates' section is highlighted, showing the 'Projected End Dt' field with the value '12/31/2026'. A calendar icon is visible next to the date field. The 'Submit Curtail/Extend' button is highlighted in the top left corner. The page also shows 'Standard Fields' and 'Audit Fields' sections.

Assignment Dates	Value
Projected Begin Dt	08/16/2023
Number of Days	61
Assignment From	7993899
Report Date	08/16/2023
Projected End Dt	12/31/2026

Standard Fields	Value
*Action	Assignment
Trans Type	Consecutive Tour
UIC	W8BWAA W8BW PAARNG ELEMENT, JF HQ
Location	00063930 ANNVILLE
With Duty At	No
Estab ID	CONUS
Job Code	W255A
Duty Position Qual	Q QUAL
*Reason	ARNG-T32 AGR
Subtrans Type	AGR State T32
Position	04642030
Over Strength Indicator	OVERSTRENGTH
Tour Type	NOT APPLICABLE
Tour Indicator	
Duty Title	INFORMATION SYSTEMS TECHNICIAN

Click "OK"
Transaction will route to S1 Pool for approval.

Assignment Header Information

Assignment: Temporary
Employee Record: 7
Assignment Status: Pending
Workflow Status: Pending
Component Category: Training Status
PERSTEMPO Info
View/Update TDY Event

Assignment ID: 118530051
Assignment Seq: 1
User Action: 2001 Cuntall/Extend
Stat Auth: N 502 (F) (1)(B) OF REFERENCE (1)

Assignment Dates

Projected Begin Dt: 08/16/2023
Report Date: 08/16/2023
Number of Days: 1234
Projected End Dt: 12/31/2026
Assignment From: 7993899

Standard Fields

*Action: Assignment
Trans Type: Consecutive Tour
UIC: W8BVAA W8BW PAARNG ELEMENT, JF HQ
Location: 00063930 ANNVILLE
With Duty At: No
Estab ID: CONUS
Job Code: W255A
Duty Position Qual: Q, QUAL

*Reason: ARNG-T32 AGR
Subtrans Type: AGR State T32
Position: 04642030
Over Strength Indicator: OVERSTRENGTH
Tour Type: NOT APPLICABLE
Tour Indicator
Duty Title: INFORMATION SYSTEMS TECHNICIAN

Audit Fields

Last Updated By: 0002374907 01
Last Update Date/Time: 08/24/23 12:33:09PM
Source: Online Assignment
Source ID

Return to Landing Page

Transaction routed to the following S1 Pool: 00001211
OK

Once the temp assignment has been approved, you will need to delete the draft assignment.
Click on the **Pending/Working** tab.

Current/Approved
Pending/Working
Completed
Cancelled

Organizational Instance

Business Unit: Pennsylvania Army Natl Guard
Component Category: Full-Time Support Personnel
UIC: WPGEC0 0028 AR HQ CO C DIVISION S
Location: HARRISBURG PA
Job Code: W255A INFORMATION SYSTEMS TECHNICIAN
Position: 03119777 #1 Information System (IS) Tec
Duty Status: Present for Duty
Duty Status Attribute: Active Guard Reserve

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
7993899 Interface	Departed	Guard	PCA Reassignment	09/01/2021 10/13/2023	WPGEC0 0028 AR HQ CO C DIVISION S	03119777 #1 Information System (IS) Tec	00095493 HARRISBURG PA

Temporary Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118530051 Online Aeg	Arrived	Guard	ASG T32	08/16/2023 12/31/2026	W8BVAA W8BW PAARNG ELEMENT, JF HQ	04642030 ARNG T32 AGR	00063930 ANNVILLE

Conditional Release Assignments

Return to Search

Click on the **trash can icon**

Permanent Assignments

ID	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118568754	Draft	Guard	PCA RAS	10/14/2023 01/31/2035	WPGEC0 0028 AR HQ CO C DIVISION S	00164774 Standard Excess	00080669 HARRISBURG

Temporary Assignments

Return to Search

Click **Yes**
Draft will be deleted

The screenshot shows a web application interface with a confirmation dialog box. The dialog box contains the text: "The Assignment will be deleted. Do you want to continue?". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangle. In the background, there is a table with columns: ID, Status, Compo, Action/Reason Code, Position, and Location. The table has one row with the following data: ID: 118568754, Status: Draft, Compo: Guard, Action/Reason Code: PCA, RAS, Position: 00164774, Standard Excess, Location: 00080669, HARRISBURG. Above the table, there is a section for "Organizational Instance" with details: Business Unit: Pennsylvania Army Natl Guard, Location: HARRISBURG PA, Component Category: Full-Time Support Personnel, Job Code: W255A INFORMATION SYSTEMS TECHNICIAN, UIC: WPGEC0 0028 AR HQ CO C DIVISION S, Position: 03119777 #1 Information System (IS) Tec, Duty Status: Present for Duty, Duty Status Attribute: Active Guard Reserve.

Now, extend the perm assignment back out to original end date.
Click on **Other Actions**
Select **"Curtail/Extend"**

The screenshot shows a web application interface with a list of assignments and an "Actions" dropdown menu. The "Actions" menu is open, showing options: Curtail/Extend, Depart Member, Revoke Arrival, Location Change, Report Date Change, Position Change, Update Training Status, Update Position Qualification, and Update RCE. The "Curtail/Extend" option is highlighted with a red rectangle. Below the menu, there is a table with columns: ID/Source, Status, Compo, Action/Reason Code, Begin/End Dt, UIC, Position, and Location. The table has two rows. The first row has the following data: ID/Source: 7993899, Status: Departed, Compo: Guard, Action/Reason Code: PCA, Reassignment, Begin/End Dt: 09/01/2021, 10/13/2023, UIC: WPGEC0 0028 AR HQ CO C DIVISION S, Position: 03119777 #1 Information System (IS) Tec, Location: 90005493, HARRISBURG PA. The second row has the following data: ID/Source: 118530051, Status: Arrived, Compo: Guard, Action/Reason Code: ASG, T32, Begin/End Dt: 08/16/2023, 12/31/2026, UIC: WBBVIAA, WBBW PAIRING ELEMENT, JF HQ, Position: 04642030, ARNG Tbn 32 AGR, Location: 00063930, ANNVILLE. Above the table, there is a section for "Organizational Instance" with details: Business Unit: Pennsylvania Army Natl Guard, Location: HARRISBURG PA, Component Category: Full-Time Support Personnel, Job Code: W255A INFORMATION SYSTEMS TECHNICIAN, UIC: WPGEC0 0028 AR HQ CO C DIVISION S, Position: 03119777 #1 Information System (IS) Tec, Duty Status: Present for Duty, Duty Status Attribute: Active Guard Reserve.

Input original end date.
Click on **“Submit Curtail/Extend”**

Submit Curtail/Extend

Assignment Header Information

Assignment Permanent
Employee Record 0
Assignment Status Departed To Assignment
Workflow Status Approved

Assignment ID 7993899
Assignment Seq 6
User Action 2001 Curtail/Extend

Component Category Training Status PERSTEMPO Info View/Update TDY Event

Assignment Dates

Projected Begin Dt 09/01/2021
Number of Days 773
Assignment From 062324

Report Date 09/01/2021
*Projected End Dt 10/15/2023

Standard Fields

*Action PCA
Trans Type
UIC WPGEC0 0028 AR HQ CO C DIVISION S
Location 00095493 HARRISBURG PA
With Duty At No
Estab ID CONUS
Job Code W255A
Duty Position Qual Q QUAL

*Reason Reassignment
Subtrans Type
Position 03119777
Over Strength Indicator
Tour Type NOT APPLICABLE
Tour Indicator
Duty Title #1 Information System Technici

Audit Fields

Last Updated By 0002374907.01
Source Interface

Last Update Date/Time 06/24/23 12:31:27PM
Source ID

Now, the temp assignment is extended prior to the Reassignment being entered.

Organizational Instance

Business Unit Pennsylvania Army Natl Guard
Component Category Full-Time Support Personnel
UIC WPGEC0 0028 AR HQ CO C DIVISION S

Location HARRISBURG PA
Job Code W255A INFORMATION SYSTEMS TECHNICIAN
Position 03119777 #1 Information System (IS) Tec
Duty Status Present for Duty
Duty Status Attribute Active Guard Reserve

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
7993899	Departed	Guard	PCA	09/01/2021	WPGEC0	03119777	00005493
Interface			Reassignment	10/13/2023	0028 AR HQ CO C DIVISION S	#1 Information System (IS) Tec	HARRISBURG PA

Temporary Assignments

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118530051	Arrived	Guard	ASG	08/16/2023	WBBWAA	04642030	00063930
Online Asg			T32	12/31/2026	WBBW PAARNG ELEMENT, JF HQ	ARNG Title 32 AGR	ANNVILLE

Conditional Release Assignments

[Return to Search](#)

2-2. Early Arrival Error

Purpose: Arrive a member back to their permanent assignment after receiving the “Early arrival is not allowed” error message

Applicability: OFF, WO, ENL

Subcategories: HR Professional, HR Supervisor, Onboarding, Offboarding

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments



Both the Permanent Assignment and Temporary Assignment shows “**Departed**”. Select the “**Other Actions**” dropdown under the Temporary Assignment.

Permanent Assignments								
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
117200234	Departed	Guard	PCA	03/05/2023	WPV5A0	05073333	00020993	
Online Asg			Reassignment	10/08/2024	0109 EN BN	CO A FSC EN BN	#1 Tactical Power Generator Sp	RAPID CITY Other Actions View Order

Temporary Assignments								
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
118094695	Departed	Guard	ASG	08/20/2023	WPV5A0	05500158	DAMP000336	
MOBCOP			GOT	08/25/2023	0109 EN BN	CO A FSC EN BN	Excess due to MTOE Change	South Dakota Other Actions

Click on “**Revoke Departure**”

Permanent Assignments								
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
117200234	Departed	Guard	PCA	03/05/2023	WPV5A0	05073333	00020993	
Online Asg			Reassignment	10/08/2024	0109 EN BN	CO A FSC EN BN	#1 Tactical Power Generator Sp	RAPID CITY

Temporary Assignments								
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
118094695	Departed	Guard	ASG	08/20/2023	WPV5A0	05500158	DAMP000336	
MOBCOP			GOT	08/25/2023	0109 EN BN	CO A FSC EN BN	Excess due to MTOE Change	South Dakota

Actions

- Arrive Member
- Revoke Departure
- Location Change
- Report Date Change
- Update REFRAD
- Position Change
- Update Training Status
- Update Position Qualification

Click “**Submit Revoke Departure**”

Submit Revoke Departure

Assignment Header Information

Assignment: Temporary
 Employee Record: 5
 Assignment Status: Departed To Assignment
 Workflow Status: None Required
 Component Category: Training Status
 PERSTEMPO Info

Assignment ID: 118094695
 Assignment Seq: 0
 User Action: 0000
 Stat Auth: N 502 (F) (1)(B) OF REFERENCE (1)

Assignment Transit

In Transit Type	Calculated Days	Days Adjustment	Status	Approval Status	DTOD Mileage	Last Updated By	Last Updated
1	0	0			0		

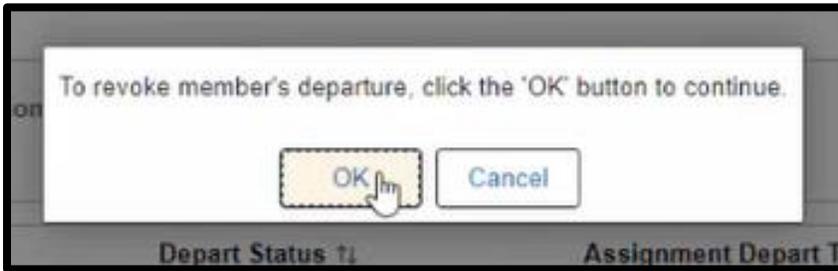
Tour Completion

Tour Completion Status: Z

Assignment Departures

Departure Sequence	Depart Date	Depart Status	Assignment Depart To	Last Updated By	Last Updated
1	1	Active	117200234	0002921624.01	10/06/2023 2:34 06PM

A notification message will appear.
 Click "OK"



Notice the Temporary Assignment now shows **Arrived**

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
117200234	Departed	Guard	PCA	03/05/2023	WPV5A0	05073333	00020993
Online Asg			Reassignment	10/08/2024	0109 EN BN	CO A FSC EN BN	#1 Tactical Power Generator Sp

Temporary Assignments

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118094695	Arrived	Guard	ASG	08/20/2023	WPV5A0	05500158	DAMP000336
MOBCOP			GOT	08/25/2023	0109 EN BN	CO A FSC EN BN	Excess due to MTOE Change

Now you will do a Reassignment on the Permanent Assignment.

Since the Member is arrived at the Temporary Assignment, the effective date will need to be nested. (08/21/23-10/08/2024)

Take note of the Position Number and UIC.

Organizational Instance

Business Unit South Dakota Army Natl Guard Location RAPID CITY

Component Category Train in Units-Drill Unit Res Job Code E91D TACTICAL POWER GENERATION SPEC

UIC WPV5A0 0109 EN BN CO A FSC EN BN Position 05073333 #1 Tactical Power Generator Sp

Duty Status Present for Duty

Duty Status Attribute Active Duty Training

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
117200234	Departed	Guard	PCA	03/05/2023	WPV5A0	05073333	00020993
Online Asg			Reassignment	10/08/2024	0109 EN BN CO A FSC EN BN	#1 Tactical Power Generator Sp	RAPID CITY

Temporary Assignments

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118094695	Arrived	Guard	ASG	08/20/2023	WPV5A0	05500158	DAMP000336
MOBCOP			GOT	08/25/2023	0109 EN BN CO A FSC EN BN	Excess due to MTOE Change	South Dakota

Select the **Create Permanent Assignment** dropdown
Click on **Reassignment**

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
117200234	Departed	Guard	PCA	03/05/2023	WPV5A0	05073333	00020993
Online Asg			Reassignment	10/08/2024	0109 EN BN CO A FSC EN BN	#1 Tactical Power Generator Sp	RAPID CITY

Temporary Assignments

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118094695	Arrived	Guard	ASG	08/20/2023	WPV5A0	05500158	DAMP000336
MOBCOP			GOT	08/25/2023	0109 EN BN CO A FSC EN BN	Excess due to MTOE Change	South Dakota

Guard T32 to DFR
Guard to Active
Guard to Diff Service (AC)
Guard to Diff Service (RC)
Guard to Discharge
Guard to ING
Guard to PDRL
Guard to Reserve T10
Guard to Retired List
Guard to Retired Reserve
Guard to TDRL
Guard to USAR IMA
Guard to USAR IRR
Guard to USAR TPU
Guard to USMA
ING to Standby Reserve ASL
MPC Change
No Cont Guard to Active
Reassignment
Sanctuary

Enter the **Projected Begin Date** (This example 08/21/2023 so it is nested)
Click the **Tab** button

Assignment Header Information

Assignment Assignment ID NEW

Employee Record 0 Assignment Seq 0

Assignment Status Draft User Action 0001 Reassignment

Workflow Status None Required

Component Category Training Status PERSTEMPO Info

Assignment Dates

Projected Begin Dt

Audit Fields

Last Updated By Source Online Assignment Last Update Date/Time Source ID

Return to Landing Page

Select **Assignment From** field and click the search icon

Assignment Header Information

Assignment Permanent
 Employee Record 0
 Assignment Status Draft
 Workflow Status Initiated

Assignment ID NEW
 Assignment Seq 0
 User Action 0001 Reassignment

Component Category Training Status PERSTEMPO Info

Assignment Dates

*Projected Begin Dt 08/21/2023
 *Report Date 08/21/2023
 Number of Days 415
 *Projected End Dt 10/08/2024
 *Assignment From REQUIRED

Standard Fields

*Action PCA
 *Reason Reassignment
 *UIC

Movement Fields

* Movement ID
 Description
 Asgmt Loss Reason
 MPA Reason
 Reenlistment Eligibility
 Action Type

Next reassign them from the old permanent to the new one.
 Click on the **“Permanent Assignment”**.

Lookup

Search for: Assignment From

> Search Criteria

∨ Search Results

2 rows

ACT Assignment ID	Service Component	Action	Reason Code	Assignment Status	ACT Effective Date	End Date
117200234	G	PCA	RAS	Departed To Assignment	03/05/2023	10/08/2024
118094695	G	ASG	GOT	Arrived On Assignment	08/20/2023	08/25/2023

Enter the UIC

Assignment Header Information

Assignment Permanent
 Employee Record 0
 Assignment Status Draft
 Workflow Status Initiated

Assignment ID NEW
 Assignment Seq 0
 User Action 0001 Reassignment

Component Category Training Status PERSTEMPO Info

Assignment Dates

*Projected Begin Dt 08/21/2023
 *Report Date 08/21/2023
 Number of Days 415
 *Projected End Dt 10/08/2024
 *Assignment From 117200234

Standard Fields

*Action PCA
 *Reason Reassignment
 *UIC

Movement Fields

* Movement ID
 Description
 Asgmt Loss Reason
 MPA Reason
 Reenlistment Eligibility
 Action Type

Enter the Position Number

Assignment Header Information	
Assignment Permanent	Assignment ID NEW
Employee Record 0	Assignment Seq 0
Assignment Status Draft	User Action 0001 Reassignment
Workflow Status Initiated	
Component Category	Training Status
PERSTEMPO Info	

Assignment Dates	
*Projected Begin Dt 08/21/2023	*Report Date 08/21/2023
Number of Days 415	*Projected End Dt 10/08/2024
*Assignment From 117200234	

Standard Fields	
*Action PCA	*Reason Reassignment
*UIC WPV5A0 0109 EN BN CO A FSC EN BN	Position <input type="text"/>

Movement Fields	
* Movement ID <input type="text"/>	Description
	Asgmt Loss Reason
	MPA Reason
	Reenlistment Eligibility
	Action Type

Enter the Duty Position Qual

Assignment Dates	
*Projected Begin Dt 08/21/2023	*Report Date 08/21/2023
Number of Days 415	*Projected End Dt 10/08/2024
*Assignment From 117200234	

Standard Fields	
*Action PCA	*Reason Reassignment
*UIC WPV5A0 0109 EN BN CO A FSC EN BN	Position 05073333
Location 00020993 RAPID CITY	Over Strength Indicator NOT OVERSTRENGTH
With Duty At <input type="checkbox"/> No	Tour Type NOT APPLICABLE
Estab ID CONUS	Tour Indicator
Job Code E91D TACTICAL POWER GENERATION SPEC	Duty Title #1 TACTICAL POWER GEN
Duty Position Qual <input type="text"/>	

Enter the Movement ID

Assignment Dates	
*Projected Begin Dt 08/21/2023	*Report Date 08/21/2023
Number of Days 415	*Projected End Dt 10/08/2024
*Assignment From 117200234	

Standard Fields	
*Action PCA	*Reason Reassignment
*UIC WPV5A0 0109 EN BN CO A FSC EN BN	Position 05073333
Location 00020993 RAPID CITY	Over Strength Indicator NOT OVERSTRENGTH
With Duty At <input type="checkbox"/> No	Tour Type NOT APPLICABLE
Estab ID CONUS	Tour Indicator
Job Code E91D TACTICAL POWER GENERATION SPEC	Duty Title #1 TACTICAL POWER GEN
Duty Position Qual <input type="text"/> QUAL	

Movement Fields	
* Movement ID <input type="text"/>	Description
	Asgmt Loss Reason
	MPA Reason
	Reenlistment Eligibility
	Action Type

Click "Submit"



Assignment Header Information

Assignment Permanent
Employee Record 0
Assignment Status Draft
Workflow Status Initiated

Assignment ID NEW
Assignment Seq 0
User Action 0001 Reassignment

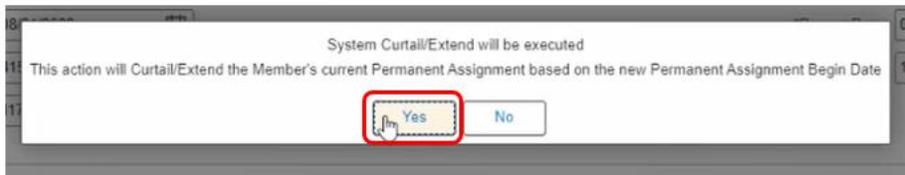
Component Category Training Status PERSTEMPO Info

Assignment Dates

*Projected Begin Dt 08/21/2023
Number of Days 415
*Assignment From 117200234

*Report Date 08/21/2023
*Projected End Dt 10/08/2024

A warning message will appear,
Click "Yes".



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

Member status displays **Arrived** at the Temporary Assignment.
Select the "Other Actions" dropdown under the Temporary Assignment



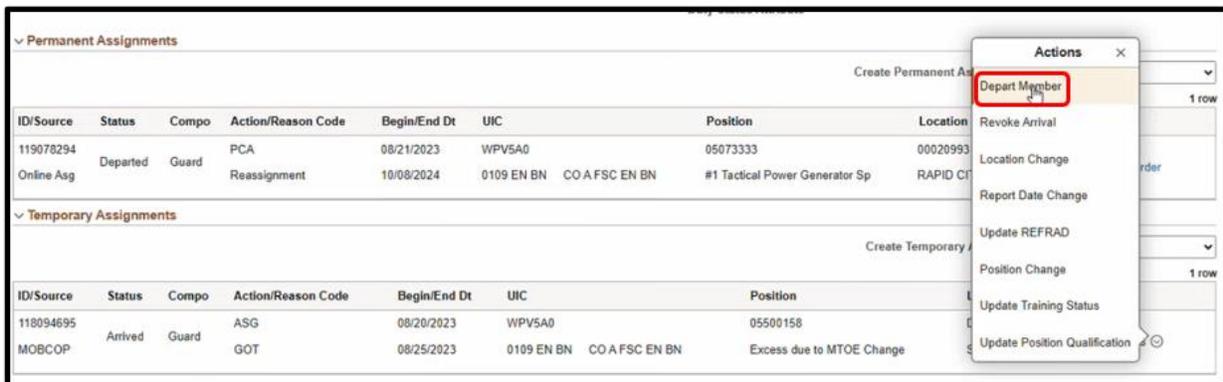
Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
119078294 Online Asg	Departed	Guard	PCA Reassignment	08/21/2023 10/08/2024	WPV5A0 0109 EN BN CO A FSC EN BN	05073333 #1 Tactical Power Generator Sp	00020993 RAPID CITY

Temporary Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118094695 MOBCOP	Arrived	Guard	ASG GOT	08/20/2023 08/25/2023	WPV5A0 0109 EN BN CO A FSC EN BN	05500158 Excess due to MTOE Change	DAMP00336 South Dakota

Click on "Depart Member"



Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
119078294 Online Asg	Departed	Guard	PCA Reassignment	08/21/2023 10/08/2024	WPV5A0 0109 EN BN CO A FSC EN BN	05073333 #1 Tactical Power Generator Sp	00020993 RAPID CITY

Temporary Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
118094695 MOBCOP	Arrived	Guard	ASG GOT	08/20/2023 08/25/2023	WPV5A0 0109 EN BN CO A FSC EN BN	05500158 Excess due to MTOE Change

Actions

- Depart Member
- Revoke Arrival
- Location Change
- Report Date Change
- Update REFRAD
- Position Change
- Update Training Status
- Update Position Qualification

Click on "Submit Departure

Submit Departure Override to Home No

Assignment Header Information

Assignment: Temporary	Assignment ID: 118094695
Employee Record: 5	Assignment Seq: 0
Assignment Status: Arrived On Assignment	User Action: 0000
Workflow Status: None Required	Stat Auth: N 502 (F) (1)(B) OF REFERENCE (1)
Component Category	Training Status
PERSTEMPO Info	

Assignment Departures

Departure Sequence	Depart Date	Depart Status	Assignment Depart To	Last Updated By	Last Updated
1		Revoke	117200234	0002921624.01	10/06/2023 2:34:57PM
2	08/25/2023	Active	119078294	0002921624.01	10/06/2023 2:37:04PM

Member status displays "Departed" from the Temporary Assignment. Select the "Other Actions" dropdown on the Permanent Assignment

Permanent Assignments Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
119078294 Online Asg	Departed	Guard	PCA Reassignment	08/21/2023 10/08/2024	WPV5A0 0109 EN BN CO A FSC EN BN	05073333 #1 Tactical Power Generator Sp	00020993 RAPID CITY

Other Actions

Temporary Assignments Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118094695 MOBCOP	Departed	Guard	ASG GOT	08/20/2023 08/25/2023	WPV5A0 0109 EN BN CO A FSC EN BN	05500158 Excess due to MTOE Change	DAMP000336 South Dakota

Other Actions

Click Arrive Member

Organizational Instance

Business Unit: South Dakota Army Natl Guard
 Component Category: Train in Units-Drill Unit Res
 UIC: WPV5A0 0109 EN BN CO A FSC EN BN

Location: RAPID CITY
 Job Code: E91D TACTICAL
 Position: 05073333 #1 Tactical Power Generator Sp
 Duty Status: Ready for Drill
 Duty Status Attribute

Permanent Assignments Create P

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
119078294 Online Asg	Departed	Guard	PCA Reassignment	08/21/2023 10/08/2024	WPV5A0 0109 EN BN CO A FSC EN BN	05073333 #1 Tactical Power Generator Sp

Temporary Assignments Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
118094695 MOBCOP	Departed	Guard	ASG GOT	08/20/2023 08/25/2023	WPV5A0 0109 EN BN CO A FSC EN BN	05500158 Excess due to MTOE Change	DAMP000336 South Dakota

Actions

- Curtail/Extend
- Location Change
- Arrive Member**
- Position Change
- Report Date Change
- Revoke Perm Assignment
- Update Training Status
- Update Component Category
- Update Position Qualification

Click "Submit Arrival"

Submit Arrival

Assignment Header Information

Assignment Permanent Assignment ID 119078294
 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# %1	Arrival Date %1	Arrival Status %1	Assignment Departed From %1	Last Updated By %1	Last Updated %1
1	08/26/2023	Active	118094695	0002921624.01	10/06/2023 2:37:17PM

Audit Fields

Click "Return to Landing Page" link

Assignment Header Information

Assignment Permanent Assignment ID 119078294
 Employee Record 0 Assignment Seq 0
 Assignment Status Arrived On Assignment User Action 0001 Reassignment
 Workflow Status None Required

Component Category Training Status PERSTEMPO Info

Assignment Arrivals

Arrival Sequence# %1	Arrival Date %1	Arrival Status %1	Assignment Departed From %1	Last Updated By %1	Last Updated %1
1	08/26/2023	Active	118094695	0002921624.01	10/06/2023 2:37:17PM

Audit Fields

Last Updated By 0002921624.01 Last Update Date/Time 10/06/23 2:37:21PM
 Source Online Assignment Source ID

Return to Landing Page

The Temporary Assignment is now closed out and the Member is arrived back to their Permanent Assignment

Organizational Instance

Business Unit South Dakota Army Natl Guard Location RAPID CITY
 Component Category Train In Units-Drill Unit Res Job Code E91D TACTICAL POWER GENERATION SPEC
 UIC WPV5A0 0109 EN BN CO A FSC EN BN Position 05073333 #1 Tactical Power Generator Sp
 Duty Status Ready for Drill
 Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

1 row

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
119078294 Online Asg	Arrived	Guard	PCA Reassignment	08/21/2023 10/08/2024	WPV5A0 0109 EN BN CO A FSC EN BN	05073333 #1 Tactical Power Generator Sp	00020993 RAPID CITY	Other Actions ☺ View Order

> Temporary Assignments
 > Conditional Release Assignments

2-3. Arrive New Permanent Assignment

The purpose of this process is to assist the HR Pro in understanding how to arrive the member on the new PERM assignment while staying on current TEMP assignment.

Applicability: OFF, WO, ENL

Subcategories: HR Professional

Navigation: Workforce Administration > Assignment Tracking > Manage Assignments

Action Required:

Search Empl ID or Name

Assignments Search

Assignments Search Page

Search Criteria

Empl ID

Name

First Name

Last Name

Under Permanent Assignments, A new PERM assignment has been created with a start date of 20230531. This member is currently arrived at the TEMP assignment which ends on 20220530. The PERM assignment, first need to be revoked. Note the details of the new PERM so it can be recreated later.

Click **"Other Actions"**

Select **"Revoke Assignment"**

Organizational Instance								
Business Unit: Vermont Army Natl Guard			Location: RUTLAND VT					
Component Category: Train in Units-Drill Unit Res			Job Code: E17E ELECTRONIC WAR					
UIC: WP6WT0 0572 EN BN HHC BRIGADE ENG			Position: 0006657 Electronic Warfare					
			Duty Status: Present for Duty			Duty Status Attribute: Active Duty Operation Supp		
Permanent Assignments								
Create Permanent Assignment								
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
117542376	Approved	Guard	PCA	05/31/2023	WP8ZAA	09120565	00067	
Online Asg			Reassignment	08/31/2023	0086 IN HHC	HEADQUARTERS IN	JERICHO	
8589915	Departed	Guard	PCA	07/01/2022	WP6WT0	0006657	00007091	
Interface			Reassignment	05/30/2023	0572 EN BN	HHC BRIGADE ENG	Electronic Warfare (EW) Sergea	RUTLAND VT
Temporary Assignments								
Create Temporary Assignment								
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
8612305	Arrived	Guard	ASG	10/04/2022	W8BFAA	05277015	DAMP000342	
MOBCOP			GOS	09/30/2023	W8BF VTARNG ELEMENT, JF HQ	ARNG Title 32 ADOS	Vermont	Other Actions
Conditional Release Assignments								

Under Description, Select **“Administrative Processing Required.”**
Click **“Submit Revoke Assignment.”**

Submit Revoke Assignment

Assignment Header Information

Assignment: Permanent
Employee Record: 0
Assignment Status: Approved
Workflow Status: None Required
Component Category: Training Status
PERSTEMPO Info
View/Update TDY Event

Assignment ID: 117542376
Assignment Seq: 1
User Action: 2002 Revoke Assignment

Assignment Dates

Projected Begin Dt: 05/31/2023
Report Date: 05/31/2023
Number of Days: 93
Projected End Dt: 08/31/2023
Assignment From: 8589915

Standard Fields

*Action: PCA
Trans Type
UIC: WP8ZAA 0086 IN HHC HEADQUARTERS IN
Location: 00067425 JERICHO
With Duty At: No
Estab ID: CONUS
Job Code: E17E ELECTRONIC WARFARE SPECIALIST
Duty Position Qual: Q QUAL

*Reason: Reassignment
Subtrans Type
Position: 09120565
Over Strength Indicator: NOT OVERSTRENGTH
Tour Type: NOT APPLICABLE
Tour Indicator
Duty Title: CYBER ELECTROMAGNETIC ACTIVITI

▼ **Revocation Reason**

Description: ADMINISTRATIVE PROCESSING REQU

▼ **Movement Fields**

* Movement ID: 291
Description

ACT_DTL_WRK_SUBMIT_PS1

Next, curtail the temporary assignment to end on the same date the new permanent assignment should end.

Click **“Other Actions”** on the temporary assignment
Select **“Curtail/Extend.”**

▼ **Organizational Instance**

Business Unit: Vermont Army Natl Guard
Component Category: Train in Units-Drill Unit Res
UIC: WP6WTO 0572 EN BN HHC BRIGADE ENG
Location: RUTLAND VT
Job Code: E17E ELECTRONIC WARFARE SPECIALIST
Position: 00066657 Electronic Warfare (EW) Sergea
Duty Status: Present for Duty
Duty Status Attribute: Active Duty Operation Support

▼ **Permanent Assignments**

Create Permanent Assign

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
8589915	Departed	Guard	PCA	07/01/2022	WP6WTO	00066657	00007091
Interface			Reassignment	02/14/2026	0572 EN BN HHC BRIGADE ENG	Electronic Warfare (EW) Sergea	RUTLAND VT

▼ **Temporary Assignments**

Create Temporary Assign

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
8612305	Arrived	Guard	ASG	10/04/2022	W8BFAA	05277015	DAMPON
MOBCOP			GOS	09/30/2023	W8BF VTARNG ELEMENT, JF HQ	ARNG Title 32 ADOS	Vermont

▼ **Conditional Release Assignments**

Return to Search

Actions

- Curtail/Extend
- Depart Member
- Revoke Arrival
- Location Change
- Report Date Change
- Update REFRAD
- Position Change
- Update Training Status

In the projected end date, input the end date of the new permanent assignment. In this example, the end date should be 20230831.

Click **“Submit Curtail/Extend.”**

Submit Curtail/Extend

Assignment Header Information

Assignment: Temporary
 Employee Record: 2
 Assignment Status: Arrived On Assignment
 Workflow Status: Approved
 Component Category: Training Status
 PERSTEMPO Info
 View/Update TDY Event

Assignment ID: 8612305
 Assignment Seq: 1
 User Action: 2001 Curtail/Extend
 Stat Auth: N 502 (F) (1)(B) OF REFERENCE (1)

Assignment Dates

Projected Begin Dt: 10/04/2022
 Number of Days: 362
 Assignment From: 8589915
 Report Date: 10/04/2022
 *Projected End Dt: 08/31/2023

Standard Fields

*Action: Assignment
 Trans Type: ADOS T32 179 days or less
 UIC: W8BFAA W8BF VTARNG ELEMENT, JF HQ
 Location: DAMP000342 Vermont
 With Duty At: Yes
 Country: United States
 Location Description: WHITE RIVER JUNCTION, VT
 Estab ID: CONUS
 Job Code: E17E ELECTRONIC WARFARE SPECIALIST
 Duty Position Qual: Q QUAL

*Reason: ARNG-T32 Vol Operational Spt
 Subtrans Type: State Support T32
 Position: 05277015
 Over Strength Indicator: OVERSTRENGTH
 Tour Type: NOT APPLICABLE
 Tour Indicator:
 Duty Title: ELECTRONIC WARFARE SPECIALIST

Audit Fields

Last Updated By: SR12706 USA.STG
 Source: MOB/COP/DAMPS System
 Last Update Date/Time: 06/01/23 12:45:39AM
 Source ID: 50-2282-00001-0003335340

Now that the temporary assignment has been curtailed, you can re-create the new permanent assignment.

Under the Create Permanent Assignment dropdown, select "Reassignment."

Organizational Instance

Business Unit: Vermont Army Natl Guard
 Component Category: Train in Units-Drill Unit Res
 UIC: WP6WT0 0572 EN BN HHC BRIGADE ENG
 Location: RUTLAND VT
 Job Code: E17E ELECTRONIC WARFARE SPECIALIST
 Position: 00066657 Electronic Warfare (EW) Sergea
 Duty Status: Present for Duty
 Duty Status Attribute: Active Duty Operation Support

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
8589915	Departed	Guard	PCA	07/01/2022	WP6WT0	00066657	00007091
Interface			Reassignment	02/14/2026	0572 EN BN	HHC BRIGADE ENG	Electronic Warfare (EW) Sergea RUTLAND VT

Temporary Assignments

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
8612305	Arrived	Guard	ASG	10/04/2022	W8BFAA	05277015	DAMP000342
MOB/COP			GOS	08/31/2023	W8BF VTARNG ELEMENT, JF HQ	ARNG Title 32 ADOS	Vermont

Conditional Release Assignments

Guard T32 to DFR
 Guard to Active
 Guard to Diff Service (AC)
 Guard to Diff Service (RC)
 Guard to Discharge
 Guard to ING
 Guard to PDRL
 Guard to Reserve T10
 Guard to Retired List
 Guard to Retired Reserve
 Guard to TDRL
 Guard to USAR IRR
 Guard to USAR TPU
 Guard to USMA
 ING to Standby Reserve ASL
 MPC Change
 No-Cost Guard to Active
 Reassignment
 Termination Deceased

Once submitted, the system will auto arrive/depart the member on the new permanent assignment while staying arrived at the current temporary assignment.

Organizational Instance

Business Unit Vermont Army Natl Guard Location JERICHO
 Component Category Train in Units-Drill Unit Res Job Code E17E ELECTRONIC WARFARE SPECIALIST
 UIC: WP8ZAA 0086 IN HHC HEADQUARTERS IN Position 09120565 Cyber Electromagnetic Activiti
 Duty Status Ready for Drill
 Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
117699178	Departed	Guard	PCA	05/31/2023	WP8ZAA	09120565	00067425
Online Asg			Reassignment	08/31/2023	0086 IN HHC HEADQUARTERS IN	Cyber Electromagnetic Activiti	JERICHO

Temporary Assignments

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
8612305	Arrived	Guard	ASG	10/04/2022	W8BFAA	05277015	DAMP000342
MOBCOP			GOS	08/31/2023	W8BF VTARNG ELEMENT, JF HQ	ARNG Title 32 ADOS	Vermont

Conditional Release Assignments

[Return to Search](#)

Enter Projected Begin Date, Projected End Date (should match the end of the temporary assignment), Assignment From, UIC, Position, Duty Position Qual, and Movement ID.
 Click **“Submit”**

Assignment Header Information

Assignment Permanent Assignment ID NEW
 Employee Record 0 Assignment Seq 0
 Assignment Status Draft User Action 0001 Reassignment
 Workflow Status Initiated
 Component Category Training Status PERSTEMPO Info

Assignment Dates

*Projected Begin Dt 05/31/2023 *Report Date 05/31/2023
 Number of Days 93 *Projected End Dt 08/31/2023
 *Assignment From 8589915

Standard Fields

*Action PCA *Reason Reassignment
 *UIC WP8ZAA 0086 IN HHC HEADQUARTERS IN *Position 09120565
 Location 00067425 JERICHO Over Strength Indicator NOT OVERSTRENGTH
 With Duty At No
 Estab ID CONUS Tour Type NOT APPLICABLE
 Job Code E17E ELECTRONIC WARFARE SPECIALIST Tour Indicator
 *Duty Position Qual QUAL *Duty Title CYBER ELECTROMAGNET

Movement Fields

* Movement ID Description
 Asgmt Loss Reason
 MPA Reason

Chapter 3

Job Data

3-1. Incentive/Special Pay – Hire Date Error

The purpose of this workaround is to process Incentive/Special Pay Requests.

Members who are going from ENL to OFF/WO, is an IST, or switching Army Compos an HR Pro needs to check if they have 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.

Errors

- Reassignment Error:
 - “This Assignment will remain in Draft status until Special/Pay dates are adjusted.”
- Special Pay Request Error:
 - “Invalid Date – Begin Date must be greater than Hire Date.”

Note: When creating a Reassignment and a member has an active Incentive Pay and/or Special Pay in IPPS-A where dates overlap into the new Reassignment, IPPS-A will force the HR Professional to adjust the pay dates, so it ends the day before the new Reassignment date. Once the dates are adjusted, IPPS-A will allow the HR Professional to complete the Reassignment, then if the member is still entitled, you can extend the Incentive Pay and/or Special Pays out.

Scenario

In this example, a member from IDARNG was in an aviation unit receiving Incentive Pay Type HDIP NON-CREW but transferred to CAARNG where they are no longer entitled. The HR Professional needs to verify the dates the member arrived to CAARNG and adjust the dates accordingly

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**.

Click **Search**

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

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Business Unit

Include History Correct History Case Sensitive

[Basic Search](#)



[Save Search Criteria](#)

Job Data will default to work Location landing page

Utilizing the arrows, change pages until you find ReHire in the Action category

SGT.
Employee

Empl ID
Empl Record 0

Military Service United States Army

Work Location Details 🔍 1 of 2 ➡ ➡

*Effective Date 08/19/2022 📅 Go To Row + -

Effective Sequence 1 *Action Permanent Change of Assignment

HR Status Active Reason Initial Assignment

Payroll Status Active *Job Indicator Primary Job

Position Number 06411164 🔍 #7 UH-60 Repairer/Team Chief

Override Position Data

Position Entry Date 08/19/2022 Position Management Record

Regulatory Region USA United States

Company DA Department of the Army

Business Unit NGDCA California Army Natl Guard

Department 00071750 Description: 0640 CS BN CO B AVIATION S

Department Entry Date 08/19/2022

Location 00005077 LOS ALAMITOS CA

Establishment ID CONUS 🔍 CONUS Date Created 09/07/2022

Last Start Date 08/19/2022

Expected Job End Date

▶ Military

SGT. Employee Empl ID Empl Record 0
Military Service United States Army

Work Location Details ? | 2 of 26

*Effective Date	08/19/2022 <input type="button" value="Calendar"/>	<input type="button" value="Go To Row"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Effective Sequence	0	*Action	Rehire	
HR Status	Active	Reason	PRIOR SVC GAIN ANOTHER RSV COM	
Payroll Status	Active	*Job Indicator	Primary Job	

Position Number: 06411164 #7 UH-60 Repairer/Team Chief

Position Entry Date: 08/19/2022 Position Management Record

Regulatory Region	USA	United States
Company	DA	Department of the Army
Business Unit	NGDCA	California Army Natl Guard
Department	00071750	Description: 0640 CS BN CO B AVIATION S
Department Entry Date	08/19/2022	
Location	00005077	LOS ALAMITOS CA
Establishment ID	CONUS <input type="button" value="Search"/>	CONUS
		Date Created 09/07/2022

Last Start Date: 08/19/2022
Expected Job End Date:

Military

This member was Rehired to CAARNG on 08/19/2022

SGT. _____ Empl ID _____
 Employee _____ Empl Record 0
 Military Service United States Army

Work Location Details ?

*Effective Date 08/19/2022

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Rehire

Reason PRIOR SVC GAIN ANOTHER RSV COM

*Job Indicator Primary Job

Position Number 06411164 #7 UH-60 Repairer/Team Chief

Position Entry Date 08/19/2022

Regulatory Region USA

Company DA

Business Unit NGDCA

Department 00071750 Description: 0640 CS BN CO B AVIATION S

Department Entry Date 08/19/2022

Location 00005077 LOS ALAMITOS CA

Establishment ID CONUS CONUS Date Created 09/07/2022

Last Start Date 08/19/2022

Expected Job End Date

While this member was entitled to HDIP NON-CREW in IDARNG, they were transferred into a position that makes them no longer entitled. The member will have to have their current pay type amended to end 08/19/2022, which is the day they transfer to CAARNG.

Navigate to the pre-saved tile, Special Pay Requests

Search member by Empl ID and/or select the magnified glass and search by **First and/or Last Name**.
 Select the appropriate **Entry Type**

IPPS-A Earnings and Deductions

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID SGT

Select Action ▾

Entry Type

Entry ID

Status

Click **Search**

IPPS-A Earnings and Deductions

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID SGT

Select Action ▾

Entry Type ▾

Entry ID

Status

History of the members Incentive Pays will populate.
Select the paper icon on the row you need to adjust.

IPPS-A Earnings and Deductions

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID SGT

Select Action

Entry Type

Entry ID

Status

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status
000	SGT	76080	1	HDIP-FLY-NON-CREW			09/07/2022	09/07/2022	Denied	
000	SGT	34162	3	HDIP NON-CREW			11/01/2021	05/21/2025	Approved	Denied
000	SGT	13257	2	HDIP CREW			05/15/2018	11/11/2020	Approved	Approved

Click Update Dates

INCENTIVE PAYS

Employee ID 000 SGT

INCENTIVE PAYS

Status Approved
Begin Date 11/01/2021
End Date 05/21/2025

INCENTIVE PAY TYPE HDIP NON-CREW

Instructions

Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

Authority(36 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments

AUTOMATED UPDATE: The system set this entry's status and details back to the prior approved instance: 1 due to declined 'Update' or 'Cancel'. To see the declined entry's value and comments, select 'Entry History' below and review instance: 2.

Attachments

Description	Attached File	Attach	View
		<input type="button" value="Attach"/>	<input type="button" value="View"/>

Audit

Entry History

Approval Map

The Begin Date and End Date will switch to an editable format.

INCENTIVE PAYS

Employee ID 000 SGT

INCENTIVE PAYS

Status **Initial**
*Begin Date 11/01/2021
End Date 05/21/2025

INCENTIVE PAY TYPE HDIP NON-CREW

Instructions

Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information

*Authority(36 Char) 37 U.S.C. § 301(A)(2)(B)(C)

Comments

Attachments

Description	Attached File	Attach	View
		<input type="button" value="Attach"/>	<input type="button" value="View"/>

Entry History

Approval Map

Approval Map

Generally, you would want to change the end date to the day before the transfer. If End Date is adjusted to 08/18/2022 and Click **Submit**, then an error will populate

INCENTIVE PAYS Employee ID 000 SGT [Submit](#)

INCENTIVE PAYS

Status: **Initial**

*Begin Date: 11/01/2021

End Date: 08/19/2022

INCENTIVE PAY TYPE: HDIP NON-CREW

Instructions
Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information
*Authority(30 Char): 37 U.S.C. § 301(A)(2)(B)(C)

Comments
SM Transferred to CAARNG. No longer entitled!

Attachments

Description	Attached File	Attach	View
		Attach	View

▶ [Entry History](#)

[Approval Map](#)

[Save for Later](#) [Return To Search](#)

“Invalid Date – Begin Date must be greater than Hire Date” error will pop up.
Click **OK**.

INCENTIVE PAYS Employee ID 000 SGT [Submit](#)

INCENTIVE PAYS

Status: **Pending**

*Begin Date: 11/01/2021

End Date: 08/19/2022

INCENTIVE PAY TYPE: HDIP NON-CREW

Instructions
Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information
*Authority(30 Char): 37 U.S.C. § 301(A)(2)(B)(C)

Comments

Attachments

Description	Attached File	Attach	View
		Attach	View

▶ [Entry History](#)

[Approval Map](#)

[Save for Later](#) [Return To Search](#)

Invalid Date - Begin Date must be greater than Hire Date.
The PeopleCode program executed an Error statement, which has produced this message.

[OK](#)

Error states the Begin Date must be GREATER than the Hire Date, but IPPS-A will allow it to be the same day. Job Data stated the Rehire date was 08/19/2022. Input 08/19/2022 as the Begin Date. This member is no longer entitled, so their End Date will match the Begin Date. If member remains entitled switch the End Date to their ETS Date.

INCENTIVE PAYS Employee ID 000 SGT [Submit](#)

INCENTIVE PAYS

Status: **Initial**

*Begin Date: 08/19/2022

End Date: 08/19/2022

INCENTIVE PAY TYPE: HDIP NON-CREW

Instructions
Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information
*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 Begin Date: 11/01/2021 was accurate. Please review attached memo for detail explanation of change.

Attachments

Description	Attached File	Attach	View
		Attach	View

▶ [Entry History](#)

[Approval Map](#)

[Save for Later](#) [Return To Search](#)

Add in a comment for the reason for the change in dates.
Create a memo to add to the request stating the reason for this change to assist if an audit is done on the member
Click **Attach** to upload memo

INCENTIVE PAYS

Employee ID: 000 SGT Submit

INCENTIVE PAYS

Status: Initial

*Begin Date: 08/19/2022

End Date: 08/19/2022

INCENTIVE PAY TYPE: HDIP NON-CREW

Additional Information

*Authority(DO Char): 37 U.S.C. § 301(A)(2)(B)(C)

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.

Attachments

Description	Attached File	Attach	View
		Attach	View

Approval Map: [Save for Later](#) [Return To Search](#)

Memo needs to be as detailed as possible to explain why this change was made.

Reason for Incentive/Special Pay Date Change

SGT / 000

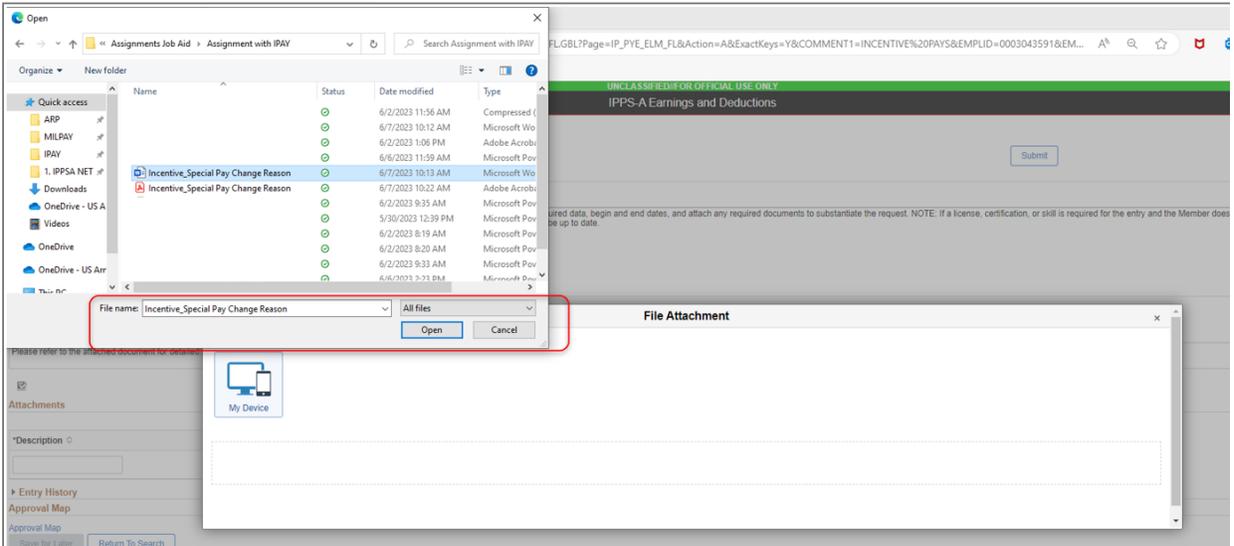
SMs previous order for HDIP NON-CREW with Begin Date 11/01/2021 to End Date 05/21/2025 was accurate and SM was entitled to HDIP NON-CREW for those time periods while the member was a member of IDARNG. SM transferred to CAARNG on 08/19/2022 and has a Rehire record dated 08/19/2022. IPPS-A is not allowing a true amendment with the original Begin date: 11/01/2021 to remain, it is forcing the new begin date be 08/19/2022 (Hire Date). The new End date is accurate as 08/19/2022 as they transferred to CAARNG onto 08/19/2022 into a non-entitled position.

These changes are at no fault to the member but is due to issues with functionality of the HR system.

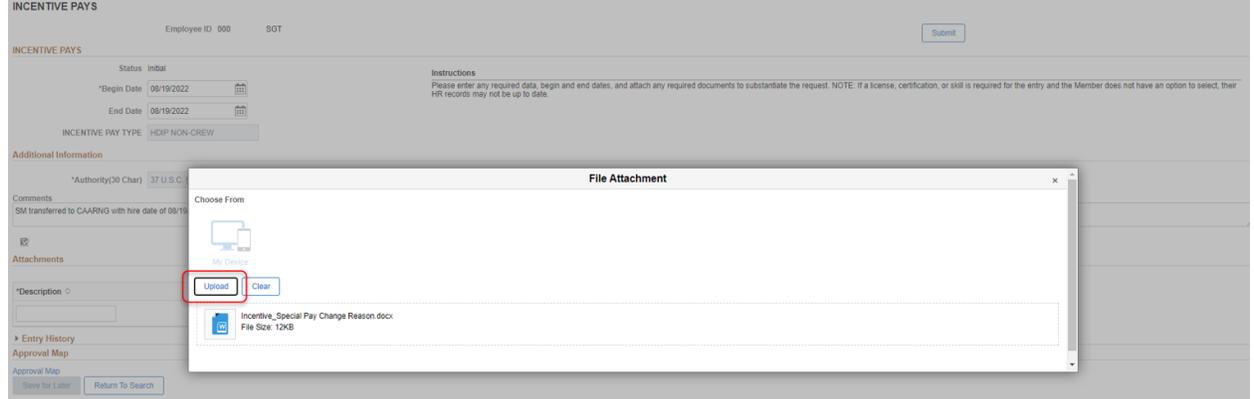
Click **My Device** to search and add the memo.

The screenshot shows the same 'INCENTIVE PAYS' form as above, but with a 'File Attachment' dialog box open. The dialog box has a title bar 'File Attachment' and a close button 'x'. Inside, there is a 'Choose From' section with a red box around a 'My Device' icon. Below this is a large empty text area for the attachment description.

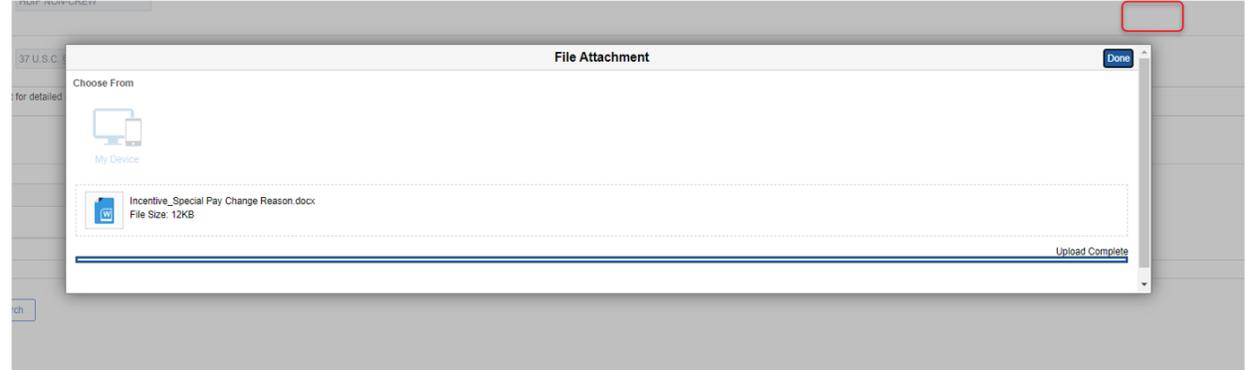
Select the appropriate attachment.
Click **Open**



Click Upload



Once upload select **Done**.



The request will route to the S1 Pool for approval.
Select **OK**.

INCENTIVE PAYS Employee ID: 0003043991 SGT JAYSON ZOROLA Submit

INCENTIVE PAYS

Status: Pending
 Begin Date: 08/19/2022
 End Date: 08/19/2022
 INCENTIVE PAY TYPE: HDIP NON-CREW

Instructions
 Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information
 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 Begin Date: 11/01/2021 was accurate. Please review attached memo for detail explanation of change.

Attachments
 1 row

Description	Attached File
Incentive_Special_Pay_Change_R	Incentive_Special_Pay_Change_Reason.docx

Transaction routed to the following S1 Pool: 00001963
OK

▶ Entry History
 Approval Map
 Save for Later | Return To Search

Once routed, return to the homepage.

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IPPS-A Earnings and Deductions 🏠 🔍 ⚠️ ⋮

INCENTIVE PAYS Employee ID: 000 SGT Submit

INCENTIVE PAYS

Status: Pending
 Begin Date: 08/19/2022
 End Date: 08/19/2022
 INCENTIVE PAY TYPE: HDIP NON-CREW

Instructions
 Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license, certification, or skill is required for the entry and the Member does not have an option to select, their HR records may not be up to date.

Additional Information
 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 Begin Date: 11/01/2021 was accurate. Please review attached memo for detail explanation of change.

Attachments
 1 row

Description	Attached File	Attach	View
Incentive_Special_Pay_Change_R	Incentive_Special_Pay_Change_Reason.docx	Attach	View

▶ Entry History
 Approval Map
 Save for Later | Return To Search

Notes:

- 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

User Manual

Army National Guard (ARNG) Supplemental User Manual

This User Manual describes the Integrated Personnel and Pay system – Army (IPPS-A) and how to navigate through it and utilize the functions. The User Manual is a rapid action revision. This User Manual applies only to the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS). See ARNG at HRI milSuite site <https://www.milsuite.mil/book/groups/data-management-branch-arng-hri-d>